AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JANUARY 2, 2018 – 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. City of Isanti - Recipient of MDH 2016 Water Fluoridation Quality Award
2. Presentation of Green Steps City Signage

F. Approve City Council Final Minutes
1. December 19, 2017 – Regular Meeting of the City Council

G. Citizens Input

H. Announcements

1. **CITY OFFICES CLOSED**	Monday, January 15, 2018 *(In Observance of Martin Luther King Jr. Day)*
2. City Council Meeting	Tuesday, January 16, 2018 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, January 16, 2018 *(Immediately following the City Council Meeting)*
4. City Council Goal Setting Session	Monday, January 22, 2018 at 8:00 a.m.
5. Park, Recreation, & Culture Board Meeting	Tuesday, January 23, 2018 at 6:00 p.m.

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Interview Applicant for the Vacant Term Seat for Park, Recreation & Culture Board (*Mayor Wimmer*)
    a. Resolution Designating Committees and Representatives for City Commissions and Advisory Boards for 2018

<u>City Administrator Don Lorsung</u>

2. Consider Designating an Official Newspaper and Appointing Depositories and Professional Services for Year 2018
    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 2018
3. Resolution Authorizing Signatures for the Purpose of Accessing and Maintaining City Funds and Investments

4. Resolution Approving 2018 Community Garden Handbook and Registration Form
5. Resolution Approving Preliminary Plat "Kwik Trip 1019" with Conditions
6. Resolution Approving Site Plan / Building Appearance and Conditional Use Permit for Kwik Trip, Inc. with Conditions

City Attorney Clark Joslin

7. 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 $194,242.76 and Payroll in the Amount of $93,862.41 and Fourth Quarter Payroll for Council/Boards/Commissions in the Amount of $10,866.48
2. Final Meeting Minutes November 21 Planning Commission Meeting
3. Pay Request No. 3 for the 2017 Palomino Road Improvement $6,156.00
4. Resolution Approving the Temporary Increase in Hours for Code Enforcement / Zoning Tech Matt Lindholm (Ryan K)
5. Ordinance to Amend the Code for the City of Isanti, Chapter 325, Water
6. Ordinance to Amend the Code for the City of Isanti, Chapter 260, Sewer
7. Ordinance to Amend the Code for the City of Isanti, Chapter 281, Stormwater
8. Ordinance to Amend the Code for the City of Isanti, Chapter 160, Fees
9. Resolution Accepting the Resignation of Part-time Peace Officer Lowell Schweiger
10. Resolution Approving Termination of Probationary Reserve Officer Brent Tholen
11. Resolution Approving Staff to Submit Applications for Grants to Activities in PR&C for 2018
12. Resolution Approving Permanent Hire of Human Resources/City Clerk Katie Brooks

M. Other Communications

1. Draft Meeting Minutes for the December 19, 2017 Planning Commission Meeting

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, DECEMBER 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, 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, Community Development Director Ryan Kernosky, and Assistant City Engineer Jason Cook

Others Present: George Hemen, Elizabeth Anderson, Kandis Hanson, Scott Qualle, Carla Lydon, Dwight McCullough, Brian McCullough, Brian Larson, Jim Maloney, Lisa Maloney

D. Adopt Agenda

Administrator Lorsung explained the agenda was amended by adding Items K. 7 – Resolution Approving a Contract for Interim Building Inspection Services with MNSPECT, LLC and L.11 – Resolution Approving an Extension of the Site Use Agreement Between the City of Isanti and Catholic Charities

Motion by Lorinser, second by Collison to approve the agenda. Motion carried.

E. Proclamations/Commendations/Certificate Awards

1. Employee Recognition – Jim Maloney was recognized for Ten Years of Service to the City of Isanti

F. Approve City Council Minutes

1. December 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. **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

Mayor Wimmer mentioned that recently there were two incidents with the power outage and the water-main break by the Isanti Middle School. Mayor Wimmer pointed out that City of Isanti staff, the Police Department, Public Works, and the Isanti Fire District all responded to the incidents incredibly well. It was a really great job with two incidents that could have gone poorly.

J. Public Hearings

None.

K. Business Items

1. Report on Library Outreach Stop and Extension of Agreements
    a. **Resolution 2017-303** Approving Partnership Agreements Between the City of Isanti and the East Central Regional Library and the Isanti Area Friends of the Library

Carla Lydon, the new Executive Director for the East Central Regional Library, reported on the library outreach service. She said they appreciate the support provided by the City of Isanti for the last eight years. The site provides a link to the library services that are offered by ECRL and brings those services closer to the people of Isanti one day a week. The outreach librarian, Tim Olson, provides those services in Isanti once a week along with Braham, Onamia, and a route to the northern Counties of Aitkin and Pine area. Ms. Lydon said the outreach stop is a prime example of wonderful inter-governmental cooperation. The county and state provide services through ECRL, the City provides space, and the citizen volunteer group of "The Friends" provides additional support.

The partnership agreement specifies that an annual evaluation be done for continued service. The most recent evaluation shows an increase of use over last year. Through the end of November, the site has been open 48 days with just over 1,600 people for an average of 35 people per day, which is up about 37% since last year. That increase is attributed to more school and daycare visits to the outreach site. In addition, there has been an 8% increase of materials that have been borrowed through the outreach site which equals about 3,400 materials borrowed over the last year. Ms. Lydon said they appreciate the continued support of the library service in the City and would like to renew the partnership agreement for 2018.

Mayor Wimmer agreed that this has been a good relationship. Councilmember Lundeen said he believes outreach librarian Tim Olson is the right person to have in the position and he has heard nothing but good things about him.

Motion by Lorinser, second by Lundeen to approve the resolution. Motion carried.

2. **Resolution 2017-304** Amending and Extending SAC and WAC Deferral Program to December 31, 2018. This program allows Builders working on projects in the City of Isanti to have 120 days, or until the home/building is sold, to pay the fees. This makes building in Isanti more attractive and the City still receives the same amount owed.

Motion by Bergley, second by Lorinser to approve the resolution. Motion carried.

<u>City Administrator Don Lorsung</u>

3. **Resolution 2017- 305** Approval of Storm-water Pollution and Spill Response Plan. Assistant City Engineer Jason Cook reported that the Spill Response Plan addresses what spills are, who reports it, the chain of command for who addresses which item, and the protocol for each type of spill.

Mayor Wimmer remarked that it is surprising what accounts for a spill and how small some of those items are. He also said this plan is part of the MS4 requirements. Councilmember Lundeen wanted it known that the City Council must do this as part of the Pollution Control Agency's wellhead protection plan for safe and potable water. The Council further discussed the guidelines and expenses that come with being an MS4 City, and how the City of Isanti tried to be proactive in putting measures in place before the State assigned the designation to the City.

Councilmember Bergley asked what types of spills the plan addresses. Mr. Cook said any type, from a paint bucket being emptied into the gutter to somebody using too much chemical product on their yard. Large spills, such as a tanker truck tipping over, are already being addressed by Federal Agencies. This plan is to make everyone aware as to what a spill is.

After continued discussion by the Council about what would constitute a spill, a Motion was made by Lundeen to approve the resolution, second by Lorinser. Motion carried.

4. **Resolution 2017-306** 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. This is what Isanti Township approved and sent to the City as part of the ongoing negotiations regarding the annexation. It outlines a five-year plan with a sliding scale fee and reimbursement amounts for access to City utilities.

Motion by Lorinser, second by Collison to approve the joint resolution. Motion carried.

5. **Resolution 2017-307** Adopting Fees, Consider Amendments to the Fee Schedule

Motion by Lundeen, second by Bergley to approve the resolution. Motion carried.

6. **Resolution 2017-308** Approving Activation of Deferred Assessments for the 2006 Street and Utility Improvement Project. City Administrator Don Lorsung explained that these were properties that were deferred for 10 years at which time they would be reviewed to see if they were developable. It was determined by both the previous and current Community Development Directors that the parcels could be developed. Notification has been made to the property owners to apply the assessments if approved by the Council.

Motion by Lorinser, second by Bergley to approve the request as presented. Motion carried.

7. **Resolution2017-309** Approving a Contract for Interim Building Inspection Services with MNSPECT, LLC. Mayor Wimmer explained that the City of Isanti Building Official has accepted a position in the Cities and the purpose of this contract is to have someone in place to handle things currently and to augment the Building Official position in the future.

   Scott Quale, a designated Inspector, introduced himself saying he currently works to provide Building Official services or back-up, supplementary services to 17 different communities through MNSPECT. He said they would start off acting as the Building Official, and after someone is hired for the position, they would become a mentoring role with them and proved back-up services. The Council discussed that this would provide time to make the correct hiring decision and the origin of MNSPECT.

Motion by Lorinser, second by Lundeen to approve the contract with MNSPECT for interim services. Motion carried.

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 Final Meeting Minutes for the November 7, 2017 Economic Development Authority

3. **Resolution 2017-310** Approving a Check Be Written to New Hope Community Church for Volunteering at the Community Movie Night
4. **Resolution 2017- 311** Accepting Proposal for Isanti Indoor Arena Radiant Heater Repair
5. **Resolution 2017- 312** Approving 2018 ASCAP Music License
6. **Resolution 2017-313** Authorizing Reimbursement of RLF Payments to Enterprise Avenue Properties and to Execute Satisfaction of Mortgage
7. **Resolution 2017-314** Approving Permanent Hire of Finance Director Michael Betker
8. **Resolution 2017-315** Offering the Position of Part-Time Liquor Store Clerk II to Greg Fauskee
9. **Resolution 2017-316** Approving the Emergency Repair of a Watermain Break on Centennial Drive NW
10. **Resolution 2017-317** Amending Maintenance Technician I to Include Working Rotating On-Call in the Job Description
11. **Resolution 2017-318** Approving an Extension of the Site Use Agreement Between the City of Isanti and Catholic Charities

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

M. Other Communications

1. Draft Meeting Minutes for 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

Motion to adjourn by Lundeen, second by Bergley. Motion carried. The meeting was adjourned at 7:24 p.m.

Respectfully Submitted,

Jeannifer Anderson

Jeannifer Anderson
Administrative Data Clerk

K.1.

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer and City Council

FROM: Don Lorsung, City Administrator

DATE: December 28, 2017

RE: Appointments to Committees and Boards

Appointments must be made for year 2018 for Advisory Committees, Commissions, and Boards. A copy of the amended year 2017 resolution is also attached for your reference, along with a blank Resolution prepared for year 2018.

Park, Recreation and Culture Board

One Board seat is open. The Student Representative position is also open. Advertisements were placed to seek interested candidates. An application from current Board member Jenny Garvey was received for the open Board position. The Board seat is for a 3 year term to December 31, 2020. The Student Representative is a 1 year term. Attached are interview questions for applicants and the application.

EDA

There is one seat open for an appointed member. The term for the open seat extends to December 31, 2020. No applications were received for the open EDA seat.

Action:
Interview subject candidates that applied for open seats, and make appointments for Park, Recreation and Culture Board and EDA. Make appointments for members and representatives for City Commission and Advisory Boards for year 2018.

A Community For Generations.

Isanti

Date: December 28, 2018

Subject: Park, Recreation, and Culture Board Interview Questions

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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 and Recreation Board

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 Katie Brooks
PO Box 428, Isanti, MN 55040
or kbrooks@cityofisanti.us 763-444-5512

Name: Jennifer Garvey E-mail: .com

Address: *within City limits

Phone Number:

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

(City of Isanti Resident) Non-Resident of Isanti

Please Answer:

Education and/or knowledge that will be useful to the Board

previous Board member
17 yrs in rec field

Why you are interested on being on the Board

to continue to serve the residents of Isanti

What is your vision of Isanti?

To continue to grow the offerings of parks, recreation + culture.

Any other pertinent information that might to be taken into consideration. You may attach additional pages.

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:

Jennifer Garvey
Print Name

Signature

Date: 12-8-17

Please provide the following information:
(Please Print)

_____
Current Address and Post Office Box Number

Isanti, MN 55040
City, State, Zip Code

_____
Home Phone Number

_____
Work Phone Number

_____
Cell Phone Number

Received by the City Administrator/designee on: _____

RESOLUTION NO. 2018-XXX

RESOLUTION DESIGNATING COMMITTEES AND REPRESENTATIVES FOR CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2018

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 2018:

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	
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 & Ops Advisory Committee	Wimmer,
Finance Committee	Wimmer,
Building & Grounds Committee	
Personnel Committee	Wimmer,
C-I Bike/Walk Trail	Wimmer
Liquor Committee	
Police Committee	
Public Works Committee	
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 2018:

_____	*(term expiration 12-31-2020)*
Aaron Zdon	*(term expiration 12-31-2019)*
Jeffrey Johnson	*(term expiration 12-31-2018)*
James Witte	*(term expiration 12-31-2018)*
George Wimmer	Council Representative (*term expiration 12-31-2018*
_____	Student Representative *(term expiration 12-31-2018)*

5. That the City Council designates the following individuals to the Planning Commission for year 2018:

Mayor and City Council:	
George Wimmer	*(term expiration 12-31-2018)*
Dan Collison	*(term expiration 12-31-2018)*
Ross Lorinser	*(term expiration 12-31-2018)*
Paul Bergley	*(term expiration 12-31-2018)*
Steve Lundeen	*(term expiration 12-31-2018)*
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 2018:

Mayor and City Council:	
George Wimmer	*(term expiration 12-31-2018)*
Dan Collison	*(term expiration 12-31-2018)*
Ross Lorinser	*(term expiration 12-31-2018)*
Paul Bergley	*(term expiration 12-31-2018)*
Steve Lundeen	*(term expiration 12-31-2018)*
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 2nd day of January, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources / City Clerk

RESOLUTION 2017-238
Amending Resolution 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)*
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 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

2018 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 2018 scheduled meeting dates are below:

January 2, 2018

February 7, 2018 (Wed.)

March 6, 2018

April 3, 2018

May 1, 2018

June 5, 2018

July 3, 2018

August 8, 2018 (Wed.)

September 4, 2018

October 2, 2018

November 7, 2018 (Wed.)

December 4, 2018

2018 Planning Commission Public Hearing Deadlines and Dates

Date	Deadline for Submission	Public Hearing Deadline	PH Publication Date
January 16th	December 15th	December 29th	January 3rd
February 20th	January 19th	February 2nd	February 7th
March 20th	February 23rd	March 2nd	March 7th
April 17th	March 23rd	March 30th	April 4th
May 15st	April 20th	April 27th	May 2nd
June 19th	May 18th	June 1st	June 6th
July 17th	June 22nd	June 29th	July 4th
August 21st	July 20th	August 3rd	August 8th
September 18th	August 24th	August 31st	September 5th
October 16th	September 21st	September 28th	October 3rd
November 20th	October 19th	November 2nd	November 7th
December 18th	November 16th	December 5th	November 30th

2018 PARKS, RECREATION AND CULTURE BOARD MEETING

AND

APPLICATION SUBMITTAL DATES

Parks, Recreation and Culture Board Meetings	Application and Material Submittal Date
January 23, 2018	January 17, 2018
February 27, 2018	February 21, 2018
March 27, 2018	March 21, 2018
April 24, 2018	April 18, 2018
May 22, 2018	May 16, 2018
June 26, 2018	June 20, 2018
July 24, 2018	July 18, 2018
August 28, 2018	August 22, 2018
September 25, 2018	September 19, 2018
October 23, 2018	October 17, 2018
November 27, 2018	November 21, 2018

**No meeting in December

K.2.

A Community For Generations.

Isanti

MEMO

TO: Mayor Wimmer and City Council

FROM: Don Lorsung, City Administrator

DATE: December 27, 2017

RE: Designating Official Newspaper, Appointing Depositories, Professional Services, and Setting City Council Meetings for Year 2018

Newspaper Bids, Appointment of Depositories and Professional Services

Bids for the 2018 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 2018.

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 Precinct Caucus (2/7/18), National Night Out (8/8/18), and General Election (11/7/18).

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. 2018-XXX

RESOLUTION DESIGNATING AN OFFICIAL CITY NEWSPAPER, DEPOSITORIES, APPOINTMENT OF CITY ATTORNEY, CITY ENGINEER, CITY AUDITOR, PROFESSIONAL SERVICES AND SETTING CITY COUNCIL MEETINGS FOR YEAR 2018

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 2018; and,

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

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

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, ___ point type (minimum 6 point body, 7 point for title/header).

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 and annual Goal Setting Meeting of the City Council are set forth for the year 2018 as attached. Other Special meetings and work sessions will be announced.

This resolution was duly adopted by the Isanti City Council this 2nd day of January, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI
MEETING SCHEDULES
All meetings held at City Hall

2018 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 2 January 16 January 22(Mon) **	July 3 July 17 **
February 7 (Wed) February 20 **	August 8 (Wed) August 21 **
March 6 March 20 **	September 4 September 18 **
April 3 April 17 **	October 2 October 16 **
May 1 May 15 **	November 7 (Wed) November 20 **
June 5 June 19 **	December 4 December 18 **

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: December 28, 2017

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

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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. 2018-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, 2018, 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	_____
Finance Director	Mike Betker
City Administrator	Donald C. Lorsung

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

Mayor	George A. Wimmer
Mayor Pro-Tem	_____
Finance Director	Mike Betker
City Administrator	Donald C. Lorsung
HR/City Clerk	Katie Brooks
Asst. City Administrator	Josi Wood

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

Mayor	George A. Wimmer
Mayor Pro-Tem	_____
Finance Director	Mike Betker
City Administrator	Donald C. Lorsung

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

Finance Director	Mike Betker
City Administrator	Donald C. 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 2nd day of January, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

K.4.

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events and Parks Coordinator

Date: January 2, 2018

Subject: Resolution Approving 2018 Community Garden Handbook and Registration

---

Background:
Staff have updated the Community Garden Handbook to reflect 2018 registration and garden season dates. There will be no changes to the garden rules or fees in 2018.

Registrations dates will be as follows:
February 5-9, 2018 – Returning gardeners reserving the same plots
February 12-16, 2018 – Returning gardeners reserving new plots
February 20 – June 1, 2018 – Open registration.

Other important dates for the 2018 garden season:
May 10, 2018 – Kick-Off Party
May 12, 2018 – First Day to Garden
August 23, 2018 – Harvest Pot Luck
October 14, 2018 – Last Day of the Season

Upon approval of the attached documents, staff will update the website to make the new documents available for download. Registration forms and handbooks will also be available at City Hall.

Staff Request:
Staff is requesting the 2018 Community Garden Handbook and registration form be approved.

Attachments:
- 2018 Community Garden Handbook
- 2018 Community Garden Registration Form

2018 Plot Rental

Ground Plots - 10' x 10':
$15/100 ft² - reserve up to 3

Raised Beds (4'Wx8'Lx19"H):
$20

Elevated Beds (2'Wx4'Lx32"H; wheelchair accessible):
$20

Note: Registration priority will be given to City of Isanti residents. Priority for raised/ elevated beds will be given to those with mobility needs.

Important Dates

Registration Open
Feb. 5-9: Returning gardeners reserving the same plots
Feb. 12-16: Returning gardeners reserving new plots
Feb. 20-June 1: Open Registration
Season Kick-Off Party
May 10, 2018
6:00 pm
First Day to Garden
May 12, 2018
Harvest Pot Luck
August 23, 2018
6:00 pm
Last Day of Season
October 14, 2018
(Plots need to be completely cleared no later than this day)

For questions regarding the Isanti Community Garden, please contact the Community Events and Parks Coordinator at
763-444-5512 or
isantiparks@ci.isanti.mn.us

Garden Safety Tips:

- Garden in pairs and/or bring a cell phone.
- Bring a water bottle and drink lots of water while you're working.
- Wear protective clothing (hats and lightweight long sleeves) and sunscreen.

Is there a problem in the garden?

- Report theft, vandalism and unusual activities to City of Isanti Staff.
- If you feel an immediate risk or need emergency assistance, call 911.

Isanti Community Garden

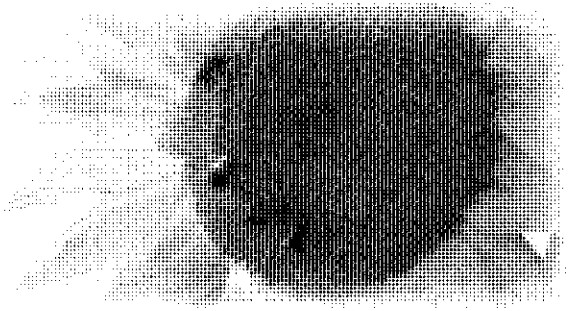
Isanti PARKS

2018 Handbook

Community Garden Rules

It is the goal of the City of Isanti to offer a high quality, safe, and accessible space for the public to enjoy the benefits of gardening. In order to achieve this, cooperation is required from all participants to contribute to a positive experience for themselves and other gardeners.

1. The City of Isanti will
- Till the garden plots in the spring and fall.
- Provide access to water through spigots distributed around the garden.
- Stake out and number plots.
- Provide basic gardening tools, e.g. hoses, hand tools, and shovels, for use inside the community garden.



2. Community gardeners will
- Complete a plot reservation form and pay required fees.
- Administer adequate plot maintenance including: weeding, watering, and harvesting in a timely manner keeping the plot tidy and visually appealing.
- 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.
- Abide by all Rules of Use of the Isanti Community Garden.
- Contribute to a positive experience with fellow gardeners.

Rules of Use

- Plot reservations will be taken February 5, 2018 through June 1, 2018. (See "Important Dates" section for details). No refunds will be issued after May 1, 2018.
- The gardening season will begin May 12, 2018 and end October 14, 2018. (Dates are subject to change due to weather conditions.) All gardening must occur between dawn and dusk.

- Gardeners may allow others to garden at their plot, but the ultimate responsibility of plot maintenance and fees belong to the renter.
- Pets are not allowed inside the community garden. Service animals are allowed as needed.
- Children (under 15) in the community garden will be supervised at all times.
- Community garden plots are intended for personal use only. No commercial gardening is allowed.
- Garden plots may not be used to grow illegal plants, controlled substances, shrubs, or trees.
- All plants and temporary structures (ex: trellises) must be contained within the plot boundaries.
- The garden cannot technically be considered organic, but the use of commercial pesticides is not allowed. For a list of acceptable products, contact City of Isanti Staff.
- Garden debris should be placed in the provided compost bins and never in another plot or outside the garden area.
- When provided equipment is used, it must be returned in good condition to the shed. Gardeners should report any lost or damaged tools to City of Isanti staff immediately.
- If a plot is deemed abandoned, it will be reassigned at the discretion of the City of Isanti. A plot will be considered abandoned if any of the following occur:
  - The garden is not planted by June 10, 2018
  - No signs of maintenance
  - Weeds have gone to seed
  - Harvest rotting on vine
  - Gardener has not responded to inquiries from City of Isanti staff.
  - Gardener has not addressed issues within 7 days of being notified by City of Isanti Staff.

Notices:

The City of Isanti reserves the right to full access of all plots at all times to ensure that rules are being followed, and if necessary may terminate a plot rental for the safety and welfare of city property.

The City of Isanti assumes no liability for injury, damage, theft, or loss of property belonging to garden users before, during, or after rental.

2018 Community Garden Registration

Mail Completed Forms to:
City of Isanti
Attn: Community Events and Parks Coordinator
PO Box 428
Isanti, MN 55040

Email Completed Forms to:
isantiparks@cityofisanti.us

Drop Off Completed Forms at City Hall
during business hours 8:00-4:30 Mon-Fri.

Registrant Information

First Name _____ Last Name _____

Address _____ City, State _____

Phone _____ Email Address _____

Are you returning to the community garden? ☐ Yes ☐ No, I'm new

Plot Preference

Note: Registration priority will be given to City of Isanti residents.

Staked Plot (Ground level)
$15 each - 10' x 10'

Quantity of Plots (Up to 3) ☐

Plot #Desired (List up to 3)

_____

Raised Beds $20 each

Note: Limited bed availability - priority given to those with mobility needs.

Elevated Bed (Wheel Chair Accessible) 2'Wx4'Lx32"H ☐

Raised Bed (4'Wx8'Lx19"H) ☐

(Indicate bed # preference above)

Amount Due:

I have read and understand the Community Garden Rules ☐

I understand that The City of Isanti reserves the right to full access of all plots at all times to ensure that rules are being followed, and if necessary may terminate a plot rental for the safety and welfare of city property.

X

I understand that The City of Isanti assumes no liability for injury, damage, theft, or loss of property belonging to garden users before, during, or after rental. I hereby assume the risk of accidental injury to myself or users of my plot, and I hereby waive any liability from accidental injury resulting from participation in program or garden activities and waive any liability claims against the City of Isanti, program supervisors or volunteers or any other persons or entities assisting in the community garden in any way.

X

Office Use Only: Date Received: _____ Amount Paid: _____ Plot #: _____

7/703 101-34110 Land Rent

RESOLUTION NO. 2018-XXX

A RESOLUTION APPROVING 2018 COMMUNITY GARDEN HANDBOOK AND REGISTRATION FORM

WHEREAS, a community garden was constructed in Spring 2016; and,

WHEREAS, members of the community are allowed to rent ground plots or raised bed spaces; and,

WHEREAS, a handbook is available for the garden including rules, fees, and dates, and staff have updated the information listed in the handbook for the 2018 garden season; and,

WHEREAS, there will be separate reservation fees for returning gardeners and new gardeners as follows:

- Returning gardeners reserving the *same* plots may begin registering February 5-9, 2018
- Returning gardeners reserving *new* plots may begin registering February 12-16, 2018
- Open registration beginning February 20 and closing June 1, 2018.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the 2018 Community Garden handbook and registration form.

Adopted by the Isanti City Council this 2nd day of January, 2018.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

K.5.

A Community For Generations.
Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: January 2, 2018

SUBJECT: **PRELIMINARY PLAT REVIEW "KWIK TRIP 1019" – KWIK TRIP, INC.**

Background
Kwik Trip, Inc. (applicant) is in the process of purchasing PID 160400830 & 160530010 from Ahlstrom Properties, LLC (better known as Riverside Market). Because the applicant is intending to utilize both properties for one use, they are required to plat the property to combine it into one lot.

The preliminary plat of "Kwik Trip 1019" simply indicates the combination of two parcels. Existing utility and drainage easements are retained, and a new 10' utility and drainage easement is proposed along the east property line, extending from CSAH 5 to the NE property corner.

Staff Comments
As part of the preliminary platting process, the City Engineer and County Engineer reviewed the proposed plat. The City Engineer had no comments regarding the plat. The County Engineer made the following comments pertaining to the Preliminary Plat:

- A total 60 foot Right of Way should be dedicated from the Centerline of CSAH 5, therefore, an additional 29' of ROW should be provided to the County on the Final Plat.
- Proper permits are taken out to perform work in the County's Right of Way.

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 December 4, 2017, all taxes have been paid.

Public Notice
Notice was published in the *Isanti County News* on December 6, 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 have 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 November 16, 2017. The application was deemed complete on November 17, 2017. Pursuant to Minnesota State Statute § 462.358 subd 3b, the City must act on this request by May 17, 2017 (120-day rule). This may be extended if the applicant and the municipality agree to an extension.

Development and Operations Advisory Committee Comments
The Development and Operations Advisory Committee reviewed the request at their meeting held on November 23rd, 2017. The Committee recommended approval with the condition that all review comments are addressed.

Planning Commission
The City Planning Commission held the public hearing on December 19, 2017 and has recommended approval with the conditions listed within the Resolution.

Staff Recommendation
Staff is supportive of this preliminary plat, and recommends **APPROVAL** with the following **CONDITIONS:**

1) 60 feet of right of way from the Centerline of CSAH 5 is dedicated to the County
2) Any work in the right of way receive prior approval/permits from the proper entities.

Attachments
- Resolution 2017-XXX Approving the Preliminary Plat of Kwik Trip 1019
- Preliminary Plat Kwik Trip 1019 Findings of Fact and Conclusion
- Location Map

RESOLUTION 2018-XXX

A RESOLUTION APPROVING THE PRELIMINARY PLAT OF KWIK TRIP 1019

WHEREAS, Kwik Trip, Inc. has made application for Preliminary Plat Approval for Kwik Trip 1019; legally described as:

Parcel 1 (PID 16.040.0830):

That part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows: Commencing at the point of Intersection of the East-West Quarter line of Section 29 with the Easterly right-of-way line of the Burlington-Northern Railroad (formerly known as the Great Northern Railway); thence Easterly on an assumed azimuth of 90 degrees 00 minutes, 30 seconds, along the East-West Quarter line of Section 29, a distance of 834.08 feet; thence Northerly on a azimuth of 358 degrees 50 minutes 10 seconds, a distance of 33.01 feet to the point of beginning of the parcel herein described on the North line of the south 33 feet of the SW 1 /4 of NW 1 /4 of Section 29; thence continuing Northerly on an azimuth of 358 degrees 50 minutes 10 seconds, a distance of 370 feet; thence Easterly on a azimuth of 90 degrees 00 minutes 30 seconds, parallel with the South line of the SW 1/4 of NW 1/4 of Section 29, a distance of 330 feet to the East line of the SW 1/4 of NW 1/4 of Section 29; thence Southerly on an azimuth of 178 degrees 50 minutes 10 seconds, along said East line, a distance of 370 feet to the North line of the South 33 feet of the SW 1/4 of NW 1/4; thence Westerly on an azimuth of 270 degrees 00 minutes 30 seconds, along said North line. a distance of 330 feet to the point of beginning.

AND

Parcel 2 (PID 16.053.0010):

Lot One (1). Block One (1), Dual Industrial Park. excepting therefrom however, the North 132 feet thereof, Isanti County, Minnesota; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the Preliminary Plat on December 19, 2017; and,

WHEREAS, all required public notices regarding the public hearing were posted and send to property owners within 350 feet of the subject properties; and,

WHERAS, the City of Isanti Planning Commission has recommended approval of the Preliminary Plat 'Kwik Trip 1019' with conditions; and,

WHEREAS, the City Council reviewed the Preliminary Plat request at the regularly scheduled meeting on January 2, 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 Preliminary

Plat of Kwik Trip 1019, **BE IT FURTHER RESOLVED** that the requested Preliminary Plat Approval from Kwik Trip, Inc. be approved with the following conditions:

1) A total of 60 feet of Right of Way is required to be dedicated along CSAH 5, measured from CSAH 5 centerline, per County Engineer's comments.
2) Any work done in the City or County Right of Way must receive permits from the proper jurisdiction.

Adopted by the Isanti City Council on this 2nd day of January, 2018.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
Human Resources/ City Clerk

FINDINGS OF FACT AND CONCLUSION

Preliminary Plat – "Kwik Trip 1019"

December 19, 2017
Prepared by Community Development Director Ryan Kernosky

Request

Kwik Trip, Inc (applicant) has submitted a Preliminary Plat Approval of the Plat titled *Kwik Trip 1019*, legally described as:

Parcel 1 (PID 16.040.0830):

That part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows: Commencing at the point of Intersection of the East-West Quarter line of Section 29 with the Easterly right-of-way line of the Burlington-Northern Railroad (formerly known as the Great Northern Railway); thence Easterly on an assumed azimuth of 90 degrees 00 minutes, 30 seconds, along the East-West Quarter line of Section 29, a distance of 834.08 feet; thence Northerly on a azimuth of 358 degrees 50 minutes 10 seconds, a distance of 33.01 feet to the point of beginning of the parcel herein described on the North line of the south 33 feet of the SW 1 /4 of NW 1 /4 of Section 29; thence continuing Northerly on an azimuth of 358 degrees 50 minutes 10 seconds, a distance of 370 feet; thence Easterly on a azimuth of 90 degrees 00 minutes 30 seconds, parallel with the South line of the SW 1/4 of NW 1/4 of Section 29, a distance of 330 feet to the East line of the SW 1/4 of NW 1/4 of Section 29; thence Southerly on an azimuth of 178 degrees 50 minutes 10 seconds, along said East line, a distance of 370 feet to the North line of the South 33 feet of the SW 1/4 of NW 1/4; thence Westerly on an azimuth of 270 degrees 00 minutes 30 seconds, along said North line. a distance of 330 feet to the point of beginning.

AND

Parcel 2 (PID 16.053.0010):

Lot One (1). Block One (1), Dual Industrial Park. excepting therefrom however, the North 132 feet thereof, Isanti County, Minnesota.

Findings of Fact

1. The applicant has made application for Preliminary Plat Approval of Kwik Trip 1019, Isanti County, Minnesota.
2. The property is legally described as:

   Parcel 1 (PID 16.040.0830):

   That part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows: Commencing at the point of Intersection of the East-West Quarter line of Section 29 with the Easterly right-of-way line of the Burlington-Northern Railroad (formerly known as the Great Northern Railway); thence Easterly on an assumed azimuth of 90 degrees 00 minutes, 30 seconds, along the East-West Quarter line of Section

29, a distance of 834.08 feet; thence Northerly on a azimuth of 358 degrees 50 minutes 10 seconds, a distance of 33.01 feet to the point of beginning of the parcel herein described on the North line of the south 33 feet of the SW 1 /4 of NW 1 /4 of Section 29; thence continuing Northerly on an azimuth of 358 degrees 50 minutes 10 seconds, a distance of 370 feet; thence Easterly on a azimuth of 90 degrees 00 minutes 30 seconds, parallel with the South line of the SW 1/4 of NW 1/4 of Section 29, a distance of 330 feet to the East line of the SW 1/4 of NW 1/4 of Section 29; thence Southerly on an azimuth of 178 degrees 50 minutes 10 seconds, along said East line, a distance of 370 feet to the North line of the South 33 feet of the SW 1/4 of NW 1/4; thence Westerly on an azimuth of 270 degrees 00 minutes 30 seconds, along said North line. a distance of 330 feet to the point of beginning.

AND

Parcel 2 (PID 16.053.0010):

Lot One (1). Block One (1), Dual Industrial Park. excepting therefrom however, the North 132 feet thereof, Isanti County, Minnesota.

3. The applicant is requesting Preliminary Plat Approval to combine two lots into one lot to construct a gas station, convenience store, and car wash.
4. The property is zoned "B-2" General Business District with the Heritage Blvd Overlay.
5. A Preliminary Plat is considered a major change requiring a public hearing and notification of all property owners within 350'; and final approval of the City Council.
6. The applicant submitted the application for Preliminary Plat Approval on November 16, 2017. The application was deemed complete on November 17, 2017.
7. A public hearing date before the Planning Commission was scheduled for Tuesday December 19, 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 "B-2" General Business District.
2. The platting of the property would appear to meet the Design Standards as required by Ordinance No. 536.
3. Per County Engineer, an additional 27 feet of Right of Way off of Heritage Blvd should be dedicated as public Right of Way.

Decision

The Planning Commission held a public hearing on the item at the December 19, 2017 regularly scheduled meeting. It was the recommendation of the City of Isanti Planning Commission to approve the Preliminary Plat with the conditions enclosed within the Resolution. The meeting minutes, staff memo and exhibits will be made part of the Findings of Facts and Conclusions.

ALTA/NSPS LAND TITLE SURVEY

~for~ KWIK TRIP, INC.
~of~ STORE #1019

CERTIFICATION

I hereby certify to Kwik Trip, Inc., a Wisconsin Corporation, and to First American Title Insurance Company, dba Tri-County Abstract and Title Guaranty that this is a survey of:

Parcel 1:

That part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows: Commencing at the point of intersection of the East-West Quarter line of Section 29 with the Easterly right-of-way line of the Burlington-Northern Railroad Company (known as the Great Northern Railway); thence Easterly on an assumed azimuth of 90 degrees, 00 minutes, 00 seconds, along the East-West Quarter line of Section 29, a distance of 834.09 feet; thence Northerly on a azimuth of 358 degrees 30 minutes 10 seconds, a distance of 33.01 feet to the point of beginning of the parcel herein described on the North line of the south 33 feet of the SW 1/4 of NW 1/4 of Section 29; thence continuing Northerly on an azimuth of 358 degrees 30 minutes 10 seconds, a distance of 370 feet; thence Easterly on a azimuth of 90 degrees 00 minutes 00 seconds, parallel with the South line of the SW 1/4 of NW 1/4 of Section 29, a distance of 330 feet to the East line of the SW 1/4 of NW 1/4 of Section 29; thence Southerly on an azimuth of 178 degrees 50 minutes 10 seconds, along said East line, a distance of 370 feet to the North line of the South 33 feet of the SW 1/4 of NW 1/4; thence Westerly on an azimuth of 270 degrees 00 minutes 00 seconds, along said North line, a distance of 330 feet to the point of beginning.

AND

Parcel 2:

Lot One (1), Block One (1), Dual Industrial Park, excepting therefrom however, the North 132 feet thereof, Isanti County, Minnesota.

and is based upon information found in the commitment for title insurance prepared by First American Title Insurance Company, File No. 1473780, dated effective August 30, 2017 at 7:30 A.M., and that all easements, if any, listed in Schedule B-II on the herein referenced commitment for title insurance, are shown hereon, and that this map or plat and the survey on which it is based were made (i) in accordance with "Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys," jointly established and adopted by ALTA and NSPS in 2016, and (ii) pursuant to the Accuracy Standards as adopted by ALTA and NSPS and in effect on the date of this certification, the undersigned further certifies that in my professional opinion, as a land surveyor licensed in the State of Minnesota, the Relative Positional Accuracy of this survey does not exceed that which is specified therein and includes items 1, 2, 3, 4, 5, 6(a)(b), 7(a), 8, 9, 11 (locations of utilities per visible, above ground on-site observation and available mapping), 14, 17, 18, 19, 21 (utility inverts, pipe sizes) and 22 (4 site control points) of Table A thereof. The field work was completed on October 2, 2017 and October 6, 2017.

I further certify that this survey 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: October 9, 2017

E.G. Rud & Sons, Inc.

David W. Obermiller, Land Surveyor
Minnesota License No. 25341

GENERAL NOTES

1. Fee ownership is vested in Ahlstrom Properties, LLC, a Minnesota limited liability company. Parcel ID Number: 16-05-30-0010 and 16-040-0030.
2. Address of the surveyed premises: 400 Dual Boulevard E.
3. Bearings shown hereon are based on the Isanti County Coordinate System. Benchmark: MnDOT CBD Sta. #003157 (3003 M) Elevation 939.837 (NAVD 88)
4. Surveyed premises shown on this survey map is in Flood Zone X (Areas determined to be outside the 0.2% annual chance floodplain.), according to Flood Insurance Rate Map Community No. 270190 Panel No. 0351 Suffix D by the Federal Emergency Management Agency, effective date November 5, 2003.
5. Boundary area of the surveyed premises: 175,181± sq. ft. (4.02 acres).
6. A zoning endorsement letter dated 6-21-17 was furnished to the surveyor. Said letter indicates that the surveyed premises shown on this survey is currently zoned B-2-(General Business District). Under the applicable zoning regulations, the current setbacks are:

   Building: Front = 35 feet
   Side = 15 feet
   Street Side = 20 feet
   Rear = 15 feet
   Max height = 3 stories or 45 feet, whichever is less
   25% green space required

   Parking: Front = 10 feet
   Side = 10 feet
   Rear = 10 feet
   Two access points required

   For additional information contact the Planning and Zoning Department of the City of Isanti at (763)444-5512.
7. There are 58 marked or striped parking areas onsite. (56 regular, 2 Handicapped)
8. The surveyed premises has access to Dual Boulevard E. and Highway 8, both public streets.
9. Location of utilities existing on or serving the surveyed property determined by:
   - Observed evidence collected pursuant to Section 5.E.iv.
   - Markings per Gopher State One Call Ticket No. 172753385 and 172753386.
   - Record drawings provided by the City of Isanti's engineering department. (763-355-0851)

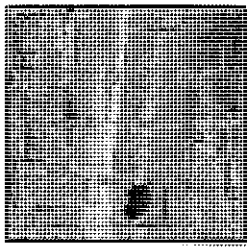
   Excavations were not made during the process of this survey to locate underground utilities and/or structures. The location of underground utilities and/or structures may vary from locations shown hereon and additional underground utilities and/or structures may be encountered. Contact Gopher State One Call Notification Center at (651) 454-0002 for verification of utility type and field location, prior to excavation.
10. Subsurface and environmental conditions were not examined or considered during the process of this survey. No statement is made concerning the existence of underground or overhead containers or facilities that may affect the use or development of the surveyed premises.
11. Surveyor is unaware of any proposed changes in street right of way lines. There was no observed evidence of recent street or sidewalk construction or repairs in the process of conducting this survey.
12. No wetland delineation markers were observed while conducting the fieldwork. There is no delineation of wetlands by a qualified specialist that the surveyor is aware of.
13. First American Title Insurance Company, File No. 1473780, Schedule B-II Survey Related Exceptions:

    9) The terms and provisions contained in the document entitled "Temporary and Permanent Drainage Easement Agreement" recorded February 16, 2000 as Document No. 271084 of Official Records. (shown on survey)

    10) Easement over the West 10 feet and South 10 feet as shown in Document No. 300498. (shown on survey)

VICINITY MAP

PART OF SEC. 29, TWP. 35, RNG. 23



ISANTI COUNTY, MINNESOTA
(NO SCALE)

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 25341 OR AS INDICATED
- DENOTES AIR CONDITIONING UNIT
- DENOTES BRACE POLE OR GUY POLE
- DENOTES BOLLARD
- DENOTES CATCH BASIN
- DENOTES CATCH BASIN MANHOLE
- DENOTES CABLE PEDESTAL
- DENOTES CLEAN OUT
- DENOTES ELECTRICAL BOX
- DENOTES CURB STOP
- DENOTES EXISTING SPOT ELEVATION
- DENOTES FIBER OPTIC BOX
- DENOTES GAS METER
- DENOTES GAS VAVLE
- DENOTES HAND HOLE
- DENOTES HYDRANT
- DENOTES LIGHT POLE
- DENOTES MAILBOX
- DENOTES MISCELLANEOUS MANHOLE
- DENOTES POWER POLE
- DENOTES SANITARY SEWER MANHOLE
- DENOTES SIGN
- DENOTES SOIL BORING, (BY OTHERS)
- DENOTES STORM SEWER APRON
- DENOTES STORM SEWER MANHOLE
- DENOTES TELEPHONE PEDESTAL
- DENOTES WATER VALVE
- DENOTES UNDERGROUND CABLE LINE
- DENOTES UNDERGROUND ELECTRIC LINE
- DENOTES OVERHEAD WIRES
- DENOTES UNDERGROUND GAS LINE
- DENOTES EXISTING SANITARY SEWER
- DENOTES EXISTING STORM SEWER
- DENOTES UNDERGROUND TELEPHONE LINE
- DENOTES EXISTING WATERMAIN
- DENOTES FENCE LINE
- DENOTES RETAINING WALL
- DENOTES BUILDING SETBACK
- DENOTES PARKING SETBACK
- DENOTES EXISTING CONTOURS AT 1 FOOT INTERVAL
- DENOTES BITUMINOUS SURFACE
- DENOTES CONCRETE SURFACE
- DENOTES GRAVEL SURFACE

NORTH

GRAPHIC SCALE
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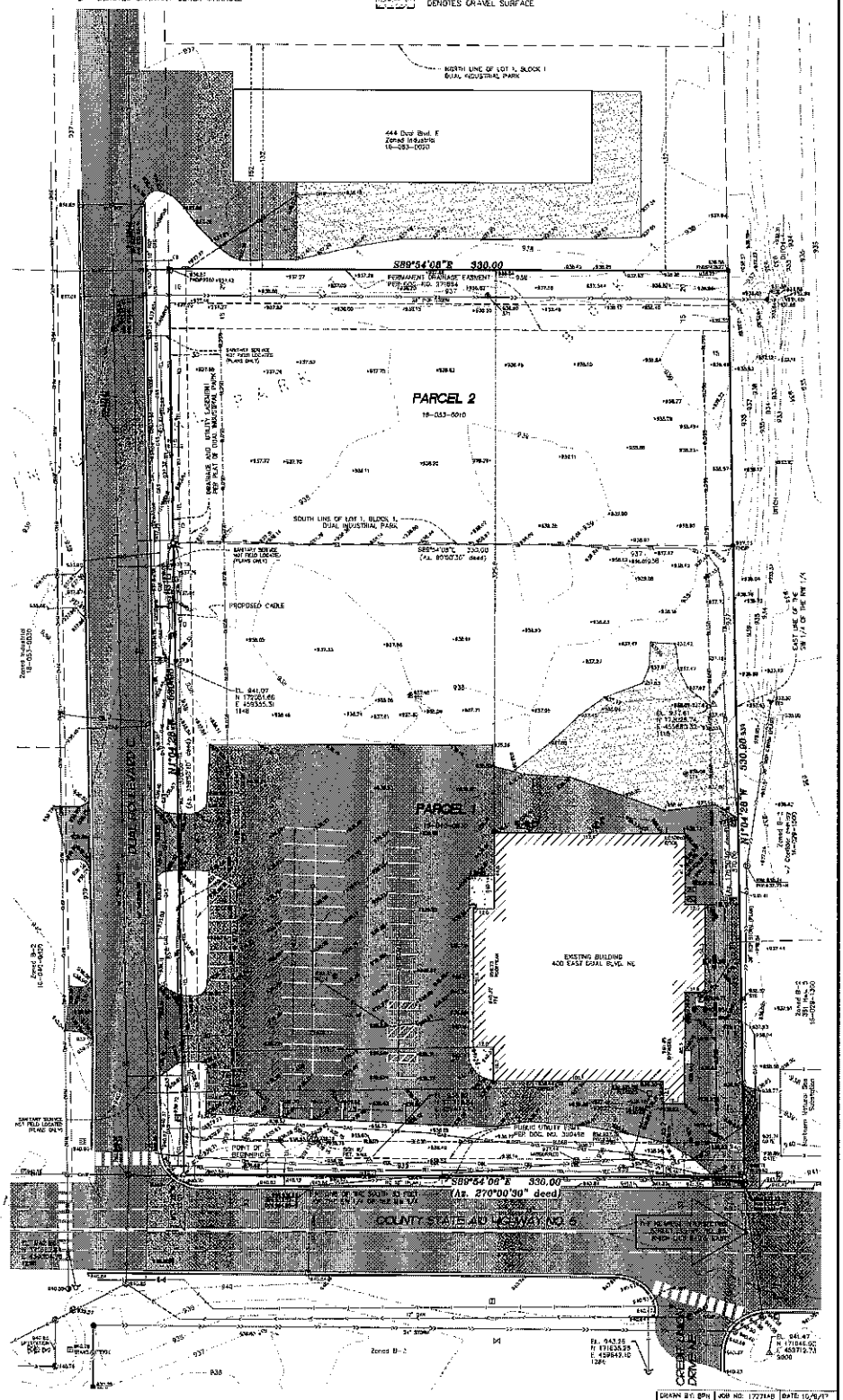
1 INCH = 30 FEET


NORTH LINE OF LOT 1, BLOCK 1 DUAL INDUSTRIAL PARK
444 Dual Blvd. E Zoned Industrial 16-053-0020
S89°54'08"E 330.00
PERMANENT DRAINAGE EASEMENT PER DOC. NO. 271084
PARCEL 2
16-053-0010
SOUTH LINE OF LOT 1, BLOCK 1, DUAL INDUSTRIAL PARK
S89°54'08"E 330.00 (As. 90°00'30" deed)
PROPOSED CABLE
EAST LINE OF THE SW 1/4 OF THE NW 1/4
N1°04'28"W 330.00 MEA
PARCEL 1
EXISTING BUILDING 400 EAST DUAL BLVD. NE
POINT OF BEGINNING
S89°54'08"E 330.00 (As. 270°00'30" deed)
COUNTY STATE AID HIGHWAY NO. 6
Zoned B-2
Zoned B-1
Zoned B-3
16-040-0030
16-053-0030
16-053-0020
16-053-0010
16-053-1300
Zoned B-2 PUD
Zoned B-2 PUD
Zoned B-2
Zoned B-3
Zoned B-1
Zoned B-2
Zoned B-2
Zoned B-2

PRELIMINARY PLAT OF:

KWIK TRIP 1019

~for~ KWIK TRIP, INC.
1626 OAK STREET
PO BOX 2107
LACROSSE, WI 54602
~of~ STORE #1019

LEGAL DESCRIPTION

Parcel 1:

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), Isanti County, Minnesota, described as follows: Commencing at the point of intersection of the East-West Quarter line of Section 29 with the Easterly right-of-way line of the Burlington-Northern Railroad (formerly known as the Great Northern Railway); thence Easterly on an assumed azimuth of 90 degrees 00 minutes 30 seconds, along the East-West Quarter line of Section 29, a distance of 624.05 feet; thence Northerly on a bearing of 358 degrees 59 minutes 30 seconds, a distance of 33.01 feet to the point of beginning of the parcel herein described on the North line of the south 33 feet of the SW 1/4 of NW 1/4 of Section 29; thence continuing Northerly on an azimuth of 358 degrees 59 minutes 30 seconds, a distance of 370 feet; thence Easterly on a azimuth of 90 degrees 00 minutes 30 seconds, parallel with the South line of the SW 1/4 of NW 1/4 of Section 29, a distance of 330 feet to the East line of the SW 1/4 of NW 1/4 of Section 29; thence Southerly on an azimuth of 178 degrees 59 minutes 10 seconds, along said East line, a distance of 370 feet to the North line of the South 33 feet of the SW 1/4 of NW 1/4; thence Westerly on an azimuth of 270 degrees 00 minutes 30 seconds, along said North line, a distance of 358 feet to the point of beginning

AND

Parcel 2:

Lot One (1), Block One (1), Dual Industrial Park, excepting therefrom however, the North 132 feet thereof, Isanti County, Minnesota.

The field work was completed on October 2, 2017 and October 6, 2017.

I further certify that this survey 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: November 15, 2017

E.G. Rud & Sons, Inc.

Daniel W. Obermiller, Land Surveyor
Minnesota License No. 25341

GENERAL NOTES

1. Fee ownership is vested in Anjorum Properties, LLC, a Minnesota limited liability company Parcel ID Number: 16-05-30-0010 and 16-043-0830
2. Address of the surveyed premises: 400 Dual Boulevard E.
3. Bearings shown hereon are based on the Isanti County Coordinate System, Benchmark: MnDOT CBD Sta. 2163+57 (5093 M) Elevation 939.837 (NAVD 88)
4. Surveyed premises shown on this survey map is in Flood Zone X (Areas determined to be outside the 0.2% annual chance floodplain.), according to Flood Insurance Rate Map Community No. 270159 Panel No. 0301 Suffix D by the Federal Emergency Management Agency, effective date November 5, 2003
5. Boundary area of the surveyed premises: 175,161± sq. ft. (4.02 acres).
6. A zoning endorsement letter dated 8-31-17 was furnished to the surveyor. Said letter indicates that the surveyed premises shown on this survey is currently zoned B-2 (General Business District). Under the applicable zoning regulations, the current setbacks are:

   Building: Front = 30 feet
   Side = 15 feet
   Street Side = 30 feet
   Rear = 15 feet
   Max height = 3 stories or 45 feet, whichever is less
   20% green space required

   Parking: Front = 10 feet
   Side = 10 feet
   Rear = 10 feet
   Two access points required

   No zoning changes to be made with this plat.

   For additional information contact the Planning and Zoning Department at the City of Isanti at (763)444-5542.
7. There are 50 marked or striped parking areas onsite. (58 regular, 2 handicapped)
8. The surveyed premises has access to Dual Boulevard E. and Highway 8, both public streets.
9. Location of utilities existing on or serving the surveyed property determined by:
   - Observable evidence collected pursuant to Section 5.E.i.
     Markings per Gopher State One Call Ticket No. 172753265 and 172753266.
   - Record drawings provided by the City of Isanti's engineering department. (763-435-2656)

   Excavations were not made during the process of this survey to locate underground utilities and/or structures. The location of underground utilities and/or structures may vary from locations shown hereon and additional underground utilities and/or structures may be encountered. Contact Gopher State One Call Notification Center at (651) 454-0002 for verification of utility type and field location, prior to excavation.
10. Subsurface and environmental conditions were not examined or considered during the process of this survey. No statement is made concerning the existence of underground or overhead structures or facilities that may affect the use or development of the surveyed premises.
11. Surveyor is unaware of any proposed changes in street right of way lines. There was no observed evidence of recent street or sidewalk construction or repairs in the process of conducting this survey.
12. No wetland delineation markers were observed while conducting the fieldwork. There is no delineation of wetlands by a qualified specialist that the surveyor is aware of.
13. First American Title Insurance Company, File No. 1472760, Schedule B-II Survey Related Exceptions.

    9) The terms and provisions contained in the document entitled "Temporary and Permanent Drainage Easement Agreement" recorded February 16, 2000 as Document No. 271864 of Official Records (shown on survey)

    10) Easement over the West 10 feet and South 10 feet as shown in Document No. 360485. (shown on survey)
14. See Site Plan by others for proposed improvements.

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 25341 OR AS INDICATED
- DENOTES AIR CONDITIONING UNIT
- DENOTES BRACE POLE OR GUY POLE
- DENOTES BOLLARD
- DENOTES CATCH BASIN
- DENOTES CATCH BASIN MANHOLE
- DENOTES CABLE PEDESTAL
- DENOTES CLEAN OUT
- DENOTES ELECTRICAL BOX
- DENOTES CURB STOP
- DENOTES EXISTING SPOT ELEVATION
- DENOTES FIBER OPTIC BOX
- DENOTES GAS METER
- DENOTES GAS VAVLE
- DENOTES HAND HOLE
- DENOTES HYDRANT
- DENOTES LIGHT POLE
- DENOTES MAILBOX
- DENOTES MISCELLANEOUS MANHOLE
- DENOTES POWER POLE
- DENOTES SANITARY SEWER MANHOLE
- DENOTES SIGN
- DENOTES SOIL BORING. (BY OTHERS)
- DENOTES STORM SEWER APRON
- DENOTES STORM SEWER MANHOLE
- DENOTES TELEPHONE PEDESTAL
- DENOTES WATER VALVE
- DENOTES UNDERGROUND CABLE LINE
- DENOTES UNDERGROUND ELECTRIC LINE
- DENOTES OVERHEAD WIRES
- DENOTES UNDERGROUND GAS LINE
- DENOTES EXISTING SANITARY SEWER
- DENOTES EXISTING STORM SEWER
- DENOTES UNDERGROUND TELEPHONE LINE
- DENOTES EXISTING WATERMAIN
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NORTH

GRAPHIC SCALE
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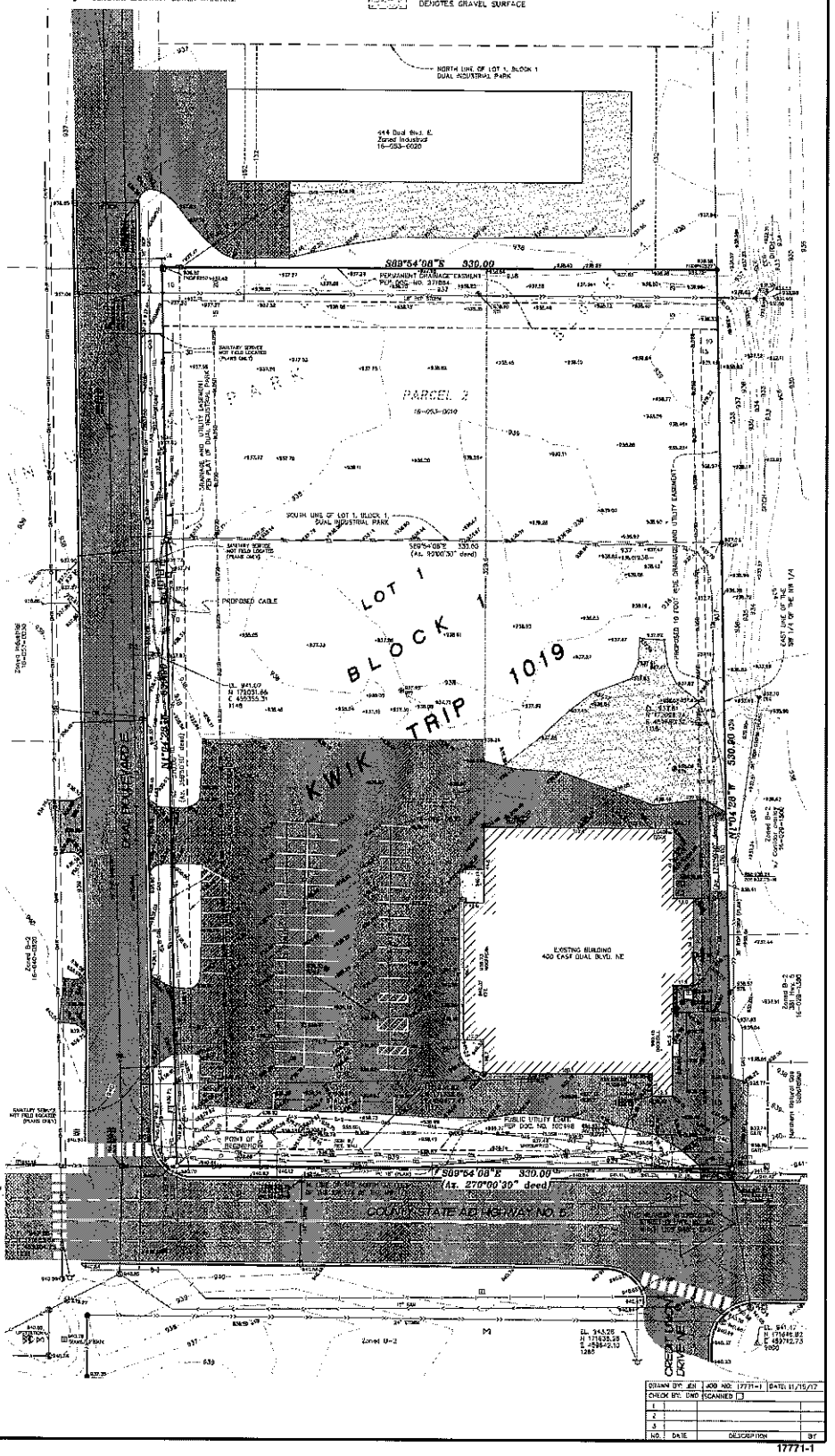
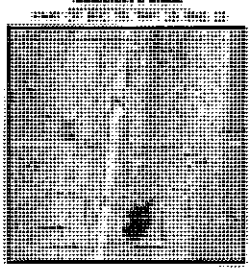
1 INCH = 50 FEET





ISANTI COUNTY, MINNESOTA
(NO SCALE)

EASTERLY RIGHT-OF-WAY LINE OF THE BURLINGTON NORTHERN RAILROAD

(As. 90°00'30" deed)
S89°54'08"E 624.05

EAST-WEST QUARTER LINE OF SECTION 29

E.G. RUD & SONS, INC.
EST. 1977
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701
www.egrud.com
S:\Inst\CAD\Proj\17771\DWG\17771-1.dwg, 11-15-17 11:25 A.M.

DRAWN BY: JEH	JOB NO: 17771-1	DATE: 11/15/17
CHECK BY: DWO	SCANNED ☐	

NO.	DATE	DESCRIPTION	BY
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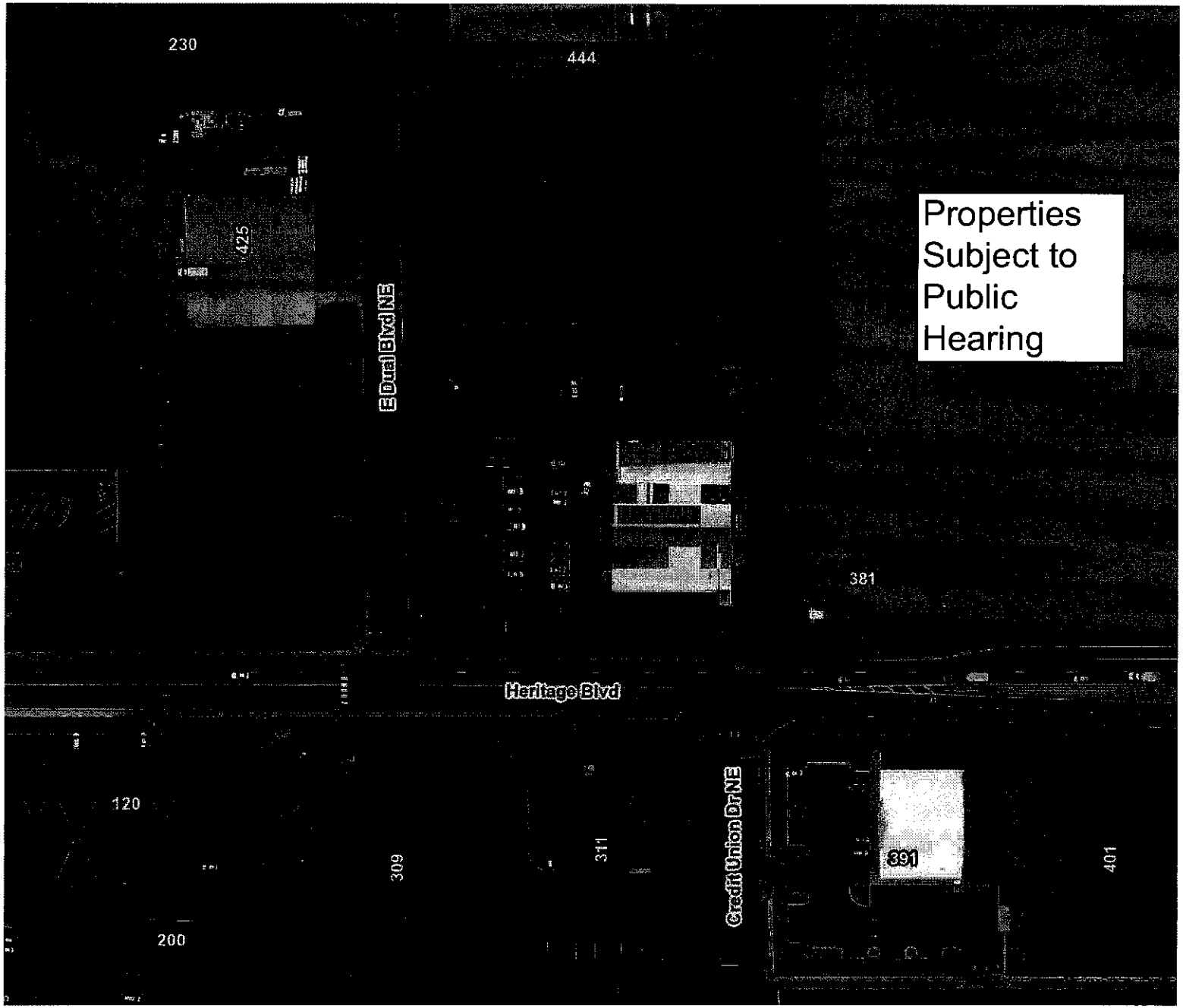
2			
3			

17771-1



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

Map Name

N

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.

0 132 Feet

© Bolton & Menk, Inc - Web GIS 11/28/2017 3:29 PM

BOLTON & MENK

Real People. Real Solutions.

ISANTI COUNTY HIGHWAY DEPARTMENT

232 NORTH EMERSON STREET
CAMBRIDGE, MINNESOTA 55008
TEL.: 763-689-1870 FAX: 763-689-9823

RICHARD HEILMAN, PE, COUNTY ENGINEER
TONY HENNEN, PE, ASST. COUNTY ENGINEER
JOHN TAUBERT, MAINTENANCE SUPERINTENDENT
DIAN TUFENK, ACCOUNTANT

Date: November 30, 2017

To: Ryan J Kernosky
Community Development Director
City of Isanti, MN
110 1st Ave NW
PO Box 428
Isanti, MN 55040

From: Richard Heilman
County Engineer

Subject: Kwik Trip Preliminary Plat;
County State Aid Highway 5, (CSAH 5);

I have the following comments regarding the Kwik Trip Preliminary Plat at the intersection of CSAH 5 and East Dual Blvd.

-Recommend a total of 60 feet, as measured from the centerline of CSAH 5, be designated as highway right of way.
-Recommend a Right Turn Lane be constructed on CSAH 5 at East Dual Blvd.
-Have concerns about Semi Trucks being able to turn safely into the property at the east entrance. Appears trucks would have to encroach into both CSAH 5 Westbound lanes in order to make the turn. Reviewing whether the eastern entrance should be a Right In Only Entrance. Further analysis is still being performed.
-The County would require Permit(s) for work in the Right of Way.

Contact me with any questions you may have.

A Community For Generations.
Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: January 2, 2018

SUBJECT: **RESOLUTION 2017-XXX: KWIK TRIP CONDITIONAL USE PERMIT AND SITE PLAN/ BUILDING APPEARANCE**

Background

Kwik Trip Inc. (applicant) has submitted a Conditional Use Permit (CUP) and Site Plan/Building Appearance application to construct a convenience store, gas station, and car wash at 400 E Dual Blvd NE, the former site of Riverside Market. The property is zoned "B-2" General Business District, and within that district a gas station and car wash are conditional uses. Consistent with the City's Zoning Code, a Site Plan/Building Appearance application also needs to be reviewed for approval.

The site is proposed to be platted to combine two parcels into one to accommodate Kwik Trip's proposed development. The current site is the former Riverside Market property, and has road frontage on CSAH 5 (Heritage Blvd) and E Dual Blvd NE. The proposed development is roughly 3.75 acres in size.

Site Plan

The proposed site includes a convenience store with an attached car wash, two fueling canopies (one gas, one diesel), semi parking, passenger vehicle parking, vacuum system, and outdoor seating. There is a proposed entrance only off of CSAH 5, and three entrances off of East Dual Blvd NE.

The property is zoned 'B-2' General Business Zoning District, required and proposed setbacks are below:

Street Name/ Property Line	Required Minimum Setback	Building Setback	Canopy Setback (gas/diesel)
CSAH 5	20'	90'	71'/234'
E Dual Blvd NE	30'	170'	70'/152.5'
West Property Line	15'	46'	220'/153'

North Property Line	15'	310'	311'/219'

The property is required to have a minimum of 25% green space, the total square footage of the property is 166,251 sq ft, which requires a minimum of 41,562 sq ft of green space. The proposed development provides 49,835 sq ft of green space, or 30%.

The parking lot is required to have 5% interior green space, at 107,260 sq ft of pavement, which requires a minimum of 5,363 sq ft of interior green space. The proposed development provides 11,899 sq ft of green space, or 11%.

The proposed site plan includes 35 designated parking stalls, and 20 fuel canopy stalls. Per code, the property needs to have 1 space per 250 gross floor area, or 40 total stalls. This requirement is met.

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 Kwik Trip is consistent with the City's development guides, including the 2008 Comprehensive Plan. The 2008 Comprehensive Plan calls for automobile oriented uses to be developed in the B-2 Commercial Zoning Districts.

B. Consistency with City Codes.

The proposed development meets all City Codes established.

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 development of this site will add trees and landscaping that is not already included in the current site. The contours of the parcel will be consistent with the current state.

D. The amount and location of open space and landscaping.

The proposed site meets or exceeds minimum requirements for 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.

Interior vehicular and pedestrian circulation, access points to the public streets, and all other requirements have been met or are being addressed.

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 water drainage is better controlled on the developed site than the previous development. The use of infiltration stormwater ponds and direct piping into the City's Storm Sewer system is an improvement from the current state. Lighting, and other aspects of the development are not believed to have any hinderance on the uses surrounding the subject parcel.

G. Consistency with the City's Engineering and Design standards as adopted by Resolution of the City Council.

The proposed development has been reviewed by the City Engineer. Engineer comments have been or will be incorporated into the development.

Building Appearance

Section 7, Article 2, Subd. 9 of the Isanti Zoning Code regulates exterior building materials. The proposed development will have a brick surrounding the entire building. As such, this section is met.

Conditional Use Permit

Conditional Use Permits are regulated under Section 21, Article 2 of the zoning code, and have the following standards (*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 will be served by a street of sufficient capacity, additional right of way is being dedicated and a right turn lane from CSAH 5 to East Dual Blvd NE is being constructed to assist with the future installation of a signal light.

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.

The site design minimizes both internal and external traffic conflicts.

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.

Pedestrian circulation is defined and provided.

D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.

Off-street parking requirements meet or exceed code minimums.

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.

Both the car wash and loading zone are designed to reduce internal site access and maneuvering problems. This is in compliance with section 17 of the municipal code.

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.

No residential use is adjacent to the proposed development.

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.

The proposed landscaping is met with the exception of needing one additional tree along E Dual Blvd NE and CSAH 5. This will be addressed in the Conditional Use Permit.

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 submitted lighting plan provides proof that the exterior lighting will not cast glare toward or onto the public right of way, and is in compliance with section 14 of the municipal code.

I. The site drainage system shall be subject to the review and approval of the City Engineer.

The City Engineer has reviewed and provided comment. Those comments either have been or will be addressed by the developer.

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 proposed building and accessory structures (pump canopies) are consistent with the architectural requirements and will not cause a blighting influence on the surrounding properties.

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 proposed development has a fully enclosed trash and recycling location adjacent to the principal structure.

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.

Proposed signage appears to meet code, however, the applicant will need to submit a sign permit application with applicable fees for review.

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.

This requirement is met.

N. Any applicable business licenses mandated by City Code are approved and obtained.

This requirement is or will be met.

O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.

This requirement does not apply to this development.

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.

The proposed development complies with the applicable performance standards of the zoning district in which it is located.

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.

Additional Conditions are identified on the Resolution accompanying this packet of information.

Section 13, Article 2, Subd. 3: *Automobile Car Wash Establishments*

Automobile Car Wash Establishments are regulated under Section 13, Article 2, Subd. 3 of the zoning code, and have the following standards (*conclusions to each requirement are shown in underlined italics*):

A. Stacking shall be provided in accordance with Section 17 of this Ordinance, with such areas designated to facilitate adequate on-site circulation.

Proposed stacking meets or exceeds the requirements within section 17 of this ordinance.

B. Water shall not drain across any sidewalk or into a public right-of-way, subject to the approval of the City Engineer.

This standard meets or exceeds requirements.

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.

Vacuuming and drying facilities are located away from residential uses.

D. All water disposal facilities including sludge, grit removal, and disposal equipment shall conform with all sections and codes regarding sewerage and health.

This standard meets or exceeds requirements.

Section 13, Article 2, Subd. 8: *Gas Stations and/or Convenience Stores*

Gas Stations and/or Convenience Stores are regulated under Section 13, Article 2, Subd. 8 of the zoning code, and have the following standards (*conclusions to each requirement are shown in underlined italics*):

A. An automobile car wash facility shall be permitted as an accessory use and shall meet the standards as stipulated within this Article.

The car wash facility meets the standards stipulated within this article.

B. A minimum of two (2) access points for vehicular traffic shall be provided, so as to avoid conflict with traffic movement on the property.

Four access points are provided, this standard is met.

C. Fuel pumps shall be installed on pump islands. Canopies covering pump islands shall meet the required setbacks as established within the zoning district in which the use is located.

Fuel pumps will be installed on pump islands, and canopies meet the required setbacks within the zoning code.

D. All design and site plans for a proposed gas station or an expansion of an existing station must be reviewed by the Planning Commission and approved by the City Council. The facilities appearance shall be designed to be compatible with the surrounding residential land uses, if any, and is subject to City Council approval.

The City Planning Commission reviewed the plans on December 19, 2017 and have recommended approval with conditions listed in the Resolution.

E. There shall be no exterior storage or sales of goods or equipment, except where specifically allowed elsewhere within this Ordinance.

The proposed site plan has several areas of outdoor sales and storage.

F. No vehicular sales or repair, other than the dispensing of motor fuel shall be permitted.

The proposed development does not include vehicle sales or repair.

G. All area of the property not devoted to building, parking, or open sales lot area shall be landscaped in accordance with Section 15 of this Ordinance.

The proposed development meets Section 15 of this Ordinance.

H. Off-street parking and loading shall meet the requirements as stipulated within Section 17 of this Ordinance.

The proposed parking and loading meets the requirements as stipulated within Section 17 of this ordinance.

Zoning Ordinance Purpose

This district is designed and intended to promote the development of commercial uses which are predominantly auto-oriented in nature. The district caters to highway-oriented businesses as well as to businesses that provide basic shopping and service needs to the community. When designing a commercial site within the General Business District, compatibility with adjacent uses and buildings is required within the district, as site design, building size and materials, and screening / landscaping are important when creating and maintaining a thriving commercial base.

Certification of Taxes Paid

As of December 15, 2017, all taxes have been paid.

Public Notice

Notice was published on December 6th, 2017 in the *Isanti County News.* Property owners within 350' were provided written notice.

Development and 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.

Planning Commission

The Planning Commission held a public hearing on the matter December 19, 2017. The City Planning Commission is recommending approval with the conditions outlined in the Resolution.

Staff Comment and Recommendation

Staff believes that this development is consistent with our Comprehensive Plan and Zoning Ordinance. Staff recommends **APPROVAL** with **CONDITIONS** outlined in the Resolution.

RESOLUTION 2018-XXX

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT AND SITE PLAN/BUILDING APPEARANCE FOR THE CONSTRUCTION OF A KWIK TRIP CONVENIENCE STORE, GAS STATION, AND CAR WASH ON PID 16.040.0830 & PID 16.053.0010

WHEREAS, Kwik Trip, Inc. (applicant) is requesting a Conditional Use Permit and Site Plan/Building Appearance approval for the construction of a Kwik Trip Convenience Store, Gas Station, and Car Wash; and,

WHEREAS, such property is legally described as:

Parcel 1 (PID 16.040.0830):

That part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows: Commencing at the point of Intersection of the East-West Quarter line of Section 29 with the Easterly right-of-way line of the Burlington-Northern Railroad (formerly known as the Great Northern Railway); thence Easterly on an assumed azimuth of 90 degrees 00 minutes, 30 seconds, along the East-West Quarter line of Section 29, a distance of 834.08 feet; thence Northerly on a azimuth of 358 degrees 50 minutes 10 seconds, a distance of 33.01 feet to the point of beginning of the parcel herein described on the North line of the south 33 feet of the SW 1 /4 of NW 1 /4 of Section 29; thence continuing Northerly on an azimuth of 358 degrees 50 minutes 10 seconds, a distance of 370 feet; thence Easterly on a azimuth of 90 degrees 00 minutes 30 seconds, parallel with the South line of the SW 1/4 of NW 1/4 of Section 29, a distance of 330 feet to the East line of the SW 1/4 of NW 1/4 of Section 29; thence Southerly on an azimuth of 178 degrees 50 minutes 10 seconds, along said East line, a distance of 370 feet to the North line of the South 33 feet of the SW 1/4 of NW 1/4; thence Westerly on an azimuth of 270 degrees 00 minutes 30 seconds, along said North line. a distance of 330 feet to the point of beginning.

AND

Parcel 2 (PID 16.053.0010):

Lot One (1). Block One (1), Dual Industrial Park. excepting therefrom however, the North 132 feet thereof, Isanti County, Minnesota; and,

WHEREAS, the properties are located within in "B-2" General Business District, which requires a Conditional Use Permit for gas stations and car wash establishments within said districts; and,

WHEREAS, under Section 13, Article 2, Subd. 8, *gas stations,* are further regulated as a use, and it has been determined that the submitted plans meet the regulations under the aforementioned code; and,

WHEREAS, Section 13, Article 2, Subd. 3, *automobile car wash establishments,* are further regulated as a use, and it has been determined that the submitted plans meet the regulations under the aforementioned code; and,

WHEREAS, under Isanti Zoning Code Section 18, Subd. 2 (A) the construction of a new building is required to obtain approval of the Site Plan/Building Appearance; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit and Site Plan/Building Appearance on December 19, 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 and Site Plan/Building Appearance at its regularly scheduled meeting on January 2, 2018.

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 a gas station and car wash located on the property legally described within this resolution, be hereby approved subject to the following conditions:

1) Address the comments in the letter dated December 15, 2017 by the Community Development Director.
2) Address the comments in the Memorandum dated November 29, 2017 by the City Engineer.
3) Address the comments in the letter dated November 30, 2017 by the County Engineer.
4) Installation of one (1) additional tree is required within five (5) feet of the CSAH 5 Right of Way line.
5) Installation of one (1) additional tree is required within five (5) feet of the East Dual Blvd NE Right of Way line.
6) Sign permits need to be applied for prior to signage being installed.

Dated this 2nd day of January, 2018.

ATTEST:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/ City Clerk

FINDINGS OF FACT AND CONCLUSION

Site Plan/Building Appearance & Conditional Use Permit – Kwik Trip

December 19, 2017
Prepared by Community Development Director Ryan Kernosky

Request

Kwik Trip, Inc (applicant) has submitted a Site Plan/Building Appearance & Conditional Use Permit to construct a gas station, convenience store, and car wash, on the property legally described as:

Parcel 1 (PID 16.040.0830):

That part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows: Commencing at the point of Intersection of the East-West Quarter line of Section 29 with the Easterly right-of-way line of the Burlington-Northern Railroad (formerly known as the Great Northern Railway); thence Easterly on an assumed azimuth of 90 degrees 00 minutes, 30 seconds, along the East-West Quarter line of Section 29, a distance of 834.08 feet; thence Northerly on a azimuth of 358 degrees 50 minutes 10 seconds, a distance of 33.01 feet to the point of beginning of the parcel herein described on the North line of the south 33 feet of the SW 1 /4 of NW 1 /4 of Section 29; thence continuing Northerly on an azimuth of 358 degrees 50 minutes 10 seconds, a distance of 370 feet; thence Easterly on a azimuth of 90 degrees 00 minutes 30 seconds, parallel with the South line of the SW 1/4 of NW 1/4 of Section 29, a distance of 330 feet to the East line of the SW 1/4 of NW 1/4 of Section 29; thence Southerly on an azimuth of 178 degrees 50 minutes 10 seconds, along said East line, a distance of 370 feet to the North line of the South 33 feet of the SW 1/4 of NW 1/4; thence Westerly on an azimuth of 270 degrees 00 minutes 30 seconds, along said North line. a distance of 330 feet to the point of beginning.

AND

Parcel 2 (PID 16.053.0010):

Lot One (1). Block One (1), Dual Industrial Park. excepting therefrom however, the North 132 feet thereof, Isanti County, Minnesota.

Findings of Fact

1. The applicant has submitted a Site Plan/Building Appearance & Conditional Use Permit to construct a gas station, convenience store, and car wash, on the property legally described as:

   Parcel 1 (PID 16.040.0830):

That part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows: Commencing at the point of Intersection of the East-West Quarter line of Section 29 with the Easterly right-of-way line of the Burlington-Northern Railroad (formerly known as the Great Northern Railway); thence Easterly on an assumed azimuth of 90 degrees 00 minutes, 30 seconds, along the East-West Quarter line of Section 29, a distance of 834.08 feet; thence Northerly on a azimuth of 358 degrees 50 minutes 10 seconds, a distance of 33.01 feet to the point of beginning of the parcel herein described on the North line of the south 33 feet of the SW 1 /4 of NW 1 /4 of Section 29; thence continuing Northerly on an azimuth of 358 degrees 50 minutes 10 seconds, a distance of 370 feet; thence Easterly on a azimuth of 90 degrees 00 minutes 30 seconds, parallel with the South line of the SW 1/4 of NW 1/4 of Section 29, a distance of 330 feet to the East line of the SW 1/4 of NW 1/4 of Section 29; thence Southerly on an azimuth of 178 degrees 50 minutes 10 seconds, along said East line, a distance of 370 feet to the North line of the South 33 feet of the SW 1/4 of NW 1/4; thence Westerly on an azimuth of 270 degrees 00 minutes 30 seconds, along said North line. a distance of 330 feet to the point of beginning.

AND

Parcel 2 (PID 16.053.0010):

Lot One (1). Block One (1), Dual Industrial Park. excepting therefrom however, the North 132 feet thereof, Isanti County, Minnesota.

2. The property is zoned 'B-2' General Business District.
3. A Conditional Use Permit is required for Gas Stations and Automobile Car Wash Facilities in the 'B-2' Zoning District.
4. Site Plan/Building Appearance Review is required for all new buildings.
5. The applicant submitted a Site Plan/Building Appearance and Conditional Use Permit Application on November 16, 2017. The application was deemed complete on November 20, 2017. Pursuant to Minnesota State Statute, the City must act on this request by January 20, 2018.
6. A public hearing before the Planning Commission took place on December 19, 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 December 6, 2017. Notices were sent to all property owners within 350 feet of the subject property.
8. Section 19, Subd 7 standards of the Zoning Ordinance shall be used to evaluate any proposed site plans.
9. Section 21 Article 2 standards of the Zoning Ordinance shall be used to evaluate any Conditional Use Permit.
10. Section 13, Article 2, Subd. 3 standards of the Zoning Ordinance shall be used to evaluate any Automobile Car Was Establishments.
11. Section 13, Article 2, Subd. 8 standards of the Zoning Ordinance shall be used to evaluate any Gast Stations and/or Convenience Stores.

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 Kwik Trip is consistent with the City's development guides, including the 2008 Comprehensive Plan. The 2008 Comprehensive Plan calls for automobile oriented uses to be developed in the B-2 Commercial Zoning Districts.

   B. Consistency with City Codes.

      The proposed development meets all City Codes established.

   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 development of this site will add trees and landscaping that is not already included in the current site. The contours of the parcel will be consistent with the current state.

   D. The amount and location of open space and landscaping.

      The proposed site meets or exceeds minimum requirements for 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.

      Interior vehicular and pedestrian circulation, access points to the public streets, and all other requirements have been met or are being addressed.

   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 water drainage is better controlled on the developed site than the previous development. The use of infiltration stormwater ponds and direct piping into the City's Storm Sewer system is an improvement from the current state.

Lighting, and other aspects of the development are not believed to have any hinderance on the uses surrounding the subject parcel.

G. Consistency with the City's Engineering and Design standards as adopted by Resolution of the City Council.

The proposed development has been reviewed by the City Engineer. Engineer comments have been or will be incorporated into the development.

2. Conditional Use Permits are regulated under Section 21, Article 2 of the zoning code, and have the following standards (*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 will be served by a street of sufficient capacity, additional right of way is being dedicated and a right turn lane from CSAH 5 to East Dual Blvd NE is being constructed to assist with the future installation of a signal light.

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.

The site design minimizes both internal and external traffic conflicts.

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.

Pedestrian circulation is defined and provided.

D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.

Off-street parking requirements meet or exceed code minimums.

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.

Both the car wash and loading zone are designed to reduce internal site access and maneuvering problems. This is in compliance with section 17 of the municipal code.

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.

No residential use is adjacent to the proposed development.

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.

The proposed landscaping is met with the exception of needing one additional tree along E Dual Blvd NE and CSAH 5. This will be addressed in the Conditional Use Permit.

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 submitted lighting plan provides proof that the exterior lighting will not cast glare toward or onto the public right of way, and is in compliance with section 14 of the municipal code.

I. The site drainage system shall be subject to the review and approval of the City Engineer.

The City Engineer has reviewed and provided comment. Those comments either have been or will be addressed by the developer.

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 proposed building and accessory structures (pump canopies) are consistent with the architectural requirements and will not cause a blighting influence on the surrounding properties.

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 proposed development has a fully enclosed trash and recycling location adjacent to the principal structure.

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.

Proposed signage appears to meet code, however, the applicant will need to submit a sign permit application with applicable fees for review.

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.

This requirement is met.

N. Any applicable business licenses mandated by City Code are approved and obtained.

This requirement is or will be met.

O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.

This requirement does not apply to this development.

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.

The proposed development complies with the applicable performance standards of the zoning district in which it is located.

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.

Additional Conditions are identified on the Resolution accompanying this packet of information.

3. Automobile Car Wash Establishments are regulated under Section 13, Article 2, Subd. 3 of the zoning code, and have the following standards (*conclusions to each requirement are shown in underlined italics*):

A. Stacking shall be provided in accordance with Section 17 of this Ordinance, with such areas designated to facilitate adequate on-site circulation.

Proposed stacking meets or exceeds the requirements within section 17 of this ordinance.

B. Water shall not drain across any sidewalk or into a public right-of-way, subject to the approval of the City Engineer.

This standard meets or exceeds requirements.

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.

Vacuuming and drying facilities are located away from residential uses.

D. All water disposal facilities including sludge, grit removal, and disposal equipment shall conform with all sections and codes regarding sewerage and health.

This standard meets or exceeds requirements.

4. Gas Stations and/or Convenience Stores are regulated under Section 13, Article 2, Subd. 8 of the zoning code, and have the following standards (*conclusions to each requirement are shown in underlined italics*):

A. An automobile car wash facility shall be permitted as an accessory use and shall meet the standards as stipulated within this Article.

The car wash facility meets the standards stipulated within this article.

B. A minimum of two (2) access points for vehicular traffic shall be provided, so as to avoid conflict with traffic movement on the property.

Four access points are provided, this standard is met.

C. Fuel pumps shall be installed on pump islands. Canopies covering pump islands shall meet the required setbacks as established within the zoning district in which the use is located.

Fuel pumps will be installed on pump islands, and canopies meet the required setbacks within the zoning code.

D. All design and site plans for a proposed gas station or an expansion of an existing station must be reviewed by the Planning Commission and approved by the City Council. The facilities appearance shall be designed to be compatible with the surrounding residential land uses, if any, and is subject to City Council approval.

The City Planning Commission reviewed the plans on December 19, 2017 and have recommended approval with conditions listed in the Resolution.

E. There shall be no exterior storage or sales of goods or equipment, except where specifically allowed elsewhere within this Ordinance.

The proposed site plan has several areas of outdoor sales and storage.

F. No vehicular sales or repair, other than the dispensing of motor fuel shall be permitted.

The proposed development does not include vehicle sales or repair.

G. All area of the property not devoted to building, parking, or open sales lot area shall be landscaped in accordance with Section 15 of this Ordinance.

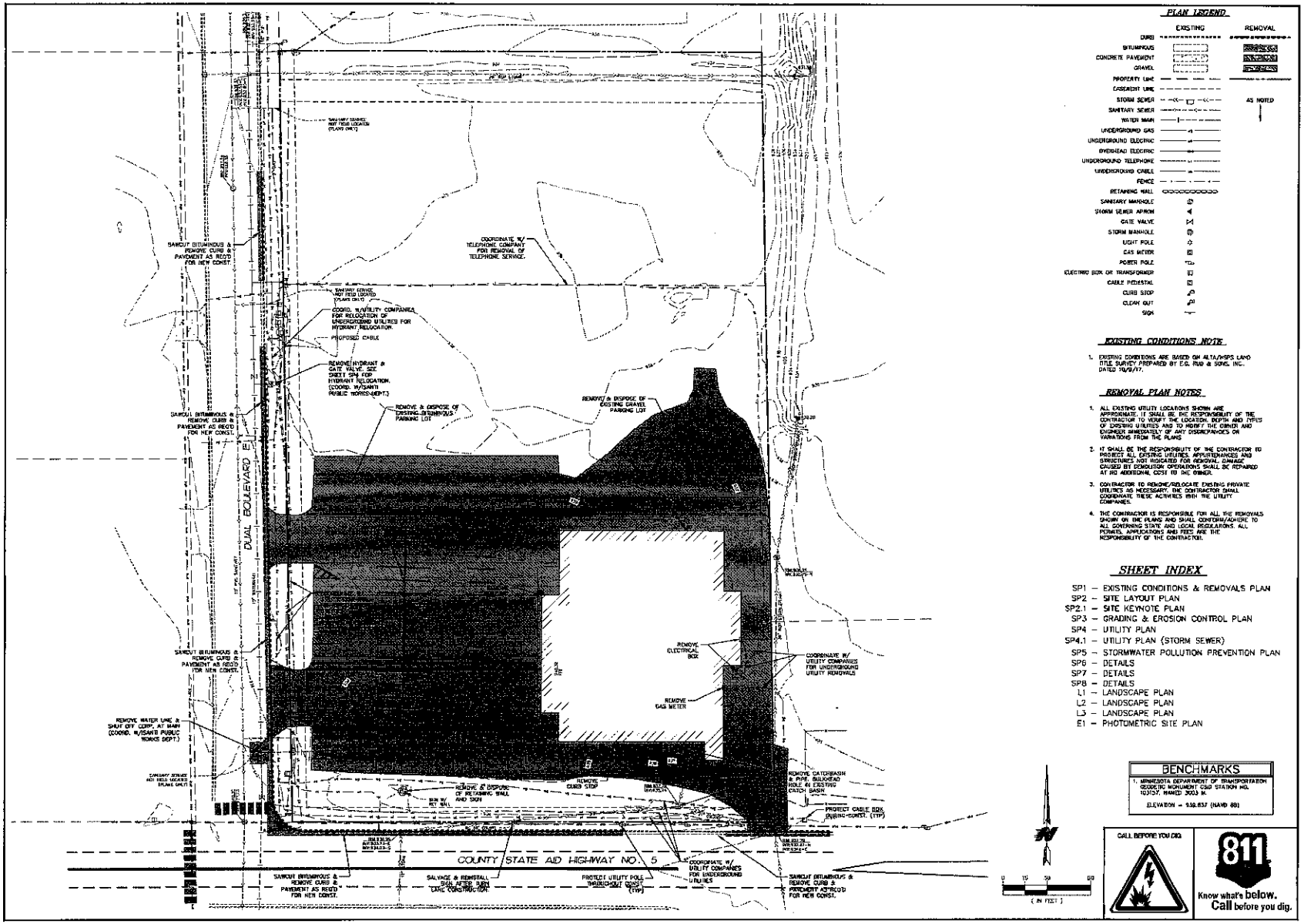
The proposed development meets Section 15 of this Ordinance.

H. Off-street parking and loading shall meet the requirements as stipulated within Section 17 of this Ordinance.

The proposed parking and loading meets the requirements as stipulated within Section 17 of this ordinance.

Decision

The Planning Commission held a public hearing on the item at the December 19, 2017 meeting, and has recommended approval with the conditions enclosed in the Resolution. The meeting minutes shall be made part of the Findings of Fact.



PLAN LEGEND

	EXISTING	REMOVAL
CURB		
BITUMINOUS		
CONCRETE PAVEMENT		
GRAVEL		
PROPERTY LINE		
EASEMENT LINE		
STORM SEWER		AS NOTED
SANITARY SEWER		
WATER MAIN		
UNDERGROUND GAS		
UNDERGROUND ELECTRIC		
OVERHEAD ELECTRIC		
UNDERGROUND TELEPHONE		
UNDERGROUND CABLE		
FENCE		
RETAINING WALL		
SANITARY MANHOLE		
STORM SEWER APRON		
GATE VALVE		
STORM MANHOLE		
LIGHT POLE		
GAS METER		
POWER POLE		
ELECTRIC BOX OR TRANSFORMER		
CABLE PEDESTAL		
CURB STOP		
CLEAN OUT		
SIGN		

EXISTING CONDITIONS NOTE

1. EXISTING CONDITIONS ARE BASED ON ALTA/NSPS LAND TITLE SURVEY PREPARED BY E.G. RUD & SONS, INC. DATED 10/9/17.

REMOVAL PLAN NOTES

1. ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE LOCATION, DEPTH AND TYPES OF EXISTING UTILITIES AND TO NOTIFY THE OWNER AND ENGINEER IMMEDIATELY OF ANY DISCREPANCIES OR VARIATIONS FROM THE PLANS.
2. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO PROTECT ALL EXISTING UTILITIES, APPURTENANCES AND STRUCTURES NOT INDICATED FOR REMOVAL. DAMAGE CAUSED BY DEMOLITION OPERATIONS SHALL BE REPAIRED AT NO ADDITIONAL COST TO THE OWNER.
3. CONTRACTOR TO REMOVE/RELOCATE EXISTING PRIVATE UTILITIES AS NECESSARY. THE CONTRACTOR SHALL COORDINATE THESE ACTIVITIES WITH THE UTILITY COMPANIES.
4. THE CONTRACTOR IS RESPONSIBLE FOR ALL THE REMOVALS SHOWN ON THE PLANS AND SHALL CONFORM/ADHERE TO ALL GOVERNING STATE AND LOCAL REGULATIONS. ALL PERMITS, APPLICATIONS AND FEES ARE THE RESPONSIBILITY OF THE CONTRACTOR.

SHEET INDEX

SP1 – EXISTING CONDITIONS & REMOVALS PLAN
SP2 – SITE LAYOUT PLAN
SP2.1 – SITE KEYNOTE PLAN
SP3 – GRADING & EROSION CONTROL PLAN
SP4 – UTILITY PLAN
SP4.1 – UTILITY PLAN (STORM SEWER)
SP5 – STORMWATER POLLUTION PREVENTION PLAN
SP6 – DETAILS
SP7 – DETAILS
SP8 – DETAILS
L1 – LANDSCAPE PLAN
L2 – LANDSCAPE PLAN
L3 – LANDSCAPE PLAN
E1 – PHOTOMETRIC SITE PLAN

BENCHMARKS

1. MINNESOTA DEPARTMENT OF TRANSPORTATION GEODETIC MONUMENT CSAH STATION NO. 10357, NAME: 3003 M.
ELEVATION = 938.857 (NAVD 88)

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KWIK STAR STORES

KWIK TRIP, Inc
P.O. BOX 2107
1626 OAK STREET
LA CROSSE, WI 54602-2107
PH. (608) 781-8988
FAX (608) 781-8990

Carlson McCain
ENGINEERING/SURVEYING/PLANNING
3440 Preserve Ridge Dr. #200, Blaine, MN 55449
Phone: 763-489-7900 Fax: 763-489-7950

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.

Name: Joseph T. Richards, P.E.
Signature:
Date: 11/15/17 License #: 47884

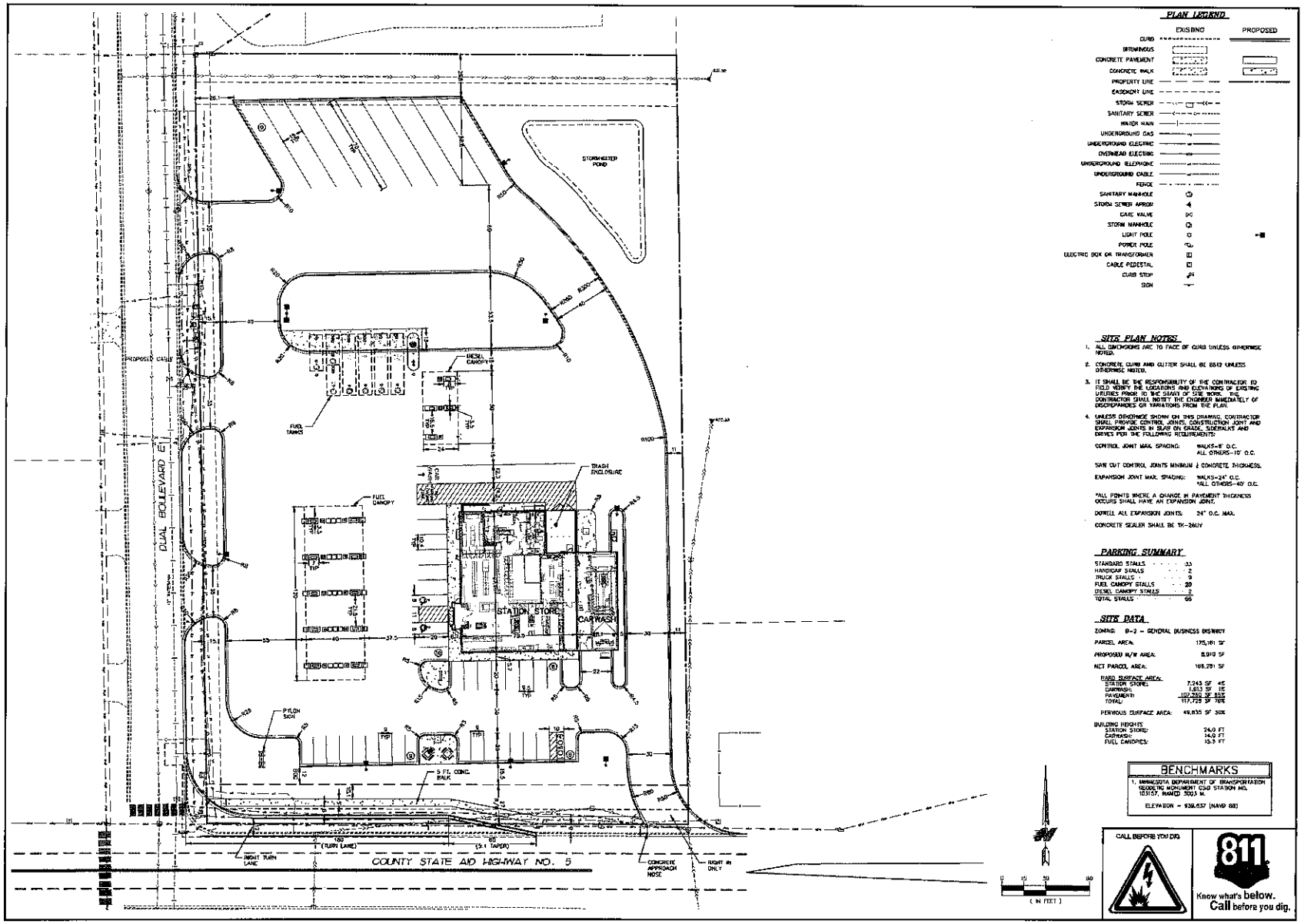
EXISTING CONDITIONS & REMOVALS PLAN

CONVENIENCE STORE #1019 WITH SINGLE BAY CARWASH AND SIDE DIESEL

CSAH 5 & E DUAL BLVD NE
ISANTI, MINNESOTA

#	DATE	DESCRIPTION
1	12/14/17	Per City comments

DRAWN BY	JTR
SCALE	GRAPHIC
PROJ NO	7168-00
DATE	2017-11-15
SHEET	1019 SP1



PLAN LEGEND

	EXISTING	PROPOSED
CURB		
BITUMINOUS		
CONCRETE PAVEMENT		
CONCRETE WALK		
PROPERTY LINE		
EASEMENT LINE		
STORM SEWER		
SANITARY SEWER		
WATER MAIN		
UNDERGROUND GAS		
UNDERGROUND ELECTRIC		
OVERHEAD ELECTRIC		
UNDERGROUND TELEPHONE		
UNDERGROUND CABLE		
FENCE		
SANITARY MANHOLE		
STORM SEWER APRON		
GATE VALVE		
STORM MANHOLE		
LIGHT POLE		
POWER POLE		
ELECTRIC BOX OR TRANSFORMER		
CABLE PEDESTAL		
CURB STOP		
SIGN		

SITE PLAN NOTES

1. ALL DIMENSIONS ARE TO FACE OF CURB UNLESS OTHERWISE NOTED.
2. CONCRETE CURB AND GUTTER SHALL BE B612 UNLESS OTHERWISE NOTED.
3. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES PRIOR TO THE START OF SITE WORK. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF DISCREPANCIES OR VARIATIONS FROM THE PLAN.
4. UNLESS OTHERWISE SHOWN ON THIS DRAWING, CONTRACTOR SHALL PROVIDE CONTROL JOINTS, CONSTRUCTION JOINT AND EXPANSION JOINTS IN SLAB ON GRADE, SIDEWALKS AND DRIVES PER THE FOLLOWING REQUIREMENTS:

CONTROL JOINT MAX. SPACING:	WALKS=5' O.C. ALL OTHERS=10' O.C.
SAW CUT CONTROL JOINTS MINIMUM 1 CONCRETE THICKNESS.	
EXPANSION JOINT MAX. SPACING:	WALKS=24' O.C. *ALL OTHERS=40' O.C.

*ALL POINTS WHERE A CHANGE IN PAVEMENT THICKNESS OCCURS SHALL HAVE AN EXPANSION JOINT.

DOWELL ALL EXPANSION JOINTS. 24" O.C. MAX.

CONCRETE SEALER SHALL BE TK-26UV

PARKING SUMMARY

STANDARD STALLS	33
HANDICAP STALLS	2
TRUCK STALLS	9
FUEL CANOPY STALLS	20
DIESEL CANOPY STALLS	2
TOTAL STALLS	66

SITE DATA

ZONING: B-2 – GENERAL BUSINESS DISTRICT

PARCEL AREA:	175,161 SF
PROPOSED R/W AREA:	8,910 SF
NET PARCEL AREA:	166,251 SF
HARD SURFACE AREA:	
STATION STORE:	7,243 SF 4%
CARWASH:	1,813 SF 1%
PAVEMENT:	107,769 SF 65%
TOTAL:	117,725 SF 70%
PERVIOUS SURFACE AREA:	48,835 SF 30%
BUILDING HEIGHTS:	
STATION STORE:	24.0 FT
CARWASH:	14.0 FT
FUEL CANOPIES:	15.9 FT

BENCHMARKS

1. MINNESOTA DEPARTMENT OF TRANSPORTATION GEODETIC MONUMENT CSAH STATION NO. 103157, NAMD 2003 M.

ELEVATION = 936.637 [NAVD 88]

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KWIK TRIP, Inc
P.O. BOX 2107
1626 OAK STREET
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ENVIRONMENTAL · ENGINEERING · SURVEYING
3890 Pheasant Ridge Dr. #100, Blaine, MN 55449
Phone: 763-489-7900 Fax: 763-489-7955

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.

Name: Joseph A. Gerber
Date:
License #: 43889

PRELIMINARY

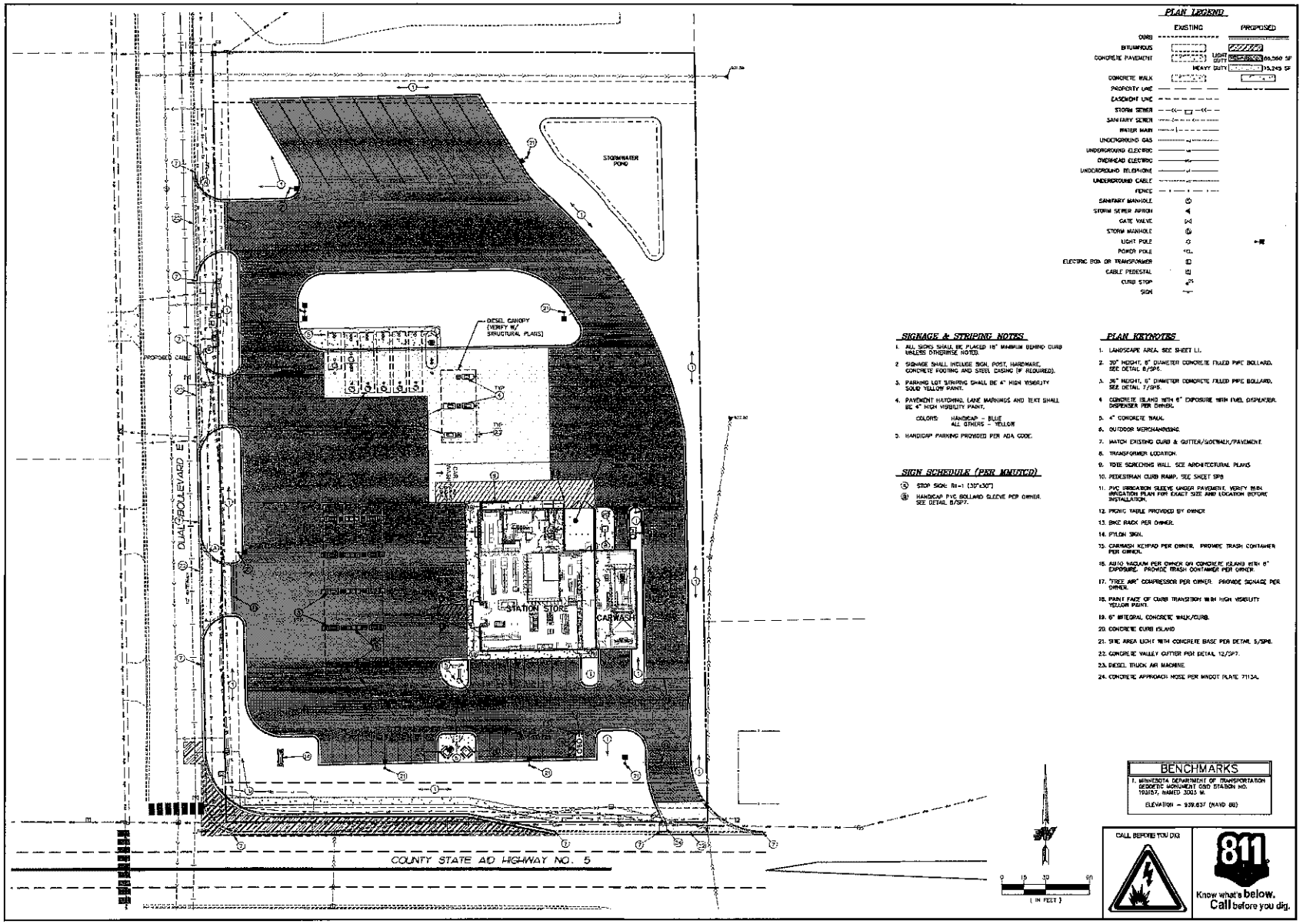
SITE PLAN (LAYOUT)

CONVENIENCE STORE #1019
WITH SINGLE BAY CARWASH
AND SIDE DIESEL

CSAH 5 & E DUAL BLVD NE
ISANTI, MINNESOTA

#	DATE	DESCRIPTION
1	12/14/17	Per City comments

DRAWN BY	JTR
SCALE	GRAPHIC
PROJ NO	7168-00
DATE	2017-11-15
SHEET	1019 SP2



PLAN LEGEND

	EXISTING	PROPOSED
CURB		
BITUMINOUS		
CONCRETE PAVEMENT	LIGHT DUTY	LIGHT DUTY 66,360 SF
	HEAVY DUTY	HEAVY DUTY 19,245 SF
CONCRETE WALK		
PROPERTY LINE		
EASEMENT LINE		
STORM SEWER		
SANITARY SEWER		
WATER MAIN		
UNDERGROUND GAS		
UNDERGROUND ELECTRIC		
OVERHEAD ELECTRIC		
UNDERGROUND TELEPHONE		
UNDERGROUND CABLE		
FENCE		
SANITARY MANHOLE		
STORM SEWER APRON		
GATE VALVE		
STORM MANHOLE		
LIGHT POLE		
POWER POLE		
ELECTRIC PEDESTAL OR TRANSFORMER		
CABLE PEDESTAL		
CURB STOP		
SIGN		

SIGNAGE & STRIPING NOTES

1. ALL SIGNS SHALL BE PLACED 18" MINIMUM BEHIND CURB UNLESS OTHERWISE NOTED.
2. SIGNAGE SHALL INCLUDE SIGN, POST, HARDWARE, CONCRETE FOOTING AND STEEL CASING (IF REQUIRED).
3. PARKING LOT STRIPING SHALL BE 4" HIGH VISIBILITY SOLID YELLOW PAINT.
4. PAVEMENT HATCHING, LANE MARKINGS AND TEXT SHALL BE 4" HIGH VISIBILITY PAINT.
   COLORS: HANDICAP - BLUE
   ALL OTHERS - YELLOW
5. HANDICAP PARKING PROVIDED PER ADA CODE.

SIGN SCHEDULE (PER MMUTCD)

(R) STOP SIGN: R1-1 (30"x30")
(R) HANDICAP PVC BOLLARD SLEEVE PER OWNER. SEE DETAIL 8/SP7.

PLAN KEYNOTES

1. LANDSCAPE AREA, SEE SHEET L1.
2. 30" HEIGHT, 8" DIAMETER CONCRETE FILLED PIPE BOLLARD. SEE DETAIL 8/SP6.
3. 36" HEIGHT, 6" DIAMETER CONCRETE FILLED PIPE BOLLARD, SEE DETAIL 7/SP6.
4. CONCRETE ISLAND WITH 6" EXPOSURE WITH FUEL DISPENSER. DISPENSER PER OWNER.
5. 4" CONCRETE WALK.
6. OUTDOOR MERCHANDISING.
7. MATCH EXISTING CURB & GUTTER/SIDEWALK/PAVEMENT.
8. TRANSFORMER LOCATION.
9. TOTE SCREENING WALL. SEE ARCHITECTURAL PLANS.
10. PEDESTRIAN CURB RAMP, SEE SHEET SP8
11. PVC IRRIGATION SLEEVE UNDER PAVEMENT, VERIFY WITH IRRIGATION PLAN FOR EXACT SIZE AND LOCATION (BEFORE INSTALLATION.
12. PICNIC TABLE PROVIDED BY OWNER
13. BIKE RACK PER OWNER.
14. PYLON SIGN.
15. CARWASH KEYPAD PER OWNER. PROVIDE TRASH CONTAINER PER OWNER.
16. AUTO VACUUM PER OWNER ON CONCRETE ISLAND WITH 6" EXPOSURE. PROVIDE TRASH CONTAINER PER OWNER.
17. "FREE AIR" COMPRESSOR PER OWNER. PROVIDE SIGNAGE PER OWNER.
18. PAINT FACE OF CURB TRANSITION WITH HIGH VISIBILITY YELLOW PAINT.
19. 6" INTEGRAL CONCRETE WALK/CURB.
20. CONCRETE CURB ISLAND
21. SITE AREA LIGHT WITH CONCRETE BASE PER DETAIL 5/SP6.
22. CONCRETE VALLEY GUTTER PER DETAIL 12/SP7.
23. DIESEL TRUCK AIR MACHINE.
24. CONCRETE APPROACH NOSE PER MNDOT PLATE 7113A.

BENCHMARKS

1. MINNESOTA DEPARTMENT OF TRANSPORTATION GEODETIC MONUMENT CGO STATION NO. 193157, NAMED 3005 W.
   ELEVATION = 939.837 (NAVD 88)

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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.

Name: Joseph J. Radach, P.E.
Signature:
Date: 12/13/17 License #: 47884

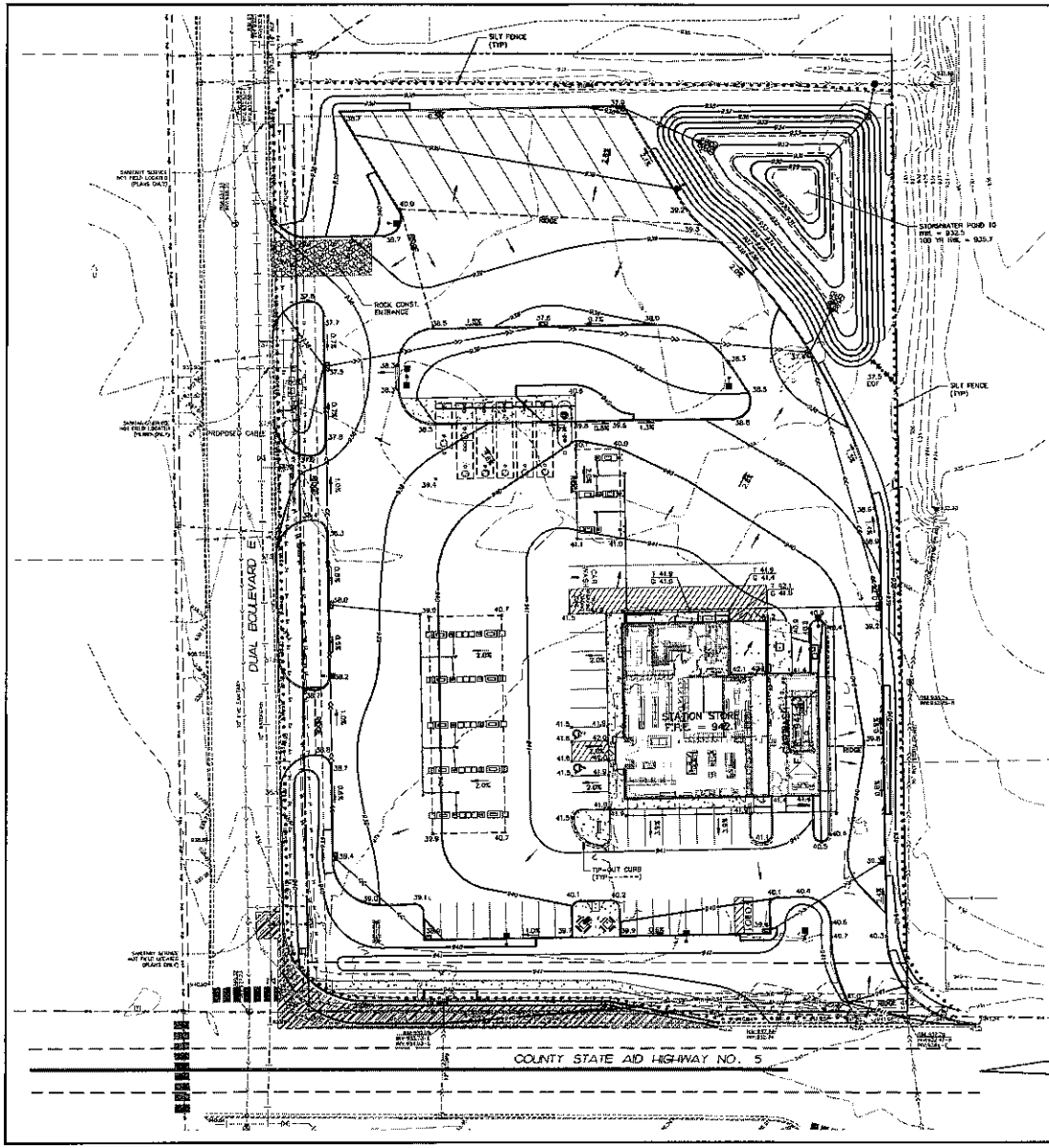
SITE PLAN (KEYNOTE)

CONVENIENCE STORE #1019 WITH SINGLE BAY CARWASH AND SIDE DIESEL

CSAH 5 & E DUAL BLVD NE
ISANTI, MINNESOTA

#	DATE	DESCRIPTION
1	12/18/17	PER CITY COMMENTS

DRAWN BY	JJR
SCALE	GRAPHIC
PROJ NO	7166.00
DATE	2017-11-10
SHEET	1019 SP2.1



PLAN LEGEND

	EXISTING	PROPOSED
CURB		
BITUMINOUS		
CONCRETE PAVEMENT		
CONCRETE WALK		
PROPERTY LINE		
EASEMENT LINE		
STORM SEWER		
SANITARY SEWER		
WATER MAIN		
UNDERGROUND GAS		
UNDERGROUND ELECTRIC		
UNDERGROUND TELEPHONE		
UNDERGROUND FIBER OPTIC		
UNDERGROUND CABLE		
SANITARY MANHOLE		
HYDRANT		
GATE VALVE		
STORM MANHOLE		
LIGHT POLE		
TELEPHONE MANHOLE		
TELEPHONE PEDESTAL		
ELECTRIC BOX OR TRANSFORMER		
CABLE PEDESTAL		
FIBER OPTIC BOX		
HAND HOLE		
SIGN		
5' CONTOUR	925	925
1' CONTOUR	924	924
SPOT ELEVATION (CURB ELEVATIONS ARE TO GUTTER LINE)	CCO	60.0
SILT FENCE		

GOVERNING SPECIFICATIONS

1. THE LATEST EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION".
2. THE LATEST EDITION OF THE CITY OF ISANTI STANDARD DETAILS AND SPECIFICATIONS.
3. THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD).
4. THE LATEST EDITION OF THE CITY ENGINEERS ASSOCIATION OF MINNESOTA (CEAM) STANDARD SPECIFICATIONS.

GRADING NOTES

1. SILT FENCE AND EXISTING CATCH BASIN INLET PROTECTION SHALL BE INSTALLED PRIOR TO GRADING CONSTRUCTION, AND SHALL BE MAINTAINED UNTIL SITE HAS BEEN STABILIZED.
2. CONTRACTOR SHALL FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND PAVEMENTS PRIOR TO THE START OF GRADING CONSTRUCTION. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF DISCREPANCIES OR VARIATIONS FROM THE PLAN.
3. CONTRACTOR SHALL STRIP, STOCKPILE AND RESPREAD SUFFICIENT TOPSOIL TO PROVIDE A MINIMUM OF 4" OF TOPSOIL OVER ALL DISTURBED AREAS THAT WILL BE SODDED, SEEDED OR LANDSCAPED.

BENCHMARKS

1. MINNESOTA DEPARTMENT OF TRANSPORTATION GEODETIC MONUMENT DISC STATION NO. 103157, STAMPED 5003 B.

ELEVATION = 938.637 (NAVD 88)

0 15 30 60
(IN FEET)

CALL BEFORE YOU DIG.

811 Know what's below. Call before you dig.

KWIK TRIP STORES

KWIK STAR STORES

KWIK TRIP, Inc
P.O. BOX 2107
1626 OAK STREET
LA CROSSE, WI 54602-2107
PH. (608) 781-8988
FAX (608) 781-8950

Carlson McCain
ENGINEERING | SURVEYING | PLANNING
3500 Fernbrook Plaza Dr., #108, Blaine, MN 55449
Phone: 763-489-7700 Fax: 763-489-7950

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.

Name: Joseph H. Riedesel, P.E.
Signature:
Date: 11/15/17 License #: 46884

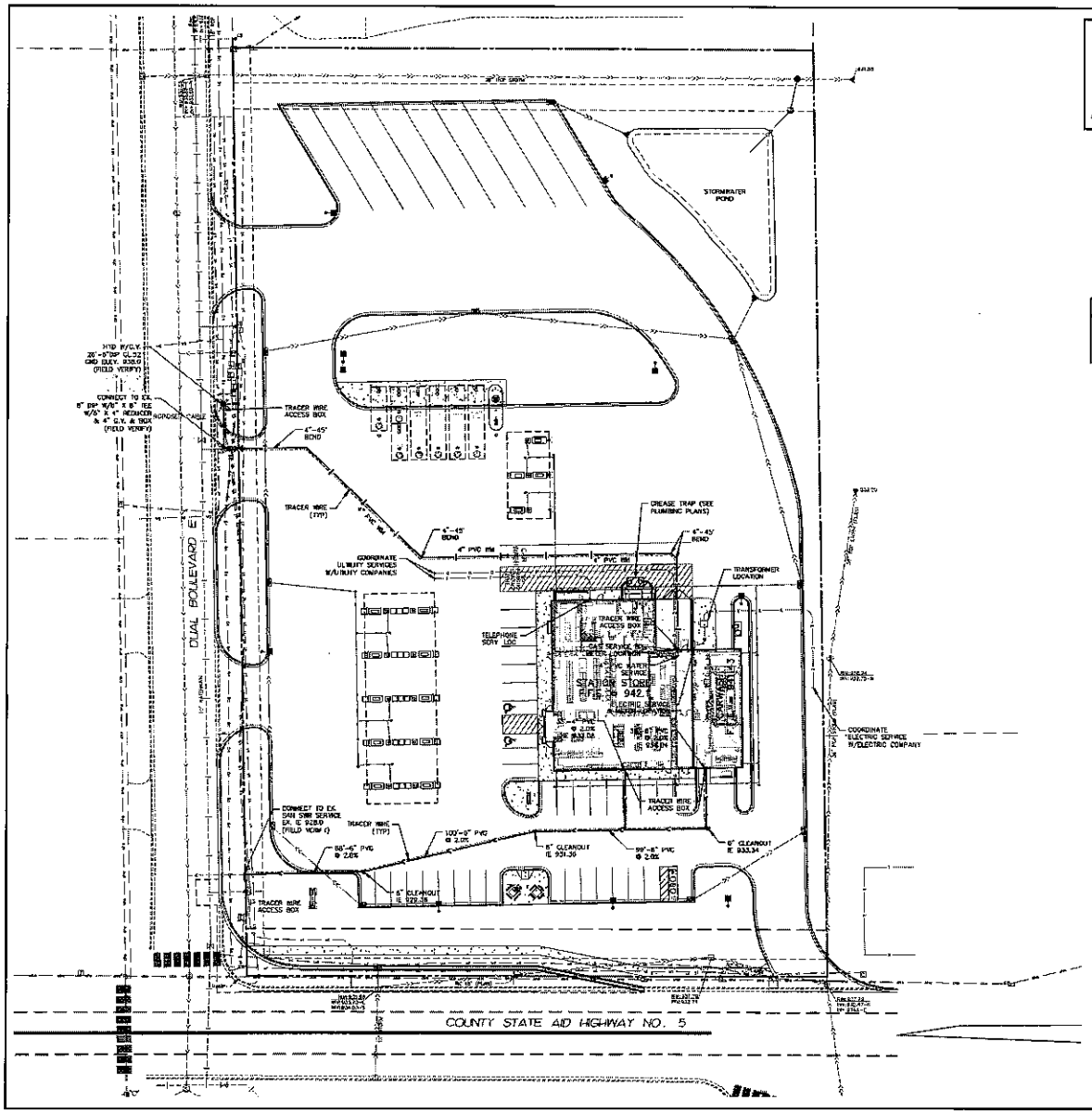
GRADING & EROSION CONTROL PLAN

CONVENIENCE STORE #1019 WITH SINGLE BAY CARWASH AND SIDE DIESEL

CSAH 5 & E DUAL BLVD NE
ISANTI, MINNESOTA

#	DATE	DESCRIPTION
1	12/14/17	Per City comments

DRAWN BY	JTR
SCALE	GRAPHIC
PROJ. NO.	7158-00
DATE	2017-11-15
SHEET	1019 SP3



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(IN FEET)

BENCHMARKS

1. MINNESOTA DEPARTMENT OF TRANSPORTATION GEODETIC MONUMENT CSED STATION MD. 10(XXX), NAMED 3003 N

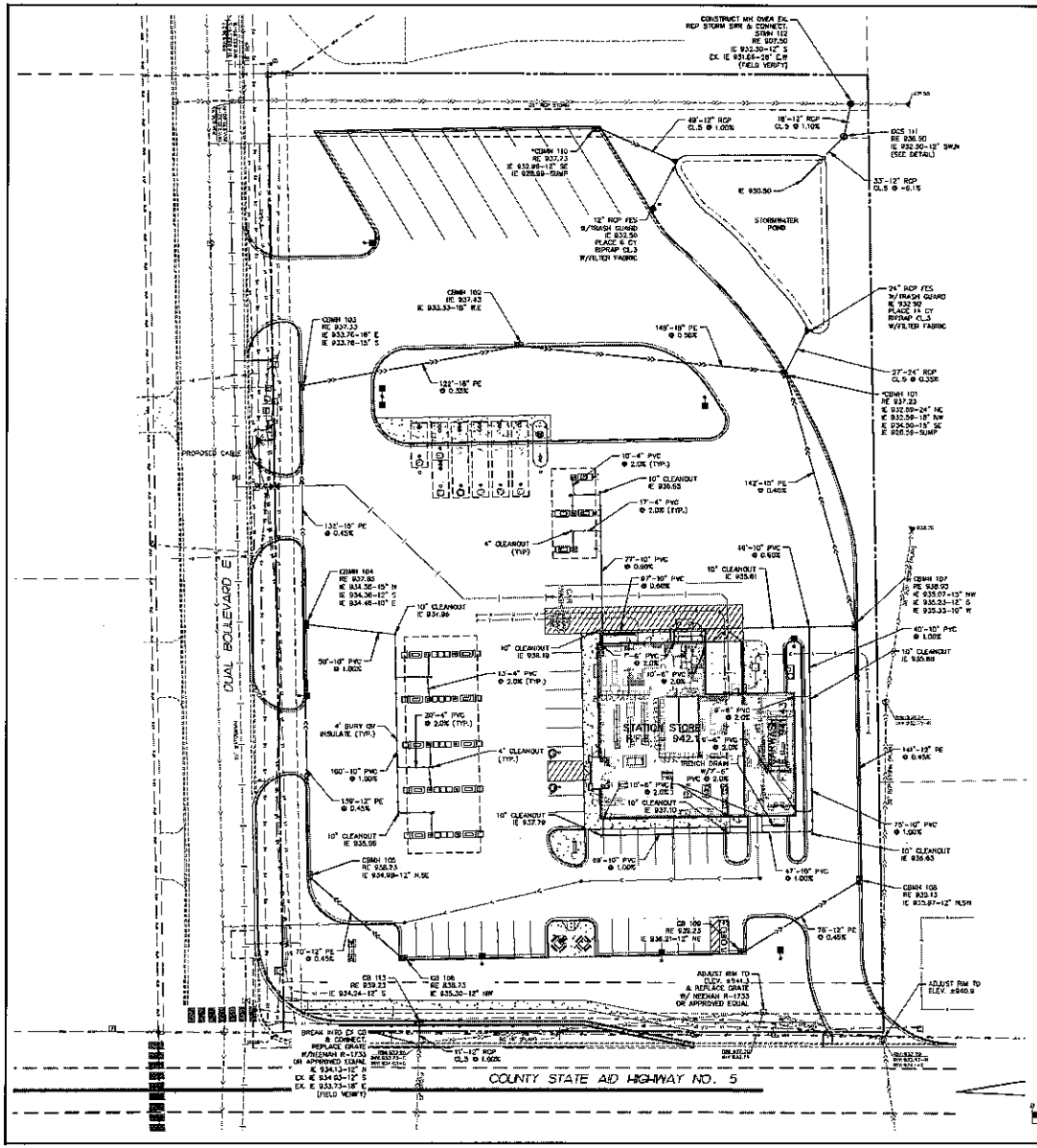
ELEVATION = 939.837 (NAVD 88)

PLAN LEGEND

	EXISTING	PROPOSED
CURB		
BITUMINOUS		
CONCRETE PAVEMENT		
CONCRETE WALK		
PROPERTY LINE		
EASEMENT LINE		
STORM SEWER		
SANITARY SEWER		
WATER MAIN		
UNDERGROUND GAS		
UNDERGROUND ELECTRIC		
UNDERGROUND TELEPHONE		
UNDERGROUND CABLE		
FENCE		
TRACER WIRE		
SANITARY MANHOLE		
STORM SEWER APRON		
GATE VALVE		
STORM MANHOLE		
LIGHT POLE		
POWER POLE		
ELECTRIC BOX OR TRANSFORMER		
CABLE PEDESTAL		
CURB STOP		
SIGN		

GENERAL:

1. Agency Jurisdiction. The latest editions of the Minnesota Department of Transportation "Standard Specifications for Construction", the City Engineers Association of Minnesota (CEAM) Standard Specifications, the City of Isanti Standard Specifications and the Statewide Building Code.
2. Comply with the work safety standards specified by the Occupational Safety and Health Administration (OSHA). Comply with all applicable local, state, and federal safety regulations. Shall maintain work area free from toxic gases, dust or materials and keep free OSHA English 1910.1401 unless otherwise certain specific conditions and procedures. Shall provide written notice to the Contractor(s) at the Construction site at least seven days prior to the beginning of the construction operations.
3. Perform all utility work in accordance with State and City requirements.
4. Contact the City of Isanti Public Works Department for inspection of all utility work.
5. Connect to existing sanitary sewer lines as shown/noted. Connect to existing storm sewer lines by either excavating or core drilling. Based on City procedure and specifications for the connection. Recommend trench drain excavation. Use water pump systems in order to dewater trenches. Use trench drain excavation. Use water pump systems in order to dewater trenches. Use trench drain excavation. Use water pump systems in order to dewater trenches. Use



STORM SEWER SCHEDULE		
STRUCTURE		NEENAH CASTING OR EQUAL
TYPE & No.	SIZE	
CB-113	48" DIA.	R-3067-VB
STMH-112	60" DIA.	R-1733
OCS-111	48" DIA.	SEE DETAIL
*CBMH-110	48" DIA.	R-3067-VB
CB-109	24"X36"	R-3067-VB
CBMH-108	48" DIA.	R-3067-VB
CBMH-107	48" DIA.	R-3067-V
CB-106	24"X36"	R-3067-VB
CBMH-105	48" DIA.	R-3067-VB
CBMH-104	48" DIA.	R-3067-VB
CBMH-103	48" DIA.	R-3067-VB
CBMH-102	48" DIA.	R-3067-VB
*CBMH-101	48" DIA.	R-3067-VB

*INSTALL 24IN SNOUT OIL & DEBRIS STOP AS MANUFACTURED BY BMP, INC.

PLAN LEGEND

	EXISTING	PROPOSED
CURB		
BITUMINOUS		
CONCRETE PAVEMENT		
CONCRETE WALK		
PROPERTY LINE		
EASEMENT LINE		
STORM SEWER		
SANITARY SEWER		
WATER MAIN		
UNDERGROUND GAS		
UNDERGROUND ELECTRIC		
UNDERGROUND TELEPHONE		
UNDERGROUND CABLE		
FENCE		
SANITARY MANHOLE		
STORM SEWER APRON		
GATE VALVE		
STORM MANHOLE		
LIGHT POLE		
POWER POLE		
ELECTRIC BOX OR TRANSFORMER		
CABLE PEDESTAL		
CURB STOP		
SIGN		

GENERAL:

1. Construction Specifications: Per latest edition of the Minnesota Department of Transportation "Standard Specifications for Construction", the City Engineer's Association of Minnesota (CEAM) Standard Specifications, the City of Isanti Standard Specifications and the Minnesota Plumbing Code.
2. Comply with the work safety provisions specified by the Occupational Safety and Health Administration (OSHA). Comply with all applicable local, state, and federal safety regulations. OSHA prohibits entry into "excluded spaces", such as manholes and storm sewers (see 29CFR Section 1926.650) unless undertaking certain specific practices and procedures. Construction safety is always the responsibility of the Contractor, who is also solely responsible for the means, methods, and sequencing of the construction operations.
3. Perform all utility work in accordance with State and City requirements.
4. Contact the City of Isanti Public Works Department for inspection of all utility work.
5. Protect in existing service until new one is completed. Connect to existing above work prior to other excavating or operations. Most of this sanitary and storm sewer work is to be done in existing easements. Coordinate with property owners and tenants to minimize disruption to their use of the property. Keep access to their buildings open at all times. Keep construction materials from encroaching on the roadway and ditches. Keep construction equipment off of private property unless permission is granted by the property owner. Repair any damage to private property to the satisfaction of the owner.
6. Perform trench excavation for all utilities in accordance with the requirements of OSHA 29 CFR, Part 1926, Subpart P, "Excavations and Trenches". [www.osha.gov]
7. Coordinate burying utility construction locations at 3 ft. min. from the proposed building with the interior plumbing contractor prior to construction. Verify water and sewer service locations and elevations with the plumbing contractor.
8. The locations of existing utilities shown on this plan are from record information and field as-built data. The Engineer does not guarantee that all existing utilities are shown or, if shown, such in the locations indicated on the plan. It is the Contractor's responsibility to verify the location and horizontal location of all existing utilities including water service lines and appurtenances. Notify the Engineer of any discrepancies.
9. Contact utility companies for locations of all public and private utilities within the work zone prior to beginning construction. Contact 811 for locations of existing utilities at least 72 hours (not including weekends or holidays) before beginning any excavation. Obtain ticket number and meet with representatives of the various utilities at the site. Provide the Comp with the ticket number information.
10. Perform to verify the location of existing underground facilities of sufficient number of locations in order to ensure that no conflict with any proposed work water and sewer, electrical structures or buildings.
11. Place existing gas, electric, cable, or telephone utilities conflict with the work, coordinate any abandonment, relocation, repair, or support of any existing utilities with the appropriate utility companies. Contractor must give notice and give the installation, electric meter and electric service inspection, water service and telephone service installation with the local utility companies.
12. Salvage in the amount without damage during the work. Dispose of all excess soil, waste material, debris, and all unsuitable soil unsuitable for subgrade. Waste materials and debris include trees, stumps, rock, concrete, pavement, concrete, brick, or other waste material from the construction operations. Comply the right to any waste once he disposed of properly or waste material under other areas of all shown on the plans. All work in disposing of such materials shall be considered incidental to the work. All disposal must conform or guidelines solid waste disposal permit requirements. Obtain all necessary permits at no cost to the City.
13. Salvage the removed existing bituminous pavement as necessary for the construction of pavement openings shown. Use save this material prior to the trees, rock, and mulch all connections to existing bituminous pavement.
14. Maintain overhead power, telephone, and cable lines as required.
15. All materials required for the construction of the improvements in the improvements for shown, alloy, plastic, iron, sealing, and other safety controlled items of the plans or the Plans. Do not use any material or salvaged equipment, asphaltic pavement, crushed concrete, or scrap wrapper. Unless otherwise indicated the Contractor shall furnish all required materials.
16. Restore the public right-of-way. Replace any concrete work and gutter, bituminous pavement, sidewalk, or vegetation areas damaged by the construction activity. Restore damaged turf and sod to the condition that existed prior to construction. All turf and sod areas to be repaired in this area.
17. Block access or safety controls to residents and keep East Interior open at the times. Do not allow any material to fall into the streets. Do not allow any material to be discharged into the sewer system.
18. Adjust all curb stops, valve boxes, maintenance hole castings, valve boxes castings, cement covers, and castle frames to finished grade.
19. Install all pipe with the ASTM specification numbers or the line specified. Commence construction at the lowest point of the system sewer line. Lay the pipe with the bell end of receiving pipes and of the next building upgrade. Must connecting to an existing pipe, exercise the existing pipe in order to allow any adjustments in the alignment lines and grade before laying any pipe.
20. Obtain and pay for all permits, bonds, inspections, etc. required for approvals and have jurisdiction over the project. The Contractor is responsible for all bonds, letters of credit, or cash deposits required in the work. Execute and forward work in accordance with all local and state codes, rules, ordinances, and regulations pertaining to the particular type of work involved.

STORM DRAINAGE:

1. Unless otherwise noted, use reinforced, precast, concrete maintenance holes and catch basins conforming to ASTM C478, furnished with steel step pegs and cement flow. Construct the proposed maintenance holes and catch basins with base sections, marked "D" long gaskets in accordance with ASTM C913. The inside and diameter shall not be less than the inside pipes otherwise noted.
2. All joints and connections to catch basins or manholes shall be watertight; the contract rubber seals, preformed gaskets, or approved equal. Cement mortar joints are not allowed, unless otherwise permitted by local municipality.
3. Manufactured frames and catch basins in paved areas shall be adjusted 0.05 feet. Catch basins in the gutter line shall be number 0.07 feet. Elevations shown on the plans (spread) the number elevations.
4. RCP Pipe: Use used pipe, Type 3, ASTM C76M Pipeline Diameter (RPM) Pipe for designated RPM storm sewer of 15 inch/size in diameter, unless otherwise noted. Use for all RPM storm sewer, install bedding under all bedding materials, material gradation shall meet the requirements of ASTM D2321 except, the maximum allowable aggregate size for pipes, bars, sewer, and fittings which shall have gradation requirements of ASTM C33M and ASTM D2321. Lay all RPM pipe with a continuous smooth bell, installation bevel conforming with ASTM D3212.
5. RCP: Reinforced concrete pipe (RCP) and fittings shall conform to ASTM C76, Design 11, with circular reinforcing for the class of pipe specified. Use Class IV RCP for pipes 24" and larger. Use Class V RCP for pipes 48" and smaller. Joints shall be Bureau of Reclamation type O-ring, with gaskets in accordance with ASTM C361.
6. RC Flared: Install a reinforced concrete apron on the base end of all straight RCP storm sewer pipes. Tie the full sides sections (including corner) of all straight RCP storm sewer pipe with a minimum of two tie bars between all joints. The requirement applies to RCP elliptical and elliptical-like shape and pipe-arch materials, in all cases. Ties to be used only to hold the pipe sections together, not for pulling the sections tight. Install pull-type ropes on all concrete pipes.
7. Bedding: Use all pipelines of which sewer that are within 10 feet of buildings, within 10 feet of buried water lines, within 10 feet of water mains, or that pass through not backfill with Class 5 aggregate bedding material. Use Class 5 aggregate bedding material for all pipes that have installed or bedded less than 6 inches of pipe or 30 pipes. Use type shall consist of aggregate, all 3/4" to 1½ inch size, meeting requirements of ASTM C33/C33M.
8. Use Neenah castings, or approved equal, of the type indicated in the Storm Sewer Schedule.
9. The minimum depth of sewer for building and private lead drain feature without insulation is 5 feet. Insulate roof drain leaders at locations where the depth of cover is less than 5 feet. Provide a minimum insulation thickness of 2 inches. The insulation shall be of rigid 4 inch wide and centered on the pipe. Install the insulation boards & loosen above the tops of the pipes in excessively compacted and loosed into bedding material. Use rigid foamed insulation board conforming to ASTM C578, Type IV, 25 psi compressive strength, or approved equivalent. Use rigid foamed insulation board conforming to ASTM C578, Type IV, 25 psi compressive strength, or approved equivalent.
10. Underdrain: Install underdrain on all road sheets in accordance with Mn/DOT 2502.3F (2018 EDITION). The distance between underdrain is horizontal along road not exceed 500 feet for lateral 10-inches and cross to drain. Install underdrain at the end a minimum slot on the pipes that serve. Install a metal bar frame and hold the trapezoid footprint, or approved equal) over all underdrain pipes underway outlet.
11. RCP Replacement:
    11.1. Install steel-reinforced, smooth interior, corrugated high-density polyethylene (HDPE) pipe at locations indicated on the plan.
    11.2. HDPE pipe shall conform to the requirements of AASHTO M294 and Section 73 of the AASHTO LRFD Bridge Design Specification.
    11.3. Pipes 4"-10" in size must comply with AASHTO M252.
    11.4. Pipes 12"-60" in size must comply with AASHTO M294.
    11.5. All fittings must comply with ASTM Standard D3212.
    11.6. Watertight joints must be used on all perforated flushing structures.
    11.7. Lay all HDPE pipe on a continuous granular bed. Installation must comply with ASTM D2321. All sections of the corrugated HDPE pipe shall be inserted in order to provide water tight joints.
    11.8. Testing shall be performed in accordance with the City specifications.

BENCHMARKS

1. MINNESOTA DEPARTMENT OF TRANSPORTATION GEODETIC MONUMENT DNO STATION NO. 103157, NAMED 3003 61

ELEVATION = 939.837 (NAVD 88)

CALL BEFORE YOU DIG

811 Know what's below. Call before you dig.

KWIK TRIP STORES

KWIK STAR STORES

KWIK TRIP, Inc.
P.O. BOX 2107
1626 OAK STREET
LA CROSSE, WI 54602-2107
PH. (608) 781-8988
FAX (608) 781-8980

Carlson McCain
ENGINEERING • ENVIRONMENTAL • SURVEYING
3600 Chapman Ridge Dr., #200, Plymouth, MN 55446
Phone: 763-489-7999 Fax: 763-489-7990

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.

Name: Jason J. Petsch, P.E.
Signature:
Date: 11/15/17 License #: 48814

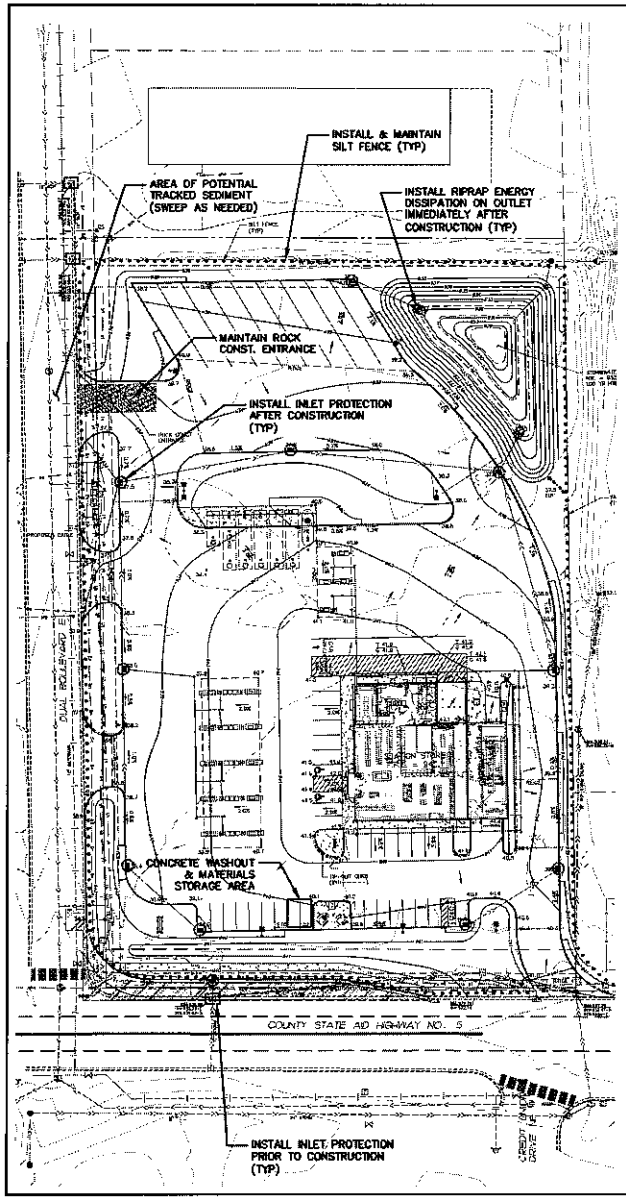
UTILITY PLAN (STORM SEWER)

CONVENIENCE STORE #1019
WITH SINGLE BAY CARWASH
AND SIDE DIESEL

CSAH 5 & E DUAL BLVD NE
ISANTI, MINNESOTA

#	DATE	DESCRIPTION
1	12/11/17	Per City comments

DRAWN BY: JTR
SCALE: GRAPHIC
PROJ. NO.: 7326-40
DATE: 2017-11-06
SHEET: 1019 SP4.1



GENERAL INFORMATION

MINNESOTA'S CONSTRUCTION STORMWATER PERMIT IS AN EXTENSION OF THE NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM STORMWATER PROGRAM, WHICH IS PART OF THE FEDERAL CLEAN WATER ACT. REGULATED PARTIES MUST DEVELOP A STORMWATER POLLUTION PREVENTION PLAN (SWPPP). THE SWPPP PROVIDES INFORMATION ON THE EXISTING AND PROPOSED SITE CONDITIONS, CONTROL MEASURES FOR STORMWATER POLLUTION PREVENTION BEFORE, DURING AND AFTER CONSTRUCTION, INSPECTION, MAINTENANCE AND INFORMATION RELATED TO THE PERMANENT STORMWATER MANAGEMENT SYSTEM. THE SWPPP SHALL BE KEPT ON SITE AT ALL TIMES DURING ACTIVE CONSTRUCTION.

PROJECT INFORMATION

PROJECT NAME: CONVENIENCE STORE 1019 WITH SINGLE BAY CARWASH AND SIDE DIESEL
PROJECT LOCATION: ISANTI, ISANTI COUNTY, MINNESOTA
PROJECT OWNER: KWIK TRIP, INC

RESPONSIBLE PARTIES

THE OWNER MUST IDENTIFY A PERSON KNOWLEDGEABLE AND EXPERIENCED IN THE APPLICATION OF EROSION PREVENTION AND SEDIMENT CONTROL BMPS WHO WILL OVERSEE THE IMPLEMENTATION OF THE SWPPP, AND THE INSTALLATION, INSPECTION AND MAINTENANCE OF THE EROSION PREVENTION AND SEDIMENT CONTROL BMPS.

SITE MANAGER: STEVE LIGHT – KWIK TRIP INC.

TRAINING DOCUMENTATION: CONSTRUCTION SITE MANAGEMENT (5/31/20 EXPIRATION) – UNIVERSITY OF MN

EXISTING SITE CONDITIONS

THE SITE IS LOCATED IN THE NORTHEAST QUADRANT OF THE INTERSECTION OF HERITAGE BOULEVARD AND EAST DUAL BOULEVARD NE IN ISANTI, ISANTI COUNTY, MINNESOTA. THE SITE IS BORDERED ON THE NORTH BY DEVELOPED COMMERCIAL PROPERTY, ON THE WEST BY EAST DUAL BOULEVARD NE, ON THE SOUTH BY HERITAGE BOULEVARD (CSAH-9), AND ON THE EAST BY AGRICULTURAL LAND. THE SITE WAS PREVIOUSLY RAYERSEE MARKET WITH PARKING LOT AND DRIVE LANES.

THE PROPOSED SITE BOUNDARY CONSISTS OF 4.02 ACRES. THE EXISTING SITE CURRENTLY HAS APPROXIMATELY 1.71 ACRES OF IMPERVIOUS SURFACE ONSITE.

THE SITE HAS A GENERALLY FLAT TOPOGRAPHY SLOPING AWAY FROM THE EXISTING BUILDING, WITH SLOPES GENERALLY RANGING FROM 0.5% TO 3% OVER THE ENTIRE SITE AREA. ELEVATIONS AT THE SITE RANGE FROM 949.3 AT THE FINISHED FLOOR ELEVATION OF THE EXISTING BUILDING DOWN TO ABOUT 937 IN THE CENTRAL PORTION OF THE EASTERN EDGE OF THE SITE. STORMWATER FROM THE SITE GENERALLY DRAINS OVERLAND TO EAST DUAL BOULEVARD NE OR TO THE SOUTH OF THE EXISTING BUILDING, WHERE IT IS COLLECTED IN STORM SEWER. THIS STORM SEWER AND THE REMAINING OVERLAND FLOW DISCHARGES TO A SMALL LOCKED ALONG THE NORTH SIDE OF THE EASTERN EDGE OF THE PROPERTY. THE SMALL DRAINS TO AN UNNAMED STREAM TO THE EAST WHICH DISCHARGES TO THE RUM RIVER, WHICH IS LOCATED APPROXIMATELY 1.1 MILES WEST OF THE SITE.

PROPOSED SITE CONDITIONS

KWIK TRIP, INC. PLANS ON DEVELOPING THE SITE INTO A CONVENIENCE STORE WITH SINGLE BAY CARWASH, TWO FUELING CANOPIES, AND ASSOCIATED PARKING AND DRIVE AREAS. DURING CONSTRUCTION, APPROXIMATELY 4 ACRES SHALL BE DISTURBED. THE PROPOSED CONSTRUCTION WILL RESULT IN A NET INCREASE IN IMPERVIOUS SURFACE OF APPROXIMATELY 0.89 ACRES.

STORMWATER FROM THE SITE WILL BE COLLECTED IN STORM SEWER AND PIPED TO THE PROPOSED LINED STORMWATER POND. A STORMWATER MANHOLE WILL BE CONSTRUCTED ONTO AN EXISTING 24" STORMWATER PIPE ALONG THE NORTHERN EDGE OF THE SITE. THE STORMWATER POND WILL DISCHARGE TO THE NEWLY CONSTRUCTED MANHOLE, WHICH WILL DISCHARGE TO THE CABLE RUNNING ALONG THE EASTERN EDGE OF THE SITE. THIS SMALL LOCKED DISCHARGES TO THE NORTH TO AN UNNAMED STREAM THAT DRAINS TO THE RUM RIVER.

SOIL INFORMATION

IN OCTOBER OF 2017, BRAUN INTERTEC DRILLED FIVE SOIL BORINGS TO APPROXIMATE NEAR SURFACE SOILS. THE BORINGS INDICATE THAT NEAR SURFACE SOILS CONSIST PRIMARILY OF SILTY SAND AND POORLY GRADED SAND. THESE SOILS GENERALLY FALL WITHIN THE HYDROLOGIC SOIL GROUP (HSG) "B".

GROUNDWATER WAS FOUND TO BE PRESENT IN ALL FIVE BORINGS, AND WAS GENERALLY AT AN ELEVATION OF 927 TO 931.

WETLAND CONSIDERATIONS

THERE ARE NO KNOWN WETLANDS LOCATED ONSITE.

STORMWATER RECEIVING WATERS

STORMWATER FROM THE SITE WILL DISCHARGE VIA SWALES AND AN UNNAMED STREAM TO THE RUM RIVER.

SPECIAL/IMPAIRED WATER CONSIDERATIONS

THERE ARE NO IMPAIRED WATERS LOCATED WITHIN ONE MILE OF THE SITE. THERE ARE NO WETLANDS LOCATED ONSITE.

STORMWATER MANAGEMENT PLAN

THE MPCA REQUIRES SITES TO PROVIDE A WATER QUALITY VOLUME OF ONE INCH OF RUNOFF FROM NEWLY CREATED IMPERVIOUS SURFACES.

THE PROPOSED SITE WILL CREATE APPROXIMATELY 0.89 ACRES OF NEW IMPERVIOUS SURFACE. THE WATER QUALITY REQUIREMENT FOR THE NEW IMPERVIOUS SURFACE AREA IS 0.0385 ACRE FEET, DUE TO EXISTING OPERATIONS ONSITE, INFILTRATION FROM PARKING AREAS IS PROHIBITED FROM BEING IMPLEMENTED. THEREFORE, A LINED STORMWATER POND WILL BE USED TO PROVIDE WATER QUALITY TREATMENT FOR THE SITE. THE IMPERVIOUS SURFACE AREA THAT RUNS TO THE POND IS 0.835 ACRES, WHICH REQUIRES A WATER QUALITY VOLUME OF 0.038 ACRE-FEET. THE STORMWATER POND HAS A PERMANENT POOL VOLUME (VOLUME BELOW PIPE OUTLET) OF 0.058 ACRE-FEET, WHICH MEETS AND EXCEEDS THE REQUIREMENT.

PRIOR TO START OF CONSTRUCTION

THE FOLLOWING STORMWATER POLLUTION PREVENTION MEASURES SHALL BE IMPLEMENTED PRIOR TO CONSTRUCTION, REFER TO GRADING AND EROSION CONTROL PLANS FOR LOCATIONS.

1. SILT FENCE
   SILT FENCE SHALL BE INSTALLED AT THE LIMIT OF GRADING ON DOWN HILL SLOPE. ADDITIONAL SILT FENCE MAY BE REQUIRED IN CUT SLOPE AREAS. SILT FENCE SHALL ALSO BE INSTALLED AROUND ANY INFILTRATION/FILTRATION PRACTICE.
2. ROCK CONSTRUCTION ENTRANCE
   ROCK CONSTRUCTION ENTRANCES SHALL BE INSTALLED AT THE FIELD ENTRANCES TO THE SITE.
3. CATCH BASINS
   ALL CATCH BASINS SHALL BE PROVIDED WITH INLET PROTECTION DEVICES APPROVED BY THE LOCAL GOVERNING UNIT. THESE SHALL INCLUDE, BUT ARE NOT LIMITED TO, WIMCO PROTECTION DEVICES, INFRASAFE PROTECTION DEVICES, FILTER FABRIC, BIO ROLLS AND STRAW BALES.

DURING CONSTRUCTION

THE FOLLOWING STORMWATER POLLUTION PREVENTION MEASURES SHALL BE IMPLEMENTED DURING CONSTRUCTION. REFER TO GRADING AND EROSION CONTROL PLANS FOR LOCATIONS.

1. PHASED GRADING
   TO THE EXTENT POSSIBLE, GRADING SHALL BE PHASED TO MINIMIZE THE AMOUNT OF DISTURBED AREAS DURING SITE CONSTRUCTION.
2. TRACKED SEDIMENT
   ANY SEDIMENT TRACKED FROM THE SITE ONTO THE STREET SHALL BE REMOVED IMMEDIATELY UPON DETECTION. THE ROCK CONSTRUCTION ENTRANCE SHALL BE INSPECTED AND REPAIRED IF NECESSARY WITH SEDIMENT.
3. STOCKPILES
   STOCKPILES SHALL BE PLACED IN AN AREA THAT WILL MINIMIZE THE NEED FOR RELOCATION. IF A STOCKPILE WILL REMAIN IN PLACE FOR AN EXTENDED PERIOD OF TIME, STABILIZATION MEASURES SHALL BE IMPLEMENTED, INCLUDING BUT NOT LIMITED TO, SEEDING AND SILT FENCING. TEMPORARY 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, DOWNDRAINS OR DITCHES.
4. TOP-SOIL
   UPON GRADING COMPLETIONS, A MINIMUM OF 4 INCHES OF TOPSOIL SHALL BE PLACED OVER ALL DISTURBED AREAS, EXCLUDING PROPOSED STREETS AND PARKING AREAS.
5. RESTORATION
   ALL DISTURBED AREAS NOT ACTIVELY WORKED SHALL BE RESTORED WITH SOD AND MULCH, EROSION CONTROL BLANKET AND/OR SEED WITHIN 14 DAYS.
6. SLOPES
   IN ORDER TO MAINTAIN SHEET FLOW AND MINIMIZE RILLS AND/OR GULLIES, THERE SHALL BE NO UNBROKEN SLOPE LENGTH OF GREATER THAN 75 FEET FOR SLOPES WITH A GRADE OF 3:1 OR STEEPER.
7. DRAINAGE DITCHES
   THE NORMAL WETTED PERIMETER OF ANY TEMPORARY OR PERMANENT DRAINAGE DITCH THAT DRAINS WATER FROM THE SITE, OR DIVERTS WATER AROUND THE SITE, MUST BE STABILIZED WITHIN 200 LINEAL FEET FROM THE PROPERTY EDGE, OR FROM THE POINT OF DISCHARGE TO ANY SURFACE WATER. STABILIZATION MUST BE COMPLETED WITHIN 24 HOURS OF CONNECTING TO A SURFACE WATER.
8. PIPE OUTLETS
   PIPE OUTLETS MUST BE PROVIDED WITH TEMPORARY OR PERMANENT ENERGY DISSIPATION WITHIN 24 HOURS OF CONNECTION TO A SURFACE WATER.
9. CATCH BASINS
   ALL CATCH BASINS SHALL BE PROTECTED WITH INLET PROTECTION DEVICES APPROVED BY THE LOCAL GOVERNING UNIT. THESE SHALL INCLUDE, BUT ARE NOT LIMITED TO, WIMCO PROTECTION DEVICES, INFRASAFE PROTECTION DEVICES, FILTER FABRIC, BIO ROLLS AND STRAW BALES.
10. DUST
    CONSTRUCTION DUST SHALL BE CONTAINED TO THE EXTENT POSSIBLE, IF THE SITE BECOMES EXCESSIVELY DUSTY, APPROPRIATE MEASURES SHALL BE TAKEN TO REDUCE DUST BEING TRANSPORTED FROM THE SITE. DUST CONTROL MEASURES INCLUDE, BUT ARE NOT LIMITED TO, WATERING AND CALCIUM CHLORIDE APPLICATION.
11. DEWATERING
    DEWATERING ACTIVITIES SHALL BE CONDUCTED WITH AND APPROVED BY THE LOCAL GOVERNING UNIT. IF THERE WILL BE ANY DEWATERING OF BASIN BRANCHING THAT MAY HAVE TURBID OR SEDIMENT LADEN DISCHARGE, THE WATER MUST BE DISCHARGED TO A TEMPORARY OR PERMANENT SEDIMENTATION BASIN ON THE PROJECT SITE WHENEVER POSSIBLE. APPROPRIATE BMPS SHALL BE USED FOR EROSION AND SEDIMENT CONTROL AND ENERGY DISSIPATION.
12. CONSTRUCTION MATERIALS AND DEBRIS
    CONSTRUCTION MATERIALS SHALL BE STORED IN AN ORDERLY MANNER AND IN AN AREA THAT WILL MINIMIZE CONFLICTS WITH OTHER CONSTRUCTION ACTIVITIES. CONSTRUCTION DEBRIS SHALL BE CONTAINED IN DUMPSTERS AND REMOVED FROM THE SITE AS NECESSARY.
13. CHEMICALS
    CHEMICALS SHALL BE STORED IN A SAFE AREA IN SEALED CONTAINERS WITH THE ORIGINAL LABELING AND MATERIAL SAFETY DATA SHEETS AVAILABLE.
14. SPILLS AND CONTAMINATION
    IF FUEL, OIL OR A HAZARDOUS CHEMICAL IS SPILLED ON DEFINED DURING CONSTRUCTION ACTIVITIES, ALL APPROPRIATE AGENCIES SHALL BE IMMEDIATELY NOTIFIED, INCLUDING, BUT NOT LIMITED TO, THE MINNESOTA DUTY OFFICER AT 800-422-0798.
15. CONCRETE WASHOUT AREA
    ALL LIQUID AND SOLID WASTES GENERATED BY CONCRETE WASHOUT OPERATIONS MUST BE CONTAINED IN A LEAK-PROOF CONTAINMENT FACILITY OR IMPERVIOUS LINER. AN IMPERMEABLE COMPACTED CLAY LAYER IS SUFFICIENT, CONCRETE WASHOUT IN THE AGGREGATE ROAD BASE IS REQUIRED. A SIGN MUST BE INSTALLED AT EACH WASHOUT FACILITY TO DIRECT EQUIPMENT OPERATORS TO THE APPROPRIATE LOCATION.

POST CONSTRUCTION

WHEN THE SITE HAS BEEN COMPLETELY CONSTRUCTED, THE SITE MUST UNDERGO FINAL STABILIZATION. FINAL STABILIZATION OCCURS WHEN ALL OF THE GRADING, INFRASTRUCTURE, AND BUILDING ACTIVITIES HAVE BEEN COMPLETED TO ACHIEVE FINAL STABILIZATION, THE FOLLOWING MEASURES SHALL BE COMPLETED

1. ALL DISTURBED AREAS WITHOUT PERMANENT IMPERVIOUS SURFACES SHALL BE STABILIZED BY A UNIFORM PERENNIAL VEGETATIVE COVER. AREAS NOT REQUIRING SOD OR EROSION CONTROL BLANKET SHALL BE SEEDED AND MULCHED
2. SEDIMENT FROM CONVEYANCES AND TEMPORARY SEDIMENTATION BASINS THAT ARE TO BE USED AS PERMANENT WATER QUALITY MANAGEMENT BASINS SHALL BE CLEANED OUT. SEDIMENTATION BASINS SHALL BE SUFFICIENTLY CLEANED OUT TO RETAIN THE BASIN TO DESIGN CAPACITY. SEDIMENT MUST BE STABILIZED TO PREVENT IT FROM BEING WASHED BACK INTO THE BASIN OR CONVEYANCES DISCHARGING OFF-SITE OR TO SURFACE WATERS.
3. WHEN STABILIZED VEGETATION HAS BEEN ESTABLISHED OVER 70 PERCENT OF THE PERVIOUS SURFACE AREA, ALL SYNTHETIC TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES SHALL BE REMOVED. THIS INCLUDES, BUT IS NOT LIMITED TO, SILT FENCE, TREE FENCE AND CATCH BASIN INLET PROTECTION DEVICES.

INSPECTIONS & RECORD KEEPING

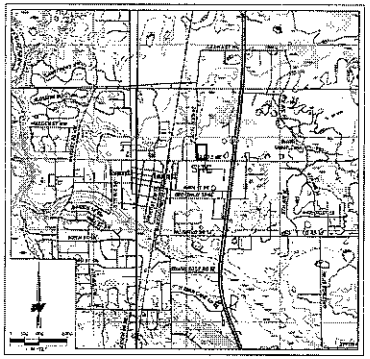
STORMWATER POLLUTION PREVENTION INSPECTIONS SHALL OCCUR ONCE EVERY SEVEN (7) DAYS DURING ACTIVE CONSTRUCTION AND WITHIN 24 HOURS AFTER A RAINFALL EVENT GREATER THAN 0.5 INCHES IN 24 HOURS. INSPECTIONS MAY BE CHANGED DURING FROZEN GROUND CONDITIONS. THESE WORK HAS BEEN SUSPENDED DUE TO FROZEN GROUND CONDITIONS, THE REQUIRED INSPECTIONS AND MAINTENANCE MUST TAKE PLACE WITHIN 24 HOURS AFTER RUNOFF OCCURS AT THE SITE OR PRIOR TO RESUMING CONSTRUCTION, WHICHEVER COMES FIRST. DURING THE COURSE OF CONSTRUCTION, IT MAY BE DETERMINED THAT ADDITIONAL STORMWATER POLLUTION PREVENTION MEASURES MAY BE NEEDED, OR CERTAIN MEASURES ARE NOT EFFECTIVE TO INSTALL. IN THESE CASES, AN AMENDMENT TO THE SWPPP SHALL BE MADE, AND CORRESPONDING REASONS SHALL BE DOCUMENTED IN THE SWPPP.

1. THE EXCAVATOR IS RESPONSIBLE FOR ALL EROSION CONTROL INSPECTIONS.
2. RECORD NAME OF INSPECTOR AND DATE AND TIME OF INSPECTION
3. RECORD RAINFALL AMOUNT SINCE MOST RECENT INSPECTION
4. INSPECT ROCK CONSTRUCTION ENTRANCES FOR SEDIMENTATION. INSPECT ADJACENT STREETS FOR SEDIMENT TRACKING.
5. INSPECT SITE FOR EXCESSIVE EROSION AND SEDIMENT ACCUMULATION.
   A. INSPECT SILT FENCE AND OTHER TEMPORARY EROSION AND SEDIMENT CONTROL DEVICES FOR EXCESSIVE SEDIMENTATION AND MALFUNCTIONING.
   B. INSPECT FLARED END SECTIONS FOR EROSION AND SEDIMENTATION.
   C. INSPECT PONDS, INFILTRATION BASINS, TEMPORARY SEDIMENTATION BASINS AND ALL OTHER BMPS FOR EROSION AND SEDIMENTATION.
   D. INSPECT SURFACE WATERS, INCLUDING DRAINAGE DITCHES AND CONVEYANCE SYSTEMS FOR EVIDENCE OF SEDIMENT BEING DEPOSITED BY EROSION.
6. INSPECT SITE AND ADJACENT PROPERTIES FOR CONSTRUCTION DEBRIS, TRASH AND SPILLS.
7. INSPECT STABILIZED AREAS FOR EROSION.
8. RECORD RECOMMENDED REPAIRS, MAINTENANCE AND/OR REPLACEMENTS REQUIRED TO ENSURE EROSION AND SEDIMENTATION CONTROL MEASURES ARE SUFFICIENT.
9. RECORD RECOMMENDED AMENDMENTS TO THE SWPPP

TO RECORD REPAIRS, MAINTENANCE AND/OR REPLACEMENTS THAT WERE COMPLETED SINCE THE LAST INSPECTION.

NOTE: FOR AREAS THAT HAVE UNDERGONE FINAL STABILIZATION, INSPECTIONS CAN BE REDUCED TO ONCE PER MONTH.

SITE LOCATION MAP



MAINTENANCE

THE OWNER/CONTRACTOR IS RESPONSIBLE FOR THE OPERATION, INSPECTION AND MAINTENANCE OF ALL STORMWATER POLLUTION MEASURES FOR THE DURATION OF THE PROJECT. THE FOLLOWING GUIDELINES SHALL BE USED TO DETERMINE NECESSARY REPAIRS, MAINTENANCE AND/OR REPLACEMENT OF THE EROSION AND SEDIMENTATION CONTROL MEASURES.

1. ROCK CONSTRUCTION ENTRANCES SHALL BE REPAIRED OR REPLACED IF THE ROCK BECOMES EMBEDDED WITH SEDIMENT AND/OR EXCESSIVE SEDIMENT IS BEING TRACKED FROM THE SITE. SEDIMENT TRACKED ONTO ADJACENT STREETS SHALL BE REMOVED. MEASURES SHALL BE TAKEN IMMEDIATELY UPON DISCOVERY.
2. SILT FENCE SHALL BE REPAIRED OR REPLACED WHEN SEDIMENT REACHES 1/3 THE HEIGHT OF THE SILT FENCE, THE SILT FENCE IS DAMAGED AND/OR THE SILT FENCE BECOMES NONFUNCTIONAL. MEASURES SHALL BE TAKEN WITHIN 24 HOURS OF DISCOVERY.
3. CATCH BASIN INLET PROTECTION DEVICES SHALL BE CLEANED WHEN SEDIMENT REACHES 1/3 THE HEIGHT OF THE SEDIMENT TRAP AND/OR REPAIRED OR REPLACED IF THE DEVICE BECOMES NONFUNCTIONAL. MEASURES SHALL BE TAKEN WITHIN 72 HOURS OF DISCOVERY.
4. FLARED END SECTIONS SHALL BE CLEANED IF DEBRIS IS RESTRICTING FLOW OR IF SEDIMENT HAS ACCUMULATED AT THE OUTLET. IF A FLARED END SECTION BECOMES NONFUNCTIONAL OR DAMAGED, IT SHALL BE REPAIRED OR REPLACED. MEASURES SHALL BE TAKEN WITHIN 72 HOURS OF DISCOVERY.
5. IF SEDIMENT IS OBSERVED OFF-SITE OR NEAR SURFACE WATERS, THE SOURCE OF SEDIMENT SHALL BE DETECTED AND ADDITIONAL MEASURES SHALL BE IMPLEMENTED. THE PERMITTEE(S) SHALL COORDINATE SEDIMENT REMOVAL FROM SURFACE WATERS WITH ALL APPROPRIATE AGENCIES. MEASURES SHALL BE TAKEN WITHIN 7 DAYS OF DISCOVERY.
6. PONDS, INFILTRATION BASINS, TEMPORARY SEDIMENTATION BASINS AND ALL OTHER BMP'S SHALL BE CLEANED IF DEBRIS IS PRESENT AND/OR EXCESSIVE SEDIMENTATION HAS OCCURRED. TEMPORARY AND PERMANENT SEDIMENTATION BASINS MUST BE DRAINED, AND THE SEDIMENT REMOVED WHEN SEDIMENT HAS FILLED THE BASIN TO 1/2 THE STORAGE VOLUME. NO SEDIMENT SHALL BE ALLOWED TO BE WASHED OUT OF INFILTRATION BASINS. MEASURES SHALL BE TAKEN WITHIN 72 HOURS OF DISCOVERY.

NOTICE OF TERMINATION

THE PERMITTEE(S) MUST SUBMIT A NOTICE OF TERMINATION (NOT) TO THE MPCA WITHIN 30 DAYS AFTER FINAL STABILIZATION IS COMPLETE, OR ANOTHER OWNER/OPERATOR (PERMITTEE) HAS ASSUMED CONTROL OVER ALL AREAS OF THE SITE THAT HAVE NOT UNDERGONE FINAL STABILIZATION.

QUANTITIES

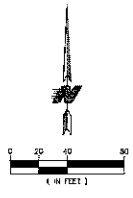
THE FOLLOWING TABLE PROVIDES ESTIMATED QUANTITIES FOR STORMWATER POLLUTION PREVENTION THROUGHOUT THE PROJECT.

ITEM	UNIT	ESTIMATED QUANTITY
ROCK ENTRANCE	CY	100
SILT FENCE	LF	1,600
INLET PROTECTION	EA	12
WMC ESTABLISHMENT	AC	1.0

BENCHMARKS

1. MINNESOTA DEPARTMENT OF TRANSPORTATION CONTROL MONUMENT 1201 STATION NO. 1203.67, NAMED 3003 W.

ELEVATION = 930.637 (NAVD 88)



CALL BEFORE YOU DIG

811 Know what's below. Call before you dig.

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KWIK STAR STORES

KWIK TRIP, Inc
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LA CROSSE, WI 54602-2107
PH. (608) 781-8988
FAX (608) 781-8960

Carlson McCain
ENVIRONMENTAL • ENGINEERING • SURVEYING
2380 Pheasant Drive, #200, Blaine, MN 55449
Phone: 763-489-7900 Fax: 763-489-7999

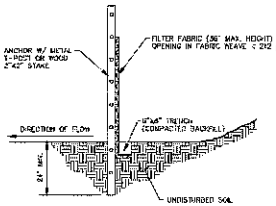
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

Name: Joseph M Sobieski, P.E.
Signature:
Date: 12/15/17 License #: 47304

STORMWATER POLLUTION PREVENTION PLAN
CONVENIENCE STORE #1019 WITH SINGLE BAY CARWASH AND SIDE DIESEL
CSAH 9 & E DUAL BLVD NE
ISANTI, MINNESOTA

#	DATE	DESCRIPTION
1	12/18/17	Per City comments

DRAWN BY: JTR
SCALE: GRAPHIC
PROJ NO: 1164-00
DATE: 2017-12-15
SHEET: 1019 SP5

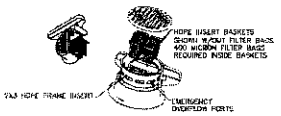


NOTES:

1. DIG A 6"x6" TRENCH ALONG THE INTENDED SILT FENCE LINE.
2. DRIVE ALL ANCHOR POSTS INTO THE GROUND AT THE DOWNHILL SIDE OF THE TRENCH.
3. POSTS SHALL BE SPACED A MAXIMUM OF 6 FEET APART.
4. LAY OUT SILT FENCE ALONG THE UPHILL SIDE OF THE ANCHOR POSTS AND BACK FILL 6"x6" TRENCH.
5. SECURELY ATTACH SILT FENCE TO ANCHOR POSTS W/ MINIMUM OF THREE ATTACHMENTS PER POST.
6. SEE MNDOT SPECIFICATIONS 2573 & 3886

1 | SILT FENCE
SP6 | NO SCALE

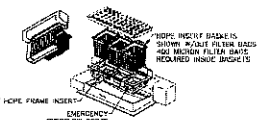
AS MANUFACTURED BY ROYAL ENVIRONMENTAL SERVICES



- DESIGNED FOR NEENAH R-3066-A OR R-3056-1 (NEENAH #01 FRAME CASTING

AS MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS OR APPROVED EQUAL

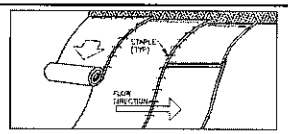
2 | 2'x3' DEBRIS COLLECTION DEVICE
SP6 | NO SCALE



- DESIGNED FOR NEENAH R-3067 OR R-3295 SERIES

AS MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS OR APPROVED EQUAL

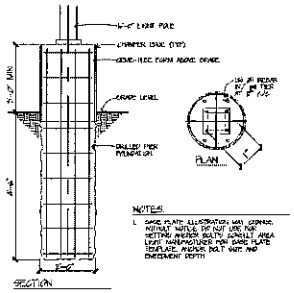
3 | 2'x3' DEBRIS COLLECTION DEVICE
SP6 | NO SCALE



NOTES:

1. PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING APPLICATION OF LIME, FERTILIZER AND/OR SEED
2. BEGIN AT THE TOP OF THE SLOPE (OR CHANNEL) BY ANCHORING THE BLANKET IN A 6" DEEP X 6" WIDE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING
3. ROLL THE BLANKETS DOWN (STARTING DOWNSTREAM PROCEEDING UPSTREAM) HORIZONTALLY ACROSS THE SLOPE
4. THE EDGES OF PARALLEL BLANKETS MUST BE STAPLED WITH A MINIMUM 4" OVERLAP.
5. WHEN BLANKETS MUST BE SPLICED DOWN THE SLOPE, PLACE BLANKETS END OVER END (SHINGLE STYLE) WITH MINIMUM 9" OVERLAP. USE A DOUBLE ROW OF STAGGERED STAPLES 4" APART TO SECURE BLANKETS
6. IN HIGH FLOW CHANNEL APPLICATIONS, A STAPLE CHECK SLOT IS RECOMMENDED AT 30 TO 40 FOOT INTERVALS. USE A ROW OF STAPLES 4" APART OVER ENTIRE WIDTH OF THE CHANNEL. PLACE A SECOND ROW 4" BELOW THE FIRST ROW IN A STAGGERED PATTERN.
7. DIG TERMINAL ENDS OF THE BLANKETS MUST BE ANCHORED IN A 6" DEEP X 6" WIDE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING.

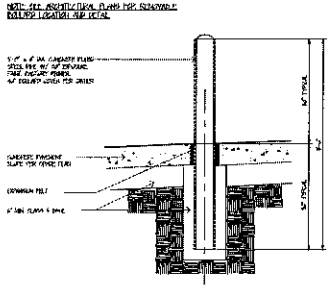
4 | EROSION CONTROL BLANKET
SP6 | NO SCALE



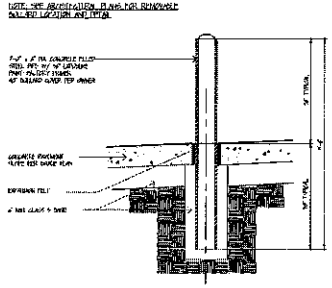
NOTES:

1. SHOP PLANS ILLUSTRATION MAY DIFFERENT. NOTIFY NOTICE TO DO NOT USE FOR LETTING. ANCHOR BOLTS, DOWELS, AREA LIGHT MANUFACTURER PIER BASE PLATE TEMPLATE, ANCHOR BOLT SIZES AND EMBEDMENT DEPTH

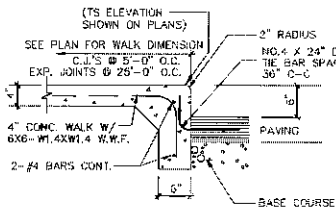
5 | ROUND AREA LIGHT FOUNDATION
SP6 | NO SCALE



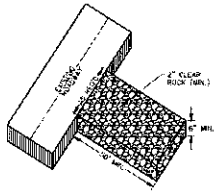
6 | 6" PIPE BOLLARD - 5'
SP6 | NO SCALE



7 | 6" PIPE BOLLARD - 5'-6"
SP6 | NO SCALE



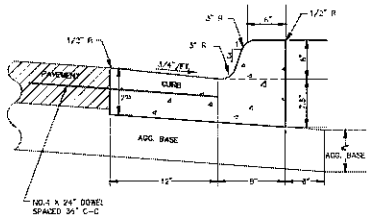
8 | SIDEWALK/ CURB DETAIL
SP6 | NO SCALE



9 | ROCK CONSTRUCTION ENTRANCE
SP6 | NO SCALE

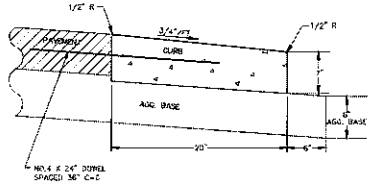
1. TURF ESTABLISHMENT SHALL APPLY TO ALL DISTURBED AREAS AND SHALL BE ACCORDING TO MNDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION (LATEST EDITION) EXCEPT AS MODIFIED BELOW.
2. TURF ESTABLISHMENT SHALL OCCUR AS SOON AS POSSIBLE BUT IN NO CASE MORE THAN 7 DAYS.
3. SEED: MNDOT MIXTURE 25-141 AT 60 POUNDS PER ACRE
4. DORMANT SEEDING SHALL BE APPLIED AT TWICE THE NORMAL RATE AFTER NOVEMBER 1ST.
5. MULCH: TYPE 1 AT 2 TONS PER ACRE (DISK ANCHORED).
6. FERTILIZER: TYPE 10-10-10 AT 200 POUNDS PER ACRE

10 | TURF ESTABLISHMENT
SP6 | NO SCALE

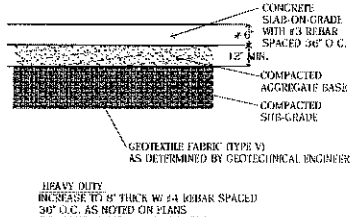


* TIPOUT CURB SHALL SLOPE OUT AT 3/4" PER FOOT.

11 | B-612 CONCRETE CURB & GUTTER
SP6 | NO SCALE



12 | RIBBON CURB
SP6 | NO SCALE



HEAVY DUTY
INCREASE TO 8" THICK W/ #4 REBAR SPACED 36" O.C. AS NOTED ON PLANS (I.E. OVER TANKS & AT ENTRANCES)

NOTE:
PAVEMENT SECTION TO BE VERIFIED W/ GEOTECHNICAL REPORT.

13 | 6" CONCRETE PAVEMENT SECTION (LIGHT DUTY)
SP6 | NO SCALE

KWIK TRIP STORES
KWIK STAR STORES

KWIK TRIP, Inc
P.O. BOX 2107
1626 OAK STREET
LA CROSSE, WI 54602-2107
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FAX (608) 781-8990

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ENVIRONMENTAL ENGINEERING SERVICES INC.
3040 Fernbrook Ridge Dr., P.O.D. Blaine, MN 55449
Phone: 763-489-7900 Fax: 763-489-7999

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.

Name: Joseph D. Radach, P.E.
Signature:
Date: 11/10/17 License #14688

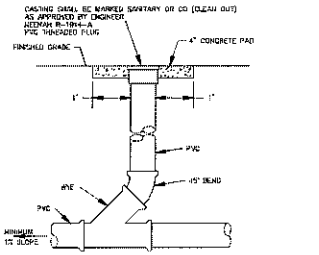
DETAILS

CONVENIENCE STORE #1019
WITH SINGLE BAY CARWASH
AND SIDE DIESEL

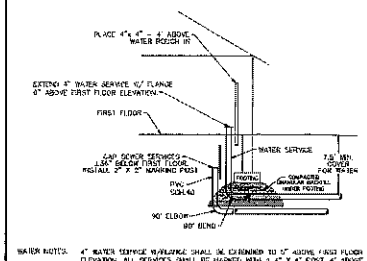
CSAH 5 & E DUAL BLVD NE
ISANTI, MINNESOTA

#	DATE	DESCRIPTION
1	10/10/17	Per City comments

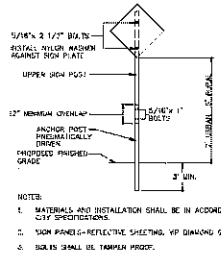
DRAWN BY: JTR
SCALE: GRAPHIC
PROJ NO: 7159-00
DATE: 2017-09-15
SHEET: 1019 SP6



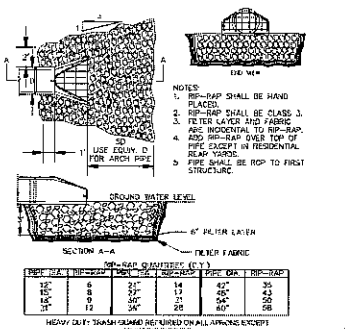
1 | SP7 | SERVICE CLEAN OUT | NO SCALE



2 | SP7 | SANITARY & WATER SERVICE INSTALLATION | NO SCALE

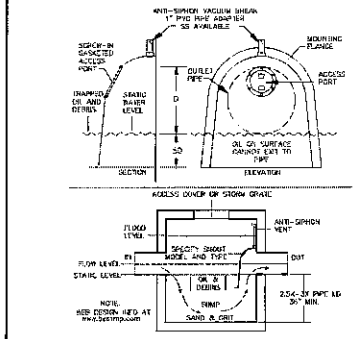


3 | SP7 | TRAFFIC SIGN INSTALLATION | NO SCALE

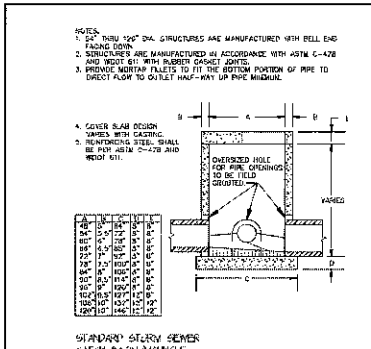


PIPE DIA.	RIP-RAP	PIPE DIA.	RIP-RAP	PIPE DIA.	RIP-RAP
12"	6	27"	14	42"	35
15"	8	30"	17	48"	43
18"	9	36"	21	54"	56
24"	12	42"	28	60"	68

4 | SP7 | RIPRAP REPLACEMENT | NO SCALE



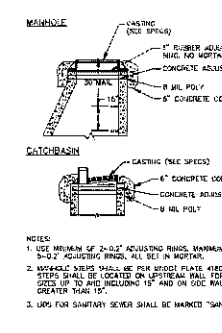
5 | SP7 | "SNOUT" OIL-WATER-DEBRIS SEPARATOR | NO SCALE



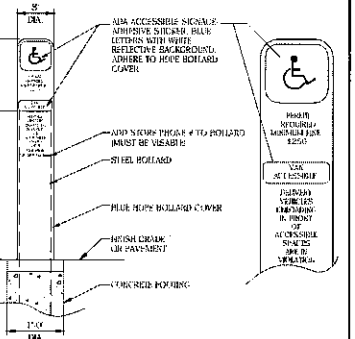
DIA	A	B	C	D
48"	3'-0"	2'-0"	4'-0"	3'-0"
54"	3'-0"	2'-0"	4'-0"	3'-0"
60"	3'-0"	2'-0"	4'-0"	3'-0"
72"	3'-0"	2'-0"	4'-0"	3'-0"
84"	3'-0"	2'-0"	4'-0"	3'-0"
90"	3'-0"	2'-0"	4'-0"	3'-0"
96"	3'-0"	2'-0"	4'-0"	3'-0"
102"	3'-0"	2'-0"	4'-0"	3'-0"
108"	3'-0"	2'-0"	4'-0"	3'-0"
120"	3'-0"	2'-0"	4'-0"	3'-0"

STANDARD STORM SEWER CATCH BASIN/MANHOLE & MANHOLE

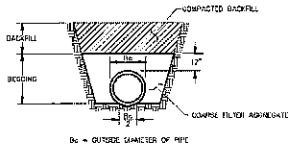
6 | SP7 | NO SCALE



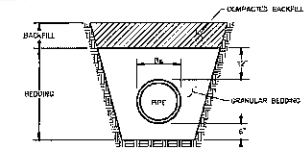
7 | SP7 | ADJUSTING RINGS & STEPS | NO SCALE



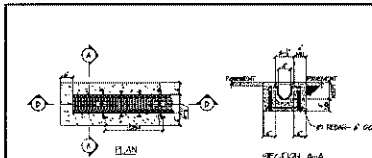
8 | SP7 | ADA BOLLARD SIGNAGE | NO SCALE

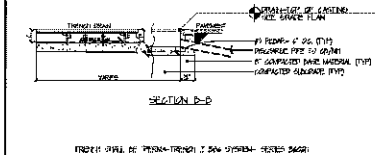


9 | SP7 | RCP PIPE BEDDING | NO SCALE



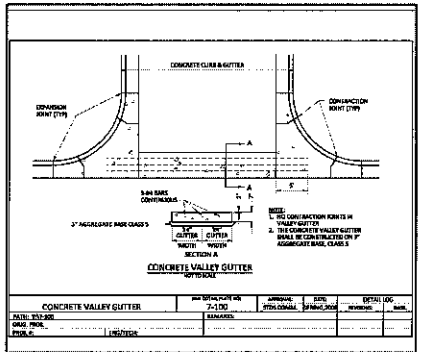
10 | SP7 | PVC PIPE BEDDING | NO SCALE





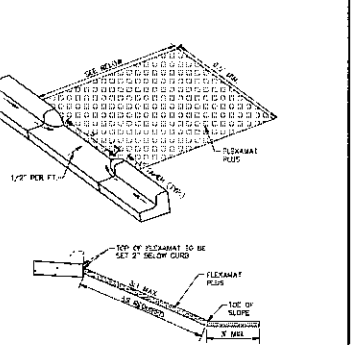
FRENCH DRAIN SYSTEM 2 SERIES 3600

11 | SP7 | 2' 3500 TRENCH DRAIN DETAIL | NO SCALE



CONCRETE VALLEY GUTTER				
PATH: 253-000	2-100	APPROVED: STEVEN CONNELL	DATE: 08 MAR 2006	DETAIL LOG REVISIONS:
GRID: FROM:	REMARKS:			
PHASE:	LOCATION			

12 | SP7 | CONCRETE VALLEY GUTTER | NO SCALE



13 | SP7 | CURB CUT W/ FLEXMAT | NO SCALE

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P.O. BOX 2107
1626 OAK STREET
LA CROSSE, WI 54602-2107
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FAX (608) 781-0960

Carlson McCain
ENGINEERING & ENVIRONMENTAL CONSULTANTS
3890 Pheasant Ridge Dr. #100, Blaine, MN 55449
Phone: 763-489-7990 Fax: 763-489-7999

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.

Name: Joseph D. Nadasky, P.E.
Signature:
Date: 10/13/17 License #: 47660

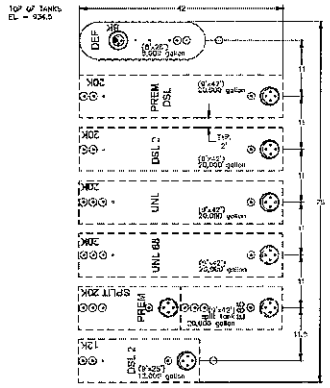
DETAILS

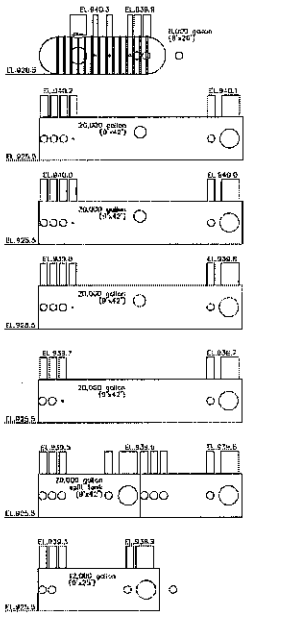
CONVENIENCE STORE #1019
WITH SINGLE BAY CARWASH
AND SIDE DIESEL

CSAH 5 & E DUAL BLVD NE
ISANTI, MINNESOTA

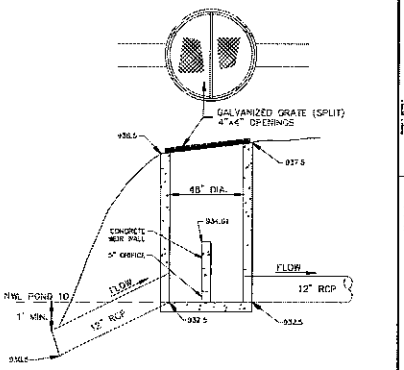
#	DATE	DESCRIPTION
1	10/14/17	Per City comments

DRAWN BY: JTR
SCALE: GRAPHIC
PROJ NO: 7158-00
DATE: 2017-10-13
SHEET: 1019 SP7

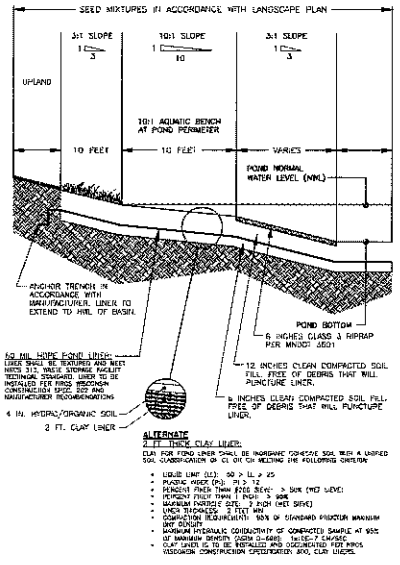




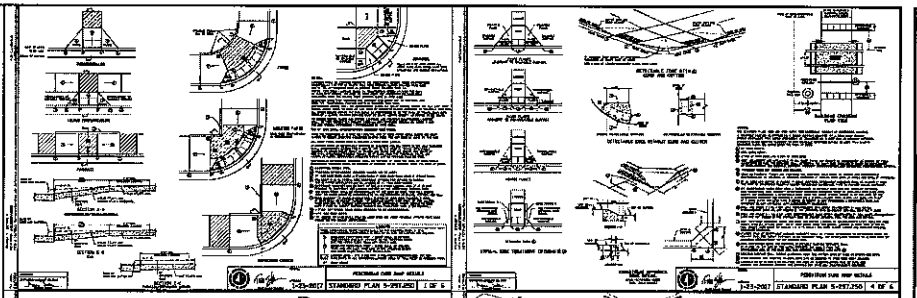
1 | SP8 | TANK COMPLEX DIAGRAMS AND ELEVATIONS
NO SCALE

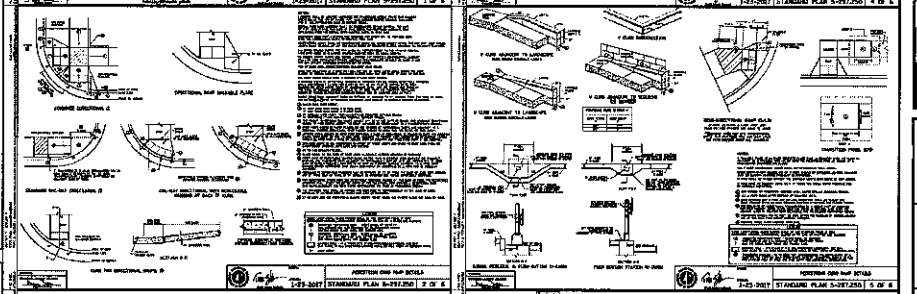


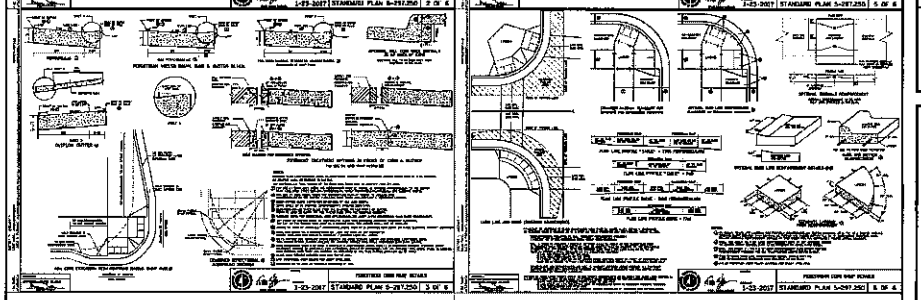
2 | SP8 | OUTLET CONTROL STRUCTURE 05
NO SCALE

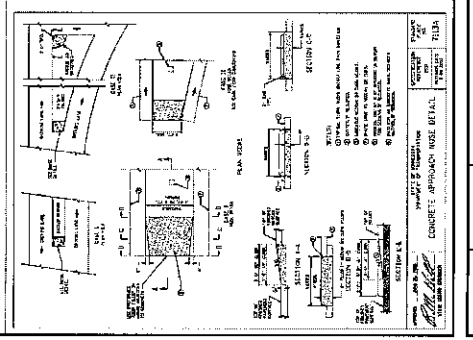


3 | SP8 | POND WITH LINER
NO SCALE









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Carlson McCain
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3890 Pheasant Ridge Dr., #100, Blaine, MN 55449
Phone: 763-489-7900 Fax: 763-489-7959

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.

Name: Joseph C. Radach, P.E.
Signature:
Date: 12/15/17 License #: 49886

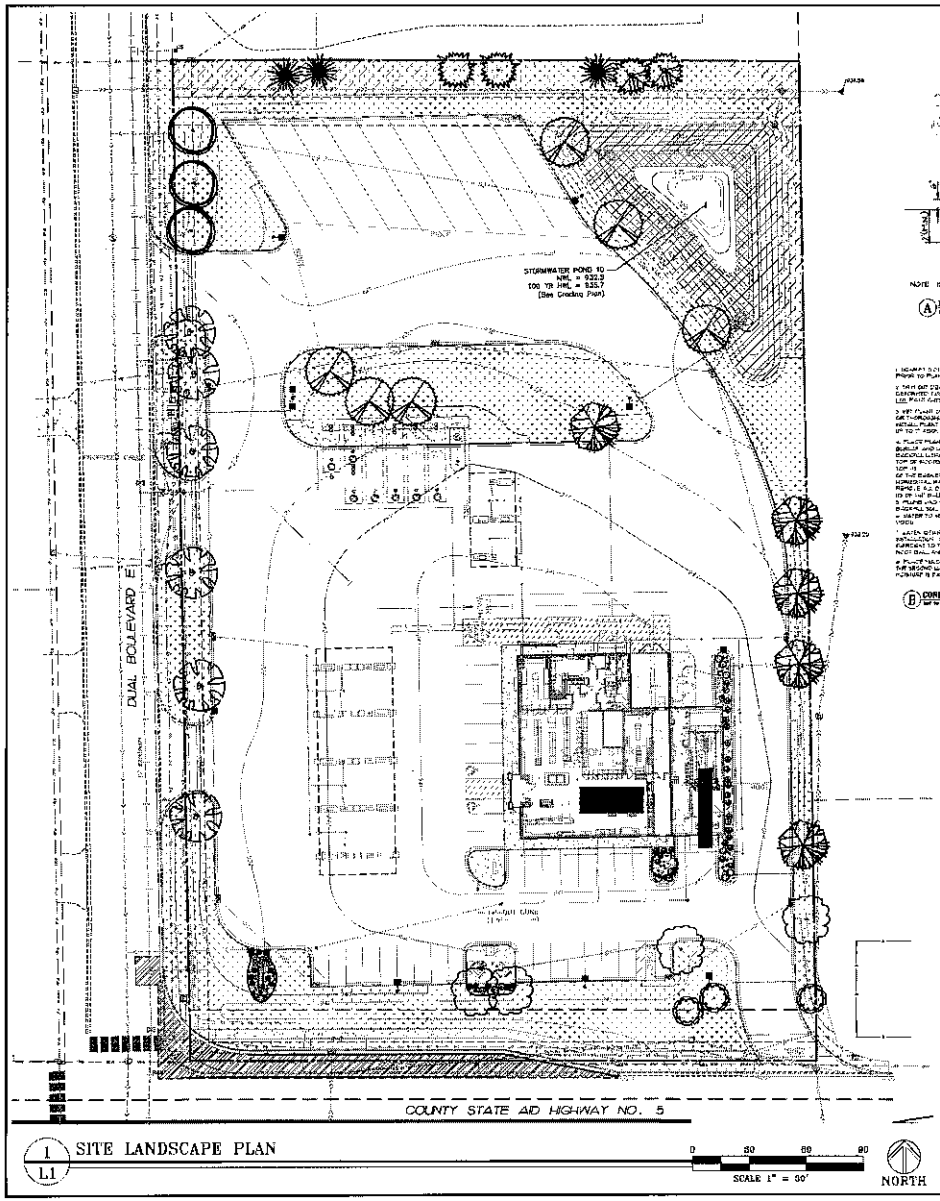
DETAILS

CONVENIENCE STORE #1019 WITH SINGLE BAY CARWASH AND SIDE DIESEL

CSAH 5 & E DUAL BLVD NE
ISANTI, MINNESOTA

#	DATE	DESCRIPTION
1	12/14/17	Per City comments

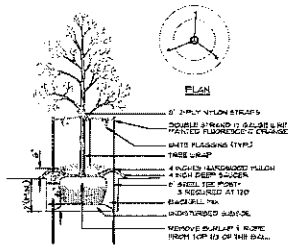
DRAWN BY: JTR
SCALE: GR/PRC
PROJ NO: 1158-00
DATE: 2017-11-15
SHEET: 1019 SP8



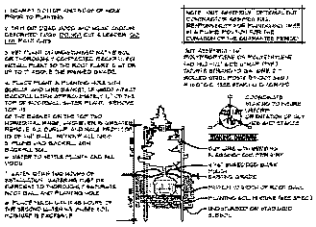
1 / L1 SITE LANDSCAPE PLAN

SCALE 1" = 50'

NORTH



A DECIDUOUS TREE PLANTING DETAIL



B CONIFEROUS TREE PLANTING DETAIL

LANDSCAPE LEGEND

KEY		BOTANICAL NAME	COMMON NAME	SIZE	ROOT	QTY.	MATURE HEIGHT	MATURE WIDTH	
DECIDUOUS TREES									
HL		Gleditsia triacanthos var. inermis 'Shademaster'	SHADEMASTER HONEYLOCUST	2.5"	BB	4	70'	50'	STRAIT LEADER TO 1/2 GROWTH
BL		Tilia americana 'Boulevard'	BOULEVARD LINDEN	2.5"	BB	5	75'	60'	
HB		Celtis occidentalis	HACKBERRY	2.5"	BB	6	70'	50'	
SM		Acer saccharum	SUGAR MAPLE	2.5"	BB	3	70'	50'	
RM		Acer rubrum 'Northwoods'	NORTHWOODS MAPLE	2.5"	BB	4	70'	50'	
ORNAMENTAL TREES									
SS		Malus x 'Spring Snow'	SPRING SNOW CRABAPPLE	2.5"	BB	1	25'	20'	
TL		Syringa Reticulata	JAPANESE TREE LILAC	2.5"	BB	3	30'	20'	
EVERGREEN TREES									
BH		Picea glauca var. Densata	BLACK HILLS SPRUCE	6'	B&B	2	60'	40'	FULL FORM TO GRADE
CB		Picea pungens	COLORADO BLUE SPRUCE	6'	B&B	3	60'	55'	
CH		Tsuga canadensis	CANADIAN HEMLOCK	6'	B&B	2	50'	40'	

QUANTITIES SHOWN IN THE PLANTING SCHEDULE ARE FOR THE CONTRACTOR'S CONVENIENCE. CONTRACTOR TO VERIFY QUANTITIES SHOWN ON THE PLAN.

SEED MIX LEGEND (FOR ALL SHEETS)

SYM.	TYPE	SEED MIX
	NATIVE WET PRAIRIE	MN SEED MIX 35-262 (old brush mix)
	WETLAND FRINGE	MN SEED MIX 35-261 (old brush mix)
	COMMERCIAL TURF – SOD	HIGHLAND SOD (PEAT SOD IS UNACCEPTABLE)
	MNDOT 250 ALL AREAS DISTURBED BY CONSTRUCTION NOT INTENDED SODDED, OR RETENTION BASINS	MN SEED MIX 25-121 (modified) & FIBER EROSION CONTROL BLANKET FOR SLOPES OVER 3:1
	HARDWOOD MULCH SHREDDED HARDWOOD MULCH	(NATURAL COLOR)

ISANTI LANDSCAPE CODE

- OVERSTORY TREES (LARGER OF THE 2 NUMBERS)
- ** ONE TREE FOR EVERY 50LF OF SITE PERIMETER

(1,721LF / 50) = 35 TREES

= 35 TREES

- NO LESS THAN 50% SHALL BE FROM THE SAME SPECIES
- OVERSTORY TREES SHALL BE 2.5cu AND CONIFEROUS TREES 6'

CALL BEFORE YOU DIG

811

Know what's below. Call before you dig.

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Carlson McCain
ENVIRONMENTAL ENGINEERING • SURVEYING
3890 Pheasant Ridge Dr., #260, Blaine, MN 55449
Phone: 763-489-7909 Fax: 763-489-7959

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 Landscape Architect under the laws of the State of Minnesota.

Name: Jeremy R. Nelson, PLA
Signature:
Date: 12/14/17 License #: 49611

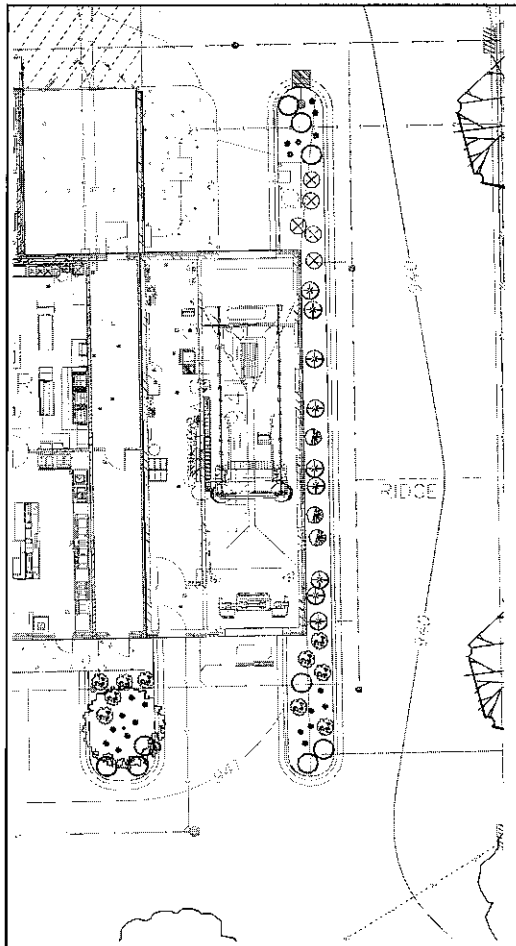
SITE LANDSCAPE PLAN

CONVENIENCE STORE #1019 WITH SINGLE BAY CARWASH AND SIDE DIESEL

CSAH 5 & E DUAL BLVD NE
ISANTI, MINNESOTA

#	DATE	DESCRIPTION
1	12/14/17	Per City comments

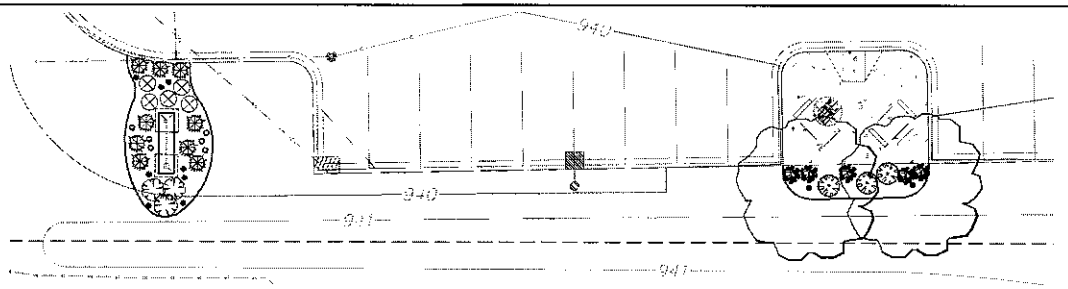
DRAWN BY:	JAK
SCALE	GRAPHIC
PROJ. NO.	7158-09
DATE	2017-11-16
SHEET	1019 L1



1 L2 BUILDING SHRUB DETAIL

NORTH

SCALE 1" = 10'



2 L2 SIGN AND SEATING AREA DETAIL

SCALE 1" = 10'

NORTH

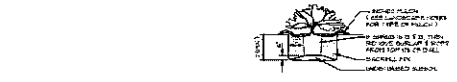
PLANTING NOTES

1. ALL PLANTS MUST BE HEALTHY, VIGOROUS MATERIAL, FREE OF PESTS AND DISEASE AND BE CONTAINER GROWN OR BALLED AND BURLAPPED AS INDICATED IN THE LANDSCAPE LEGEND.
2. ALL TREES MUST BE STRAIGHT TRUNKED AND FULL HEADED AND MEET ALL REQUIREMENTS SPECIFIED.
3. THE LANDSCAPE ARCHITECT RESERVES THE RIGHT TO REJECT ANY PLANTS WHICH ARE DEEMED UNSATISFACTORY BEFORE, DURING OR AFTER INSTALLATION.
4. NO SUBSTITUTIONS OF PLANT MATERIAL SHALL BE ACCEPTED UNLESS APPROVED IN WRITING BY THE LANDSCAPE ARCHITECT.
5. ALL PLANTING STOCK SHALL CONFORM TO THE "AMERICAN STANDARD FOR NURSERY STOCK," ANSI-Z60, LATEST EDITION, OF THE AMERICAN ASSOCIATION OF NURSERYMEN, INC. AND SHALL CONSTITUTE MINIMUM QUALITY REQUIREMENTS FOR PLANT MATERIALS.
6. EXISTING TREES AND SHRUBS TO REMAIN SHALL BE PROTECTED TO THE DRIP LINE FROM ALL CONSTRUCTION TRAFFIC, STORAGE OF MATERIALS, ETC. WITH 4' HT. ORANGE PLASTIC SAFETY FENCING ADEQUATELY SUPPORTED BY STEEL FENCE POSTS 8' O.C. MAXIMUM SPACING.
7. ALL PLANT MATERIAL QUANTITIES, SHAPES OF BEDS AND LOCATIONS SHOWN ARE APPROXIMATE. CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLETE COVERAGE OF ALL PLANTING BEDS AT SPACING SHOWN AND ADJUSTED TO CONFORM TO THE EXACT CONDITIONS OF THE SITE. THE LANDSCAPE ARCHITECT SHALL APPROVE THE STAKING LOCATION OF ALL PLANT MATERIALS PRIOR TO INSTALLATION.
8. ALL PLANTING AREAS MUST BE COMPLETELY MULCHED AS SPECIFIED.
9. MULCH: SHREDDED HARDWOOD MULCH, CLEAN AND FREE OF NOXIOUS WEEDS OR OTHER DELETERIOUS MATERIAL. IN ALL MASS PLANTING BEDS AND FOR TREES, UNLESS INDICATED AS ROCK MULCH ON DRAWINGS. SUBMIT SAMPLE TO LANDSCAPE ARCHITECT PRIOR TO DELIVERY ON-SITE FOR APPROVAL. DELIVER MULCH ON DAY OF INSTALLATION. USE 4" FOR SHRUB BEDS, AND 3" FOR PERENNIAL/GROUND COVER BEDS, UNLESS OTHERWISE DIRECTED.
10. WEED FABRIC: LANDSCAPE FABRIC UNDER ALL MULCHED AREAS. FILTER FABRICS SHALL BE USED INTERWOVEN 5.0oz NEEDLE PUNCHED POLYPROPYLENE FABRIC MANUFACTURED BY DUPONT, TYPE 1903 OR "WEED BARRIER" OR APPROVED EQUAL.
11. PLACE EDGING BETWEEN ALL PLANTING/ROCK BEDS AND TURF. EDGING SHALL BE POLY.
12. THE PLAN NUMBER PREVAILS ONCE THE LANDSCAPE LEGEND IS DISCREPANCIES EXIST. THE SPECIFICATIONS TAKE PRECEDENCE UNDER THE PLANTING NOTES AND GENERAL NOTES.
13. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MULCHES AND PLANTING SOIL QUANTITIES TO COMPLETE THE WORK SHOWN ON THE PLAN. VERIFY ALL QUANTITIES SHOWN ON THE LANDSCAPE LEGEND.
14. LONG-TERM STORAGE OF MATERIALS OR SUPPLIES OFF-SITE WILL NOT BE ALLOWED.
15. THE CONTRACTOR SHALL KEEP PAVEMENTS, PLANTERS AND BUILDINGS CLEAN AND UNSTAINED. ALL PEDESTRIAN AND VEHICLE ACCESS TO BE MAINTAINED THROUGHOUT CONSTRUCTION PERIOD. ALL WASTES SHALL BE PROMPTLY REMOVED FROM THE SITE. ANY PLANT STOCK NOT PLANTED ON DAY OF DELIVERY SHALL BE HEELED IN AND WATERED UNTIL INSTALLATION. PLANTS NOT MAINTAINED IN THIS MANNER WILL BE REJECTED. ANY DAMAGE TO EXISTING FACILITIES SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
16. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE CODES, REGULATIONS, AND PERMITS GOVERNING THE WORK.
17. LOCATE AND VERIFY ALL UTILITIES, INCLUDING IRRIGATION LINES, WITH THE OWNER FOR PROPRIETARY UTILITIES AND GOPHER STATE ONE CALL AT 454-0002 (TWIN CITIES METRO AREA) OR 800-252-1166 (GREATER MINNESOTA) 48 HOURS BEFORE DIGGING. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND REPAIR OF ANY DAMAGES TO SAME. NOTIFY THE LANDSCAPE ARCHITECT OF ANY CONFLICTS TO FACILITATE PLANT RELOCATION.
18. USE ANTI-DESICCANT (WILTPRUF OR APPROVED EQUAL) ON DECIDUOUS PLANTS MOVED IN LEAF AND FOR EVERGREENS MOVED ANYTIME. APPLY AS PER MANUFACTURER'S DIRECTIONS. ALL EVERGREENS SHALL BE SPRAYED IN THE LATE FALL FOR WINTER PROTECTION USING NARROW-VIEW NOZZLE.
19. PLANTING SOIL: FOR TREES, SHRUBS AND GROUND COVERS: TOPSOIL FRIABLE LOAM CONTAINING A LIBERAL AMOUNT OF HUMUS AND CAPABLE OF SUSTAINING VIGOROUS PLANT GROWTH. IT SHALL COMPLY WITH MNDOT SPECIFICATION 3877 TYPE B SELECT TOPSOIL MIXTURE SHALL BE FREE FROM HARDPAN SUBSOIL, STONES, CHEMICALS, NOXIOUS WEEDS, ETC. SOIL MIXTURE SHALL HAVE A PH BETWEEN 6.1 AND 7.5 AND 10-10-10 FERTILIZER AT THE RATE OF 3 POUNDS PER CUBIC YARD. IN PLANTING BEDS INCORPORATE THIS MIXTURE THROUGHOUT THE ENTIRE BED BY ROTOTILLING IT INTO THE TOP 12" OF SOIL.
20. ALL PLANTS SHALL BE GUARANTEED FOR TWO COMPLETE GROWING SEASON (APRIL 1 - NOVEMBER 15, UNLESS OTHERWISE SPECIFIED. THE GUARANTEE SHALL COVER THE FULL COST OF REPLACEMENT INCLUDING LABOR AND PLANTS.
21. CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT AT LEAST 3 DAYS PRIOR TO PLANNED DELIVERY. THE CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT AT LEAST 24 HOURS IN ADVANCE OF BEGINNING PLANT INSTALLATION.
22. SEASONS/TIME OF PLANTING AND SEEDING. NOTE: THE CONTRACTOR MAY ELECT TO PLANT IN OFF-SEASONS ENTIRELY AT HIS/HER RISK. DECIDUOUS BOXED B&B: 4/1 – 6/15, 9/21 – 11/1
DECIDUOUS CANS: 4/1 – 6/15, 9/21 – 11/1
EVERGREEN POTTED PLANTS: 4/1 – 6/15, 9/21–11/1
EVERGREEN B&B: 4/1 – 5/15, 9/21 – 11/1
LIVE PLANT SEEDING: 4/1 – 6/1, 7/20 – 9/20
NATIVE MIX SEEDING: 4/1 – 7/20, 9/20–10/20
23. MAINTENANCE SHALL BEGIN IMMEDIATELY AFTER EACH PORTION OF THE WORK IS IN PLACE. PLANT MATERIAL SHALL BE PROTECTED AND MAINTAINED UNTIL THE INSTALLATION OF THE PLANTS IS COMPLETE, INSPECTION HAS BEEN MADE, AND PLANTINGS ARE ACCEPTED EXCLUSIVE OF THE GUARANTEE. MAINTENANCE SHALL INCLUDE: WATERING, ONE RAKING, MULCHING, REMOVAL OF DEAD MATERIALS, RE-SETTING PLANTS TO PROPER GRADE AND KEEPING PLANTS IN A PLUMB POSITION. AFTER ACCEPTANCE, THE OWNER SHALL ASSUME MAINTENANCE RESPONSIBILITIES. HOWEVER, THE CONTRACTOR SHALL CONTINUE TO BE RESPONSIBLE FOR KEEPING THE TREES PLUMB THROUGHOUT THE GUARANTEE PERIOD.
24. ANY PLANT MATERIAL WHICH DIES, DYING SHOWN, OR DEFOLIATES (PRIOR TO TOTAL ACCEPTANCE OF THE WORK) SHALL BE PROMPTLY REMOVED FROM THE SITE AND REPLACED WITH MATERIAL OF THE SAME SPECIES, QUANTITY, AND SIZE AND MEETING ALL LANDSCAPE LEGEND SPECIFICATIONS.
25. WATERING: MAINTAIN A WATERING SCHEDULE WHICH WILL THOROUGHLY WATER ALL PLANTS ONCE A WEEK, IN EXTREMELY HOT, DRY WEATHER, WATER MORE OFTEN AS REQUIRED BY INDICATIONS OF HEAT STRESS SUCH AS WILTING LEAVES. CHECK MOISTURE UNDER MULCH PRIOR TO WATERING TO DETERMINE NEED. CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS FOR WATER.
26. CONTRACTOR SHALL REQUEST A MINIMUM OF 4 WORKING DAYS ADVANCE NOTICE FOR A FINAL ACCEPTANCE INSPECTION.
27. ALL DISTURBED AREAS TO BE TURF SEEDED, ARE TO RECEIVE 4" TOP SOIL, SEED MIXTURE, AND WATER UNTIL A HEALTHY STAND OF GRASS IS OBTAINED.
28. ALL DISTURBED AREAS TO RECEIVE NATIVE WILDLIFE SEEDED, ARE TO RECEIVE ENRICHED SOIL, SEED, MULCH, AND WATER UNTIL A HEALTHY STAND OF GRASS IS OBTAINED.

LANDSCAPE LEGEND

KEY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	QTY.	REMARKS	INSTALL HEIGHT	MATURE HEIGHT
	SHRUBS							
SVJ	Juniperus Horizontalis 'Savin'	SAVIN JUNIPER	#5	CONT.	9		1"	3'x4'
RAP	Ribes alpinum	ALPINE CURRANT	#5	CONT.	3		1.5'	3'x4'
DWE	Euonymus alatus 'Compactus'	DWARF BURNING BUSH	#5	CONT.	10		1.5'	4'x4'
GLS	Rhus aromatica 'Gro-Low'	GRO-LOW FRAGRANT SUMAC	#5	CONT.	9		1"	2.5'x8'
BOA	Viburnum trilobum 'Bailey Compact'	COMPACT AMERICAN CRANBERRY-BUSH	#5	CONT.	2		1.5'	4'x4'
ANT	Spiraea x bumalda 'Anthony Waterer'	ANTHONY WATERER SPIREA	#5	CONT.	10		1.5'	3'x4'
SMS	Spiraea nipponica 'Snowmound'	SNOWMOUND SPIREA	#5	CONT.	5		1.5'	3'x4'
SPP	Syringa x "Bailmugar"	SUGAR PLUM LILAC	#5	CONT.	9		1.5'	4'x4'
DBW	Salix purpurea 'Nana'	DWARF BLUE ARCTIC WILLOW	#5	CONT.	3		1"	3'x4'
	PERENNIALS							
KFG	Calamagrostis x acutiflora 'Karl Foerster'	KARL FOERSTER FEATHER REED GRASS	#1	CONT.	22	PLANT 2' O.C.	6"	4'x2'
WLC	Nepeta x faassenii 'Walker's Low'	WALKER'S LOW CATMINT	#1	CONT.	6	PURPLE FLOWER	6"	1'x1'
RDL	Hemerocallis 'Baja'	BAJA DAYLILY	#1	CONT.	6	RED FLOWER	6"	2'x1.5'

QUANTITIES SHOWN IN THE PLANTING SCHEDULE ARE FOR THE CONTRACTOR'S CONVENIENCE. CONTRACTOR TO VERIFY QUANTITIES SHOWN ON THE PLAN.



A SHRUB & CONTAINER PLANTING DETAIL

CALL BEFORE YOU DIG

811

Know what's below. Call before you dig.

KWIK TRIP STORES

KWIK STAR STORES

KWIK TRIP, Inc.
P.O. BOX 2107
1626 OAK STREET
LA CROSSE, WI 54602-2107
PH. (608) 781-8988
FAX (608) 781-9960

Carlson McCain
ENVIRONMENTAL ENGINEERING · SURVEYING
3890 Pheasant Ridge Dr., #100, Blaine, MN 55449
Phone: 763-489-2900 Fax: 763-489-2959

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 Landscape Architect under the laws of the State of Minnesota.

Name: Jason D. Albers, RLA
Signature: [signature]
Date: 12/14/17 License #: 43021

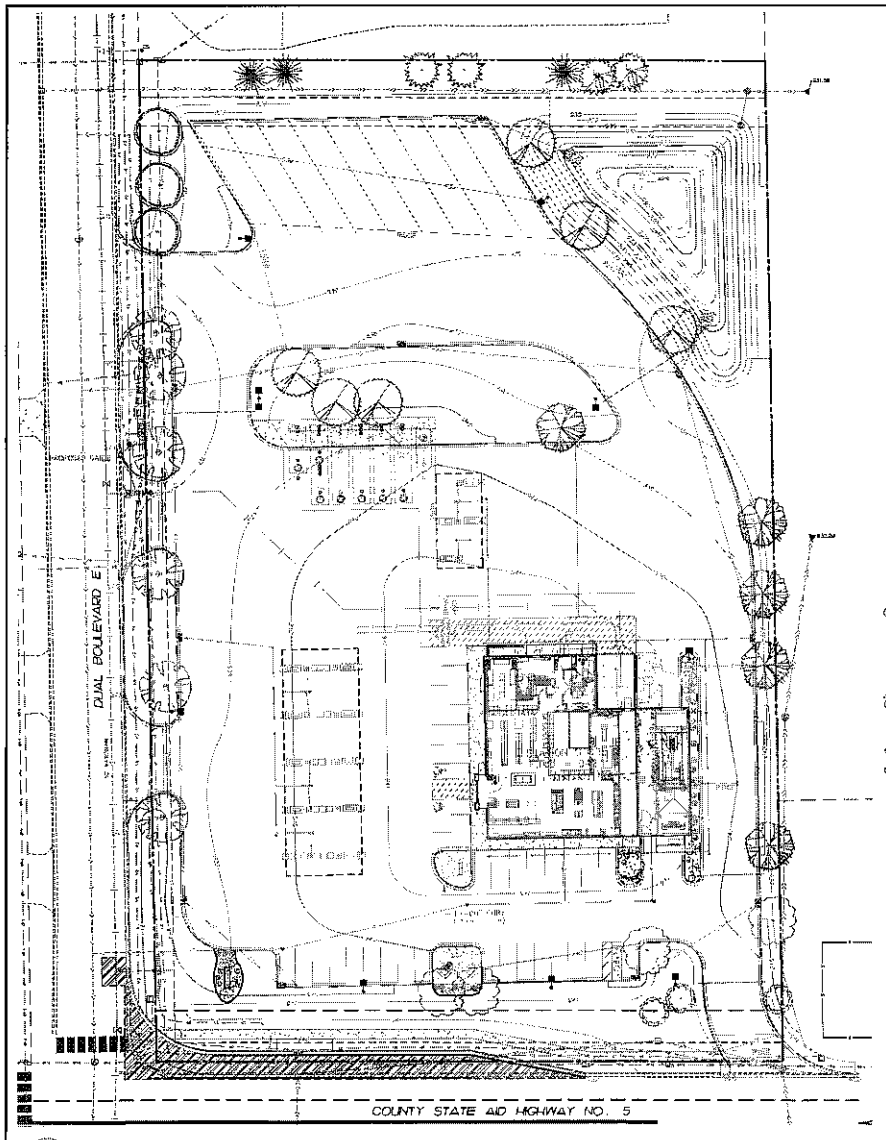
SITE LANDSCAPE DETAILS

CONVENIENCE STORE #1019 WITH SINGLE BAY CARWASH AND SIDE DIESEL

CSAH 5 & E DUAL BLVD NE
ISANTI, MINNESOTA

#	DATE	DESCRIPTION
1	12/14/17	Per City comments.

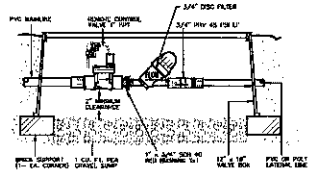
DRAWN BY	JAP
SCALE	GRAPHIC
PKG/JL NO.	7458-00
DATE	2017-11-14
SHEET	1019 L2



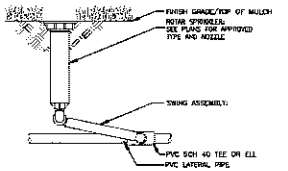
1 / L3 IRRIGATION DESIGN/BUILD PARAMETERS

SCALE 1" = 30'

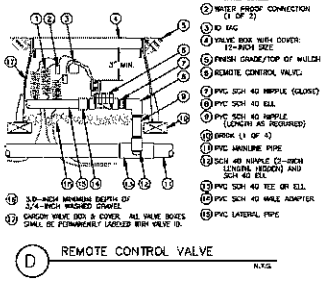
NORTH



B LOW FLOW ZONE CONTROL VALVE KIT N.T.S.

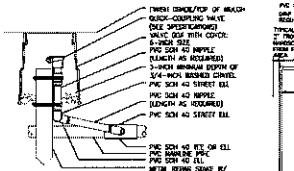


C POP-UP MP ROTATOR N.T.S.



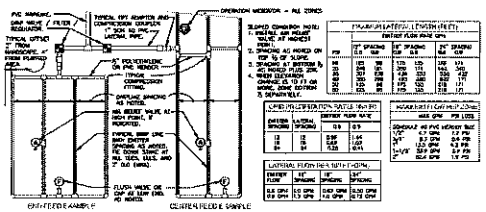
1. 30-INCH LINEAR LENGTH OF WIRE COILED
2. WATER PROOF CONNECTION (1 OF 2)
3. ID TAG
4. VALVE BOX WITH COVER; 12-INCH SIZE
5. FINISH GRADE/TOP OF MULCH
6. REMOTE CONTROL VALVE
7. PVC SCH 40 NIPPLE (CLOSE)
8. PVC SCH 40 ELL
9. PVC SCH 40 NIPPLE (LENGTH AS REQUIRED)
10. BRICK (1 OF 4)
11. PVC MAINLINE PIPE
12. SCH 40 NIPPLE (2"-INCH LENGTH HIDDEN) AND SCH 40 ELL
13. PVC SCH 40 TEE OR ELL
14. PVC SCH 40 MALE ADAPTER
15. PVC LATERAL PIPE
16. 3.0-INCH MINIMUM DEPTH OF 3/4-INCH WASHED GRAVEL
17. CARSON VALVE BOX & COVER. ALL VALVE BOXES SHALL BE PERMANENTLY LABELED WITH VALVE ID.

D REMOTE CONTROL VALVE N.T.S.



NOTE:
1. FURNISH FITTINGS AND PIPING NOMINALLY SIZED IDENTICAL TO NOMINAL QUICK COUPLING VALVE INLET SIZE.

E QUICK CONNECT VALVE N.T.S.



A DRIP LINE TYPICAL LAYOUT N.T.S.

IRRIGATION LEGEND

C — IRRIGATION CONTROLLER: RAINBIRD ESP-LXME WITH SOLAR SYNC CONTROLLER, WALL MOUNTED INSIDE BUILDING, PROVIDE SHOP DRAWINGS TO SHOW TYPE AND LOCATION

RAIN SENSOR: RAINBIRD RAIN/FREEZE-CLICK INSTALL OUTSIDE CONTROLLER PROVIDE ONE RAIN-CLIK PER CONTROLLER

WATER PROVISIONS:
DESIGN PRESSURE: PSI
-ELECTRIC ZONE VALVES: RAINBIRD XCZ WITH ACCU-SET PRESSURE REGULATOR
-POP UP ROTOR HEADS: RAINBIRD MP ROTATOR, MP SERIES, NOZZLES AS NOTED
-POP UP ROTOR HEADS: RAINBIRD 4" POP-UP I-20 SERIES

SPECIFIC APPROVALS / EXCEPTIONS / ALTERNATES:
-ELECTRIC ZONE VALVE: RAINBIRD XCZ-100, INDIVIDUAL CONTROL ZONE KIT, 1" CONTROL ZONE VALVE WITH 1" HORIZONTAL FILTER AND 35 PSI HIGH-FLOW REGULATOR.
-DRIPLINE: RAINBIRD XFD SERIES RAINBIRD XD-08-18, DRIPLINE WITH 0.92 GPH EMITTERS AT 18" O.C. DRIPLINE LATERALS SPACED AT 18" O.C. APART WITH EMITTERS OFFSET FOR TRIANGULAR PATTERN.

CRITICAL ANALYSIS ITEMS TO BE SHOWN IN CONSTRUCTION SHOP DRAWINGS:
FLOW AVAILABLE (GPM) –
WATER METER SIZE –
STATIC PRESSURE AT POC (PSI) =
FLOW AVAILABLE AT POC (GPM) –

IRRIGATION SLEEVES – 2X THE SIZE OF THE LINE BEING ACCOMMODATED

QUICK COUPLING VALVE: RAIN BIRD MODEL 7. PLACE 1 IN THE SOD AREA

PLANTING BED DRIP LINE SYSTEM – RAINBIRD XD-08-18. DRIPLINE LATERAL SPACING 18" APART. 12" O.C. IS ACCEPTABLE IF AREA CANNOT ACCOMMODATE 18" O.C. MATCH PRECIP THROUGHOUT ZONE.

IRRIGATION NOTES

1. CONTRACTOR TO PROVIDE SHOP DRAWINGS FOR LANDSCAPE ARCHITECT APPROVAL. SHOP DRAWINGS SHALL INCLUDE ACCURATE LAYOUT OF SYSTEM, INCLUDING BUT NOT LIMITED TO LOCATIONS, SIZES, AND PRODUCT/MATERIAL TYPE USED FOR COMPLETE IRRIGATION SYSTEM. ROTOR IRRIGATION SHALL HAVE HEAD-TO-HEAD COVERAGE. SYSTEM SHALL BE WINTERIZED BLOW-OUT TYPE WITH THE FIRST OPERATIONAL SEASON AND SHALL PROVIDE STARTUP THE FOLLOWING SPRING. IRRIGATION SHALL HAVE TWO-YEAR WARRANTY ON PARTS AND LABOR FOLLOWING INSTALLATION APPROVAL BY OWNER.
2. CONTRACTOR IS TO VERIFY LOCATION OF ALL UNDERGROUND/ABOVE GROUND FACILITIES PRIOR TO ANY EXCAVATION/INSTALLATION. ANY DAMAGE TO UNDERGROUND/ABOVE GROUND FACILITIES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND COSTS ASSOCIATED WITH CORRECTIVE DAMAGES SHALL BE BORNE ENTIRELY BY THE CONTRACTOR
3. SERVICE EQUIPMENT AND INSTALLATION SHALL BE PER LOCAL UTILITY COMPANY STANDARDS AND SHALL BE PER NATIONAL AND LOCAL CODES. EXACT LOCATION OF SERVICE EQUIPMENT SHALL BE COORDINATED WITH THE LANDSCAPE ARCHITECT OR EQUIVALENT OF THE PROJECT SITE.
4. THIS DESIGN IS TO BE BASED ON THE PRESSURE AND VOLUME OF STATIC PRESSURE AND FLOW. SUBMIT CRITICAL ANALYSIS WITH THE SHOP DRAWINGS. IRRIGATION CONTRACTOR SHALL BE RESPONSIBLE TO FIELD VERIFY THIS INFORMATION.
5. THE IRRIGATION CONTRACTOR SHALL ARRANGE FOR ANY NECESSARY PERMITS AND/OR INSPECTIONS REQUIRED BY LOCAL AGENCIES OR DEPARTMENTS HAVING THE JURISDICTION OF CONSTRUCTION.
6. THIS IRRIGATION DESIGN SHOWS NECESSARY MATERIALS, BUT CERTAIN OTHER MATERIALS MAY HAVE TO BE SUPPLIED AND INSTALLED BY THE IRRIGATION CONTRACTOR IN ORDER TO HAVE, UPON COMPLETION, A FULLY OPERATIONAL IRRIGATION SYSTEM.
7. ALL PVC PIPING UNDER CONTINUOUS PRESSURE SHALL BE CLASS 200, ALL OTHER PVC SHALL BE CLASS 160
8. ALL MAIN LINES SHALL BE 18" BELOW FINISHED GRADE.
9. ALL LATERAL LINES SHALL BE 12" BELOW FINISHED GRADE.
10. ALL EXPOSED PVC PIPING, IF ANY, SHALL BE GRAY IN COLOR.
11. CONTRACTOR SHALL VERIFY LOCATIONS, SIZES, AND DEPTH OF SLEEVES PRIOR TO CONSTRUCTION.
12. FABRICATE ALL PIPE TO MANUFACTURER'S SPECIFICATIONS WITH CLEAN AND SQUARE CUT JOINTS. USE QUALITY GRADE PRIMER AND SOLVENT CEMENT FORMULATED FOR INTENDED TYPE OF CONNECTION.
13. BACKFILL ALL TRENCHES WITH SOIL FREE OF SHARP OBJECTS AND DEBRIS.
14. ALL VALVE BOXES AND COVERS IN TURF AREAS SHALL BE GREEN IN COLOR. ALL VALVE BOXES ON PLANTING BEDS SHALL BE TAN IN COLOR.
15. GROUP VALVE BOXES TOGETHER FOR EASE WHEN SERVICE IS REQUIRED. LOCATE IN PLANT BED AREAS WHENEVER POSSIBLE.
16. IRRIGATION CONTROLLER LOCATION SHALL BE VERIFIED ON-SITE WITH OWNER'S REPRESENTATIVE. SUBMIT LOCATION IN SHOP DRAWINGS.
17. CONTROL WIRES: 14 GAUGE, DIRECT BURIAL, SOLID COPPER IRRIGATION WIRE. RUN SPARE WIRE UNDER EACH PAVED CROSSING. USE WATERPROOF-SPLICE CAPSULES AND SPLICE ONLY AS NOTED ON PLAN BOXES. RUN DEDICATED HOT AND COMMON WIRE TO EACH VALVE AND ONE (1) SPARE WIRE AND GAUGED TO FURTHEST VALVE FROM CONTROLLER. LABEL ON COLOR CODE ALL WIRES.
18. AVOID INTERFERENCE ON BUILDINGS, PAVEMENT, WALLS AND SIDEWALKS BY INDIVIDUALLY ADJUSTING HEADS OR ARC ON SPRINKLER HEADS AND FLOW CONTROL ON AUTOMATIC VALVE.
19. ADJUST PRESSURE AT VALVES FOR OPTIMUM PRESSURE AND SIZE.
20. USE SCHEDULE 40 ALL MEANS.
21. CONTRACTOR SHALL SUPPLY RECORD DRAWINGS OF IRRIGATION SYSTEM AT THE END OF COMPLETION TO OWNER'S REPRESENTATIVE. A SET OF RECORD DRAWINGS SHALL BE MAINTAINED ON-SITE AT ALL TIMES IN AN UPDATED CONDITION
22. ALL PIPE 2" AND SMALLER SHALL HAVE THREAD BLOCKING AS SHOWN FOR TRENCHED CONDITIONS.
23. ALL AUTOMATIC REMOTE CONTROL VALVES STILL HAVE 2" MINIMUM DEPTH OF 3/4" WASHED GRAVEL UNDERNEATH VALVE AND VALVE BOX. GRAVEL SHALL EXTEND 2" BEYOND PERIMETER OF VALVE BOX. THERE SHALL BE A 3" MINIMUM SPACE BETWEEN BOTTOM OF VALVE BOX COVER AND TOP OF VALVE ASSEMBLY.
24. THE IRRIGATION PIPING SHALL BE SEPARATE FROM THE DOMESTIC WATER SUPPLY IN THE MECHANICAL ROOM. THE IRRIGATION SUPPLY SHALL HAVE ITS OWN STATE METER AND SHUTDOWN COVER IN ACCORDANCE WITH THE CITY REQUIREMENTS.
25. PLACE DIFFERENT AMENITIES ON SEPARATE ZONES. THE FOLLOWING AREAS ARE TO BE IRRIGATED:
- TURF AREAS
- GRASS PAVER AREAS
- MULCHED AREAS
- FILTRATION BASIN (ON SEPARATE ZONE THAT MAY BE TURNED OFF AFTER ESTABLISHMENT)

KWIK TRIP STORES
KWIK STAR STORES

KWIK TRIP, Inc.
P.O. BOX 2107
1626 OAK STREET
LA CROSSE, WI 54602-2107
PH. (608) 781-8988
FAX (608) 781-8960

Carlson McCain
ENVIRONMENTAL ENGINEERING / PLANNING
3890 Pheasant Ridge Dr., #200, Blaine, MN 55449
Phone: 763-489-7900 Fax: 763-489-7959

These plans and specifications are not to be used in whole or in part for any other project without the written authorization of Carlson McCain, Inc. Unauthorized use of these plans and specifications will be at the user's sole risk and without liability to Carlson McCain, Inc.

Name: Aaron A. Hubert, PLA
Signature:
Date: 12/14/17 License #: 43801

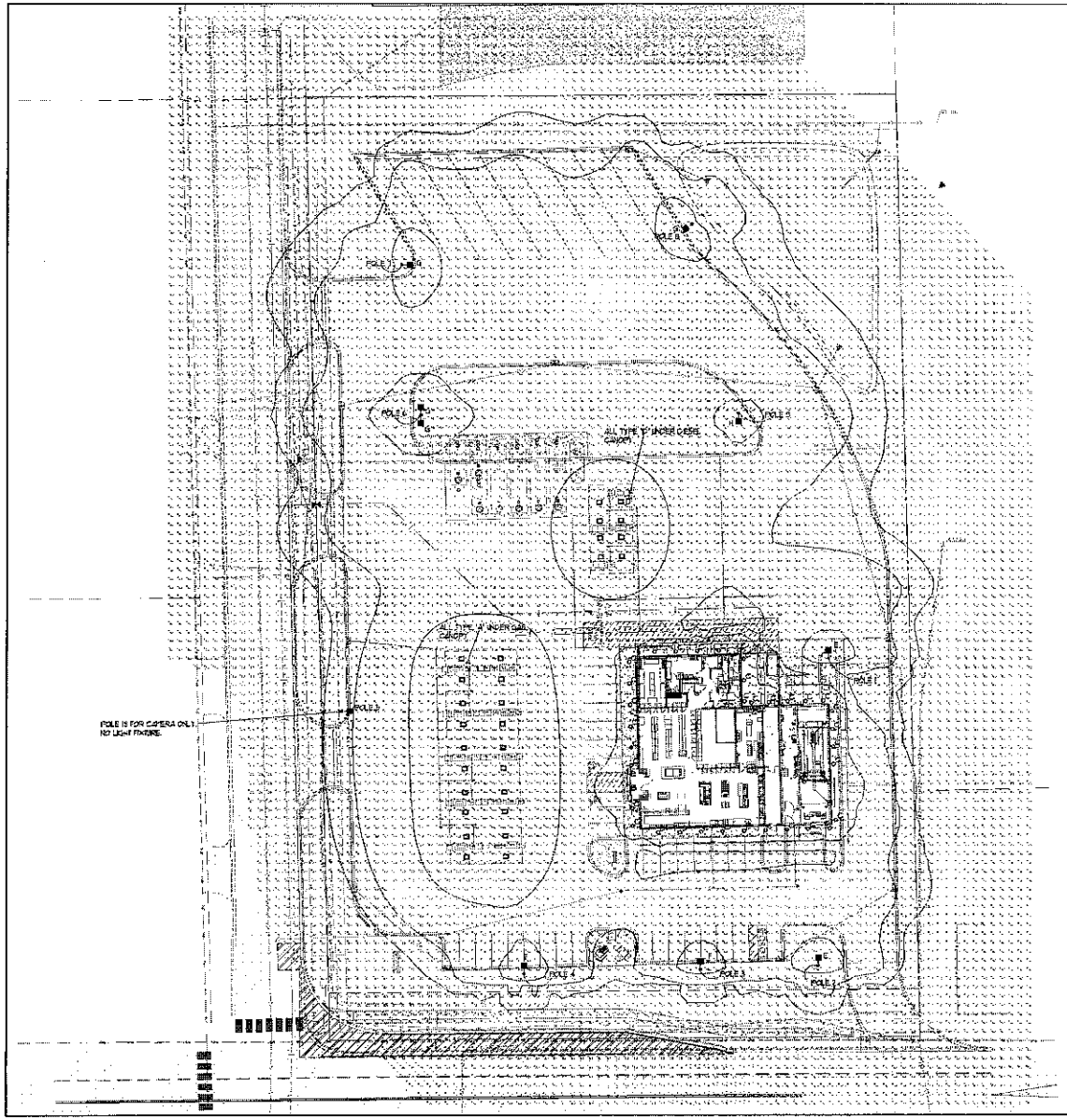
IRRIGATION DESIGN/BUILD PARAMETERS

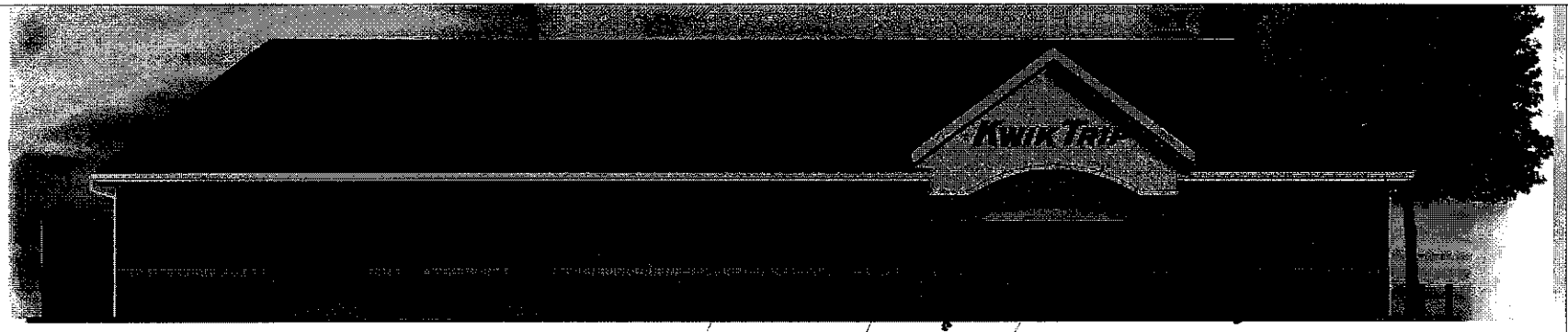
CONVENIENCE STORE #1019
WITH SINGLE BAY CARWASH
AND SIDE DIESEL

CSAH 5 & E DUAL BLVD NE
ISANTI, MINNESOTA

	DATE	DESCRIPTION
2	12/14/17	Per City comments

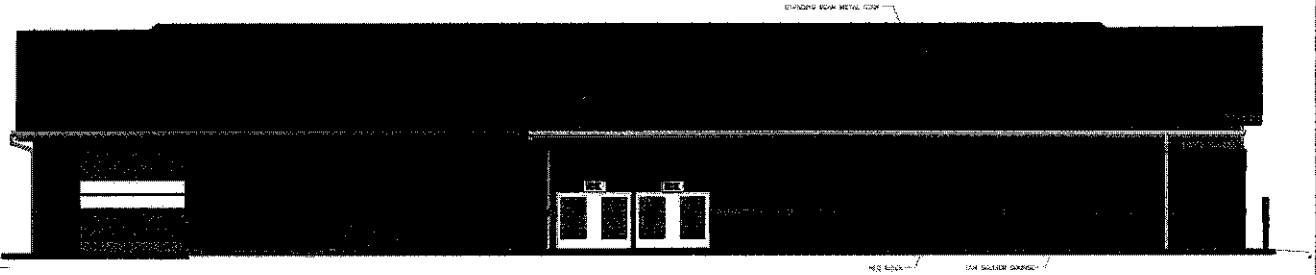
DRAWN BY: JAK
SCALE: GRAPHIC
PROJ. NO.: 7156-09
DATE: 2017-11-15
SHEET: 1019 L3


ALL TYPE 'D' UNDER DIESEL CANOPY
ALL TYPE 'A' UNDER GAS CANOPY
POLE 1
POLE 2
POLE 3
POLE 4
POLE 5
POLE 6
POLE 7
POLE 8
POLE 9
POLE 10
POLE 11
POLE 12
POLE 13
POLE 14
POLE 15
POLE 16
POLE 17
POLE 18
POLE 19
POLE 20
POLE

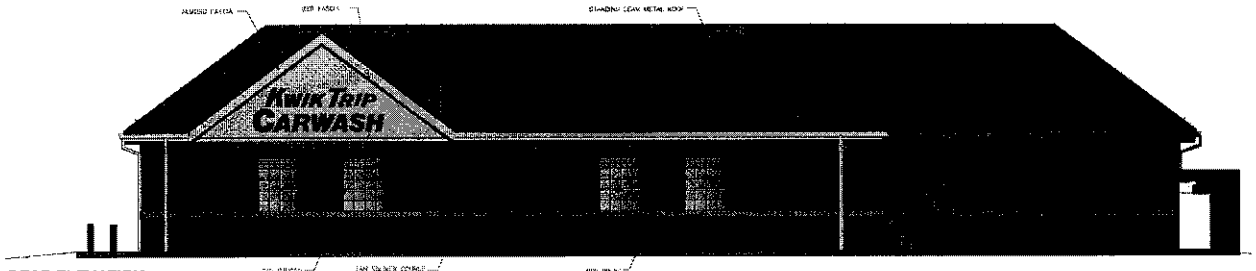


RED BRICK — TAN SOLDIER COURSE — TAN STUCCO

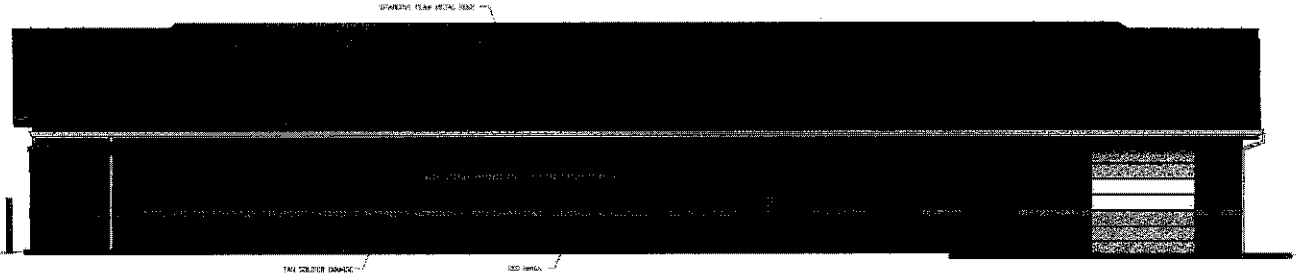
1 FRONT ELEVATION
1/4" = 1'-0"



2 LEFT ELEVATION
3/16" = 1'-0"



3 REAR ELEVATION
3/16" = 1'-0"



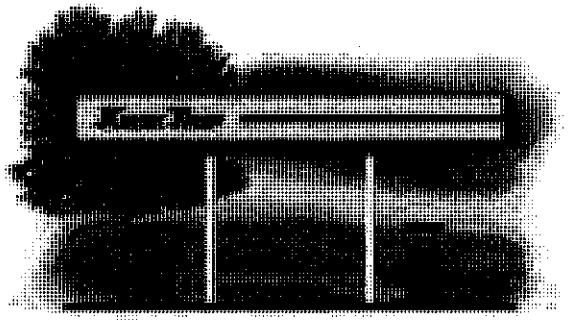
4 RIGHT ELEVATION
3/16" = 1'-0"

VANTAGE ARCHITECTS INC
750 N. Third Street La Crosse, WI 54601
Ph. (608) 784-2729 Fax (608) 784-2826

KWIK TRIP
KWIK STAR

KWIK TRIP, Inc.
P.O. BOX 2107
1626 OAK STREET
LA CROSSE, WI 54602-2107
PH. (608) 781-8988
FAX (608) 781-3900

FRONT ELEVATION



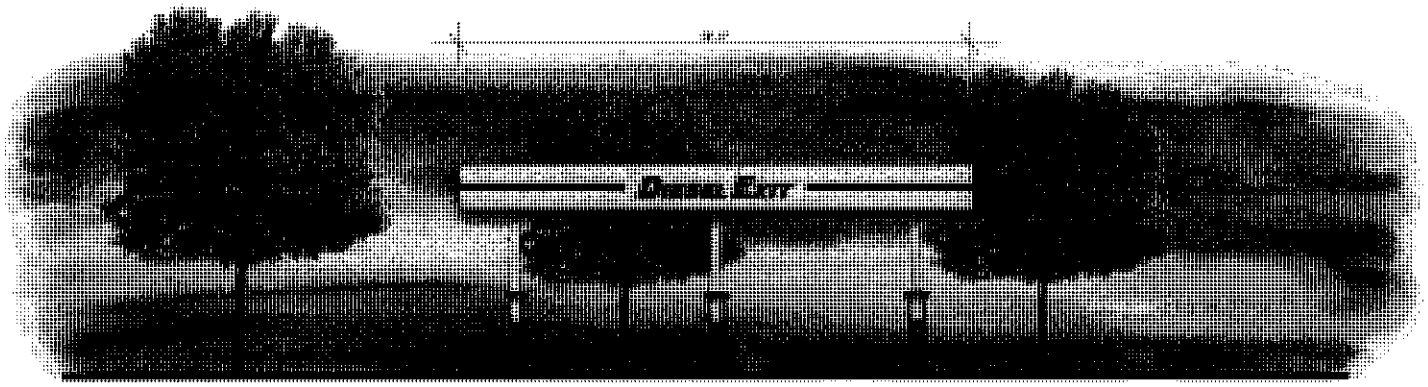
SIDE ELEVATION

KWIK TRIP STORES

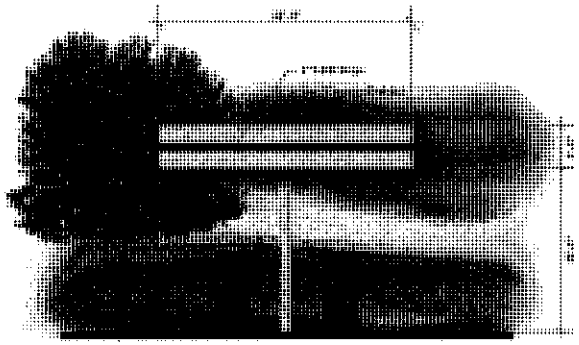
KWIK STAR STORES

Flat Canopy

10 MPD



FRONT ELEVATION



SIDE ELEVATION

Flat Canopy

2-Lane Diesel

KWIK
KWIK

KWIK TRIP INC.

Store Engineering

PHONE 608-793-5555
FAX 608-781-8960

1626 Oak St., P.O. Box 2107
La Crosse, WI 54602

www.kwiktrip.com

November 16, 2017

City of Isanti
Ryan J Kernosky, Community Development Director
110 1st Ave NW
PO Box 428
Isanti, MN 55040

RE: Kwik Trip Store 1019 at 400 E Dual BLVD NE

Dear Mr. Kernosky:

This letter is intended to accompany the submittal for our application to the City of Isanti for the requested Conditional Use Permit for a Convenience Store with Fuel Sales and a Carwash, Site Plan Review and Preliminary Plat. Please accept this letter as our request to be placed on the next available Planning Commission Meeting Agenda and the City Council Agenda.

Kwik Trip, Inc. is proposing the construction of a convenience store with an integral single bay carwash, 10 dispenser fueling canopy as well as a two lane diesel fueling canopy. Included with the applications in the submittal are 3 – full size 24x36 and 1 -11x17 copies of the Site Improvement Plans. I have also included the ALTA Survey, Building and Canopy Elevations, Signage Plans, Colored Landscape Plan and the Storm Water Management Plan. 6 full size copies of the Preliminary Plat as well as an 11x17 copy are also included.

Operations

The requested hours of operation will be 24 hours for all uses. The type of products that will be sold will be similar to that of our existing stores throughout the mid-west: fresh produce, bakery and dairy, hot and cold food and beverages, fresh meat and groceries, tobacco products, lotto, convenience store merchandise, alcohol, gasoline, diesel, E-85, ice and propane. The outside merchandising of products is being requested next to the store (two ice chests and one propane

cage) and underneath the proposed main canopy. To ensure that the freshest products are sold in our stores, we request that daily deliveries be allowed.

Buildings, Architecture and Site Design

The architectural elements in this state-of-the-art building consist of a full brick cladding, standing seam metal roof, store front aluminum openings and stucco accents. Extensive landscaping, modern storm water facilities, monument and wall signage, customer and employee parking, concrete paving with curb and gutter are also included in the overall site design. We are proposing this site will be accessed from one driveway along CSAH 5. Isanti County is currently reviewing this driveway. We are also proposing three access points off E Dual BLVD NE. These driveways will provide an efficient circulation pattern for vehicles in and out of the site, as well as safe movements internally on the parcel.

Investment in the City

This project will be a multi-million dollar investment in the City of Isanti. Not only in the physical improvements and development of a vacant parcel, but also an investment of approximately 25 to 30 new permanent jobs in the City. The projected payroll here is estimated to be approximately $500,000 annually.

Community Partner

We pride ourselves in being an asset in the communities where we are located. Families can walk or ride their bikes to our stores. Retirees on fixed income can access fresh groceries like milk, eggs, bread and fruit just steps from their car. We take pride in giving back to the communities we serve with charitable donations and by partnering with local non-profits. Kwik Trip would be happy to provide any additional information or answer any questions or concerns the City of Isanti may have with our submittal. Please feel free to call or email with any questions you may have.

Sincerely,

Steven Lowe
Store Engineering
slowe@kwiktrip.com
608-793-5954

A Community For Generations.
Isanti

Ryan J. Kernosky
Director of Community Development
City of Isanti, Minnesota
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
763-444-5512
rkernosky@cityofisanti.us

December 15, 2017

Kwik Trip, Inc
Attn Dean George

RE: SITE PLAN AND CONDITIONAL USE PERMIT APPLICATIONS FOR KWIK TRIP, INC.

Mr. George,

Thank you for your submission of a Site Plan Application and Conditional Use Permit to construct a Kwik Trip Convenience Store, Car Wash, and Gas Station on the former Riverside Market property, 400 E Dual Blvd NE in the City of Isanti, MN. I appreciate Kwik Trip's patience as City Staff has internally worked through this project to provide the best solutions to benefit the developer and the community. Please remember that a representative is required to attend the City Planning Commission meeting, scheduled to be held **December 19, 2017 at 7:00 p.m.** at the Isanti City Hall.

The City has continued to review the updated site plans, with the most recent review of the civil set dated 12/14/2017. Below are the following comments:

1) The entrance only driveway access from CSAH 5 encroaches onto the adjacent property. Please be aware that, while Kwik Trip has proposed to provide additional CSAH 5 Right of Way, the adjacent property has not. Please correct this concern.
2) Internal signage needs to be installed to identify that the driveway access from CSAH 5 is entrance only.
3) Proposed signage will need to be applied for and approved through the Community Development Department.
4) Address any City & County Engineer comments.

If you have any questions or concerns regarding this letter, please feel free to contact me by phone at (763) 444-5512 or via e-mail at rkernosky@cityofisanti.us.

Very truly yours,

Ryan J Kernosky
Community Development Director
rkernosky@cityofisanti.us
763-444-5512

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 29, 2017

To: Ryan Kernosky, Community Development Director

From: Bradley C. DeWolf, P.E.

Subject: Kwik Trip Site Plan & Preliminary Plat Review
City of Isanti, MN

We have reviewed the site plan for the proposed Kwik Trip project created by Carlson McCain, Inc. with a signature date of November 15, 2017.

The site plan includes a proposed building with a car wash, a new parking lot with fueling stations and a storm water pond. The site is located on the north side of Heritage Boulevard and on the east side of East Dual Boulevard NE.

We have reviewed the submitted civil plan set and have the following comments:

1. General Comments:
    a. Add 5-foot wide concrete sidewalk with a 6-foot boulevard along the north side of Heritage Boulevard.
2. Utility Plan: Sheet 1019 SP4:
    a. It appears the proposed water service is replacing the existing hydrant. The hydrant cannot be removed. A new 10x4 saddle connection will be required if the service to the existing building is not large enough.
    b. A tracer wire with access boxes and grounding nodes will be required along the sanitary sewer service lines and water service line. See attached marked up Sheet 1019 SP4 and attached tracer wire standards and details.
3. Utility Plan(Storm Sewer): Sheet 1019 SP4.1:
    a. The proposed storm sewer crosses onto private property at the northeast corner of the site, show the existing drainage and utility easement at this location and show turf restoration.
4. Details: Sheet 1019 SP7:
    a. Replace Detail 12 with the attached concrete valley gutter for driveway entrances.
5. Details: Sheet 1019 SP8:
    a. Replace the 5 MnDOT ped ramp details with the current 6 sheets dated January 23, 2017.

We have reviewed the submitted Stormwater Management Plan prepared by Carlson McCain, Inc. dated November 15, 2017 and have the following comments:

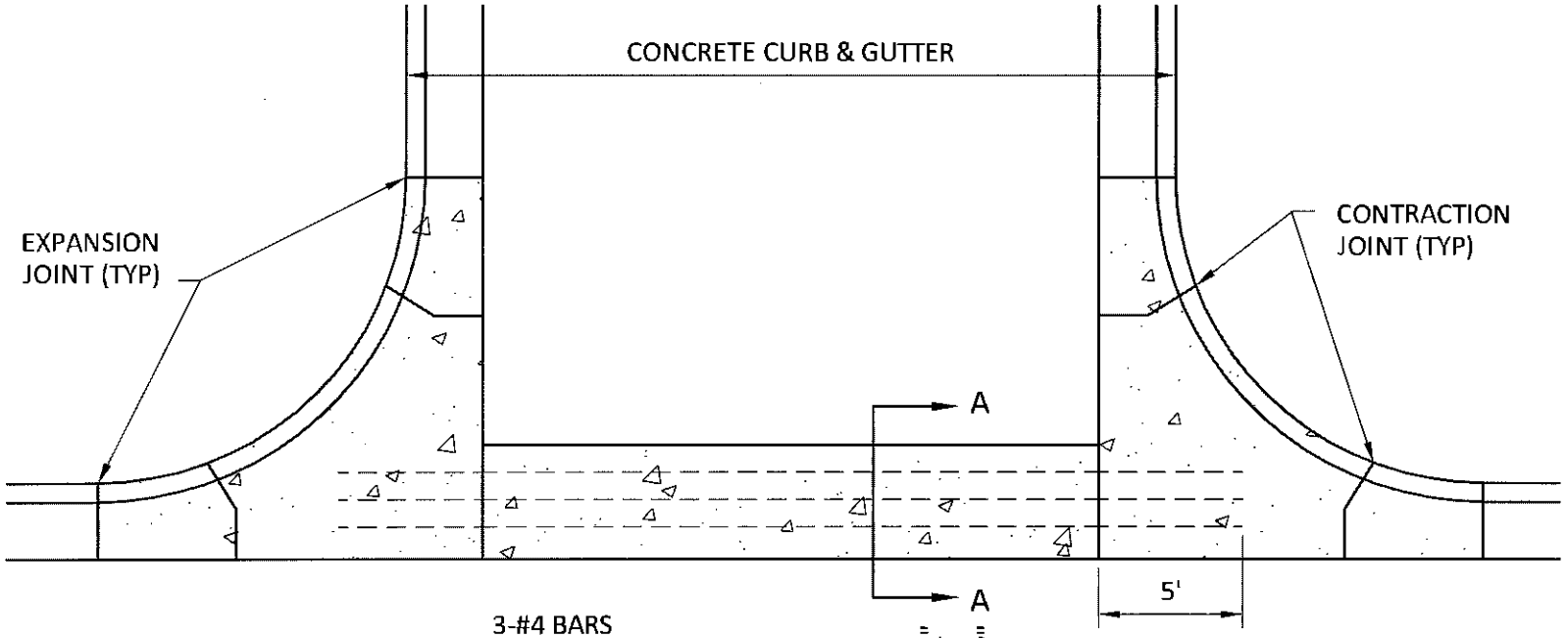
1. A long term pond maintenance plan needs to be created and submitted for the pond.

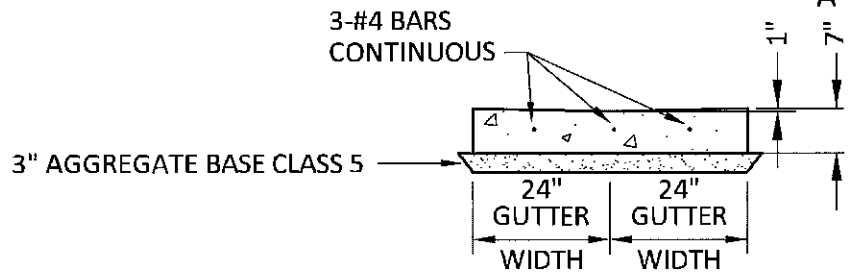
We have reviewed the submitted Preliminary Plat prepared by E.G. Rud & Sons, Inc. dated November 15, 2017 and have no comments.

We recommend the civil plan sheets, stormwater management plan, and preliminary plat be approved once the above items are addressed.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.





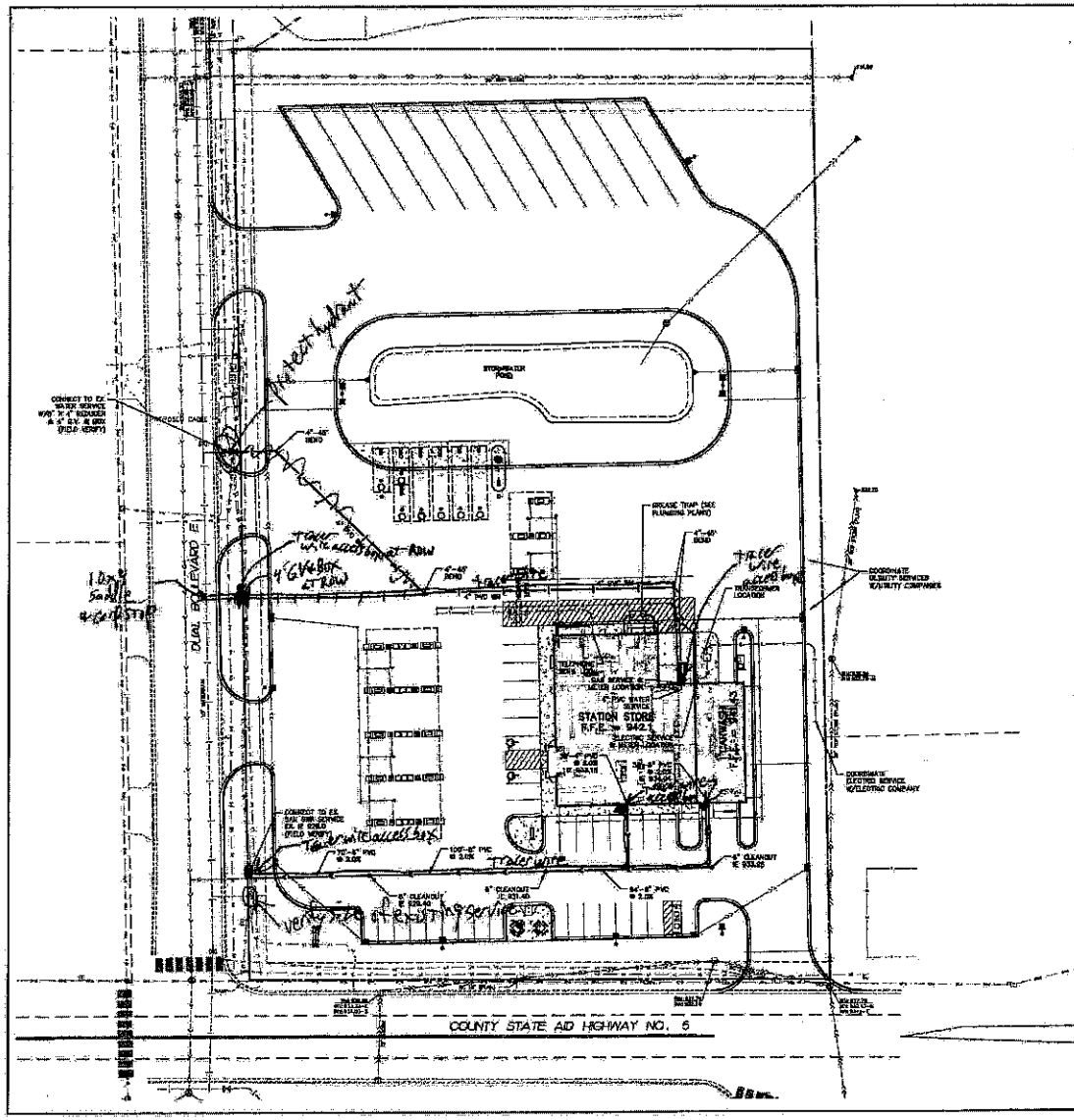
SECTION A

NOTE:
1. NO CONTRACTION JOINTS IN VALLEY GUTTER
2. THE CONCRETE VALLEY GUTTER SHALL BE CONSTRUCTED ON 3" AGGREGATE BASE, CLASS 5

CONCRETE VALLEY GUTTER

NOT TO SCALE

CONCRETE VALLEY GUTTER	BMI DETAIL PLATE NO: 7-100	APPROVAL: STDS COMM.	DATE: SPRING,2006	DETAIL LOG REVISIONS:	DATE:
PATH: Y:\7-100	REMARKS:				
ORIG. PROJ:					
PROJ. #:	ENG/TECH:				



CALL BEFORE YOU DIG

811

Know what's below. Call before you dig.

PLAN LEGEND

	EXISTING	PROPOSED
CURB		
BITUMINOUS		
CONCRETE PAVEMENT		
CONCRETE WALK		
PROPERTY LINE		
EASEMENT LINE		
STORM SEWER		
SANITARY SEWER		
WATER MAIN		
UNDERGROUND GAS		
UNDERGROUND ELECTRIC		
UNDERGROUND TELEVISION		
UNDERGROUND CABLE		
FENCE		
EMERGENCY MANHOLE		
STORM SEWER APRON		
GATE VALVE		
STORM MANHOLE		
LIGHT POLE		
POWER POLE		
ELECTRIC BOX OR TRANSFORMER		
CABLE PEDESTAL		
CURB STOP		
Note		

SCALE: 1" = 30'

BENCHMARKS

1. MINNESOTA DEPARTMENT OF TRANSPORTATION, GEODETIC MONUMENT CORD STATION NO. 193707, NAMED 3003 N.

ELEVATION = 938.57 (NGVD 29)

GENERAL:

1. Specifications: The latest editions of the Standard Specifications for Construction (Minnesota Department of Transportation), the City Engineers Association of Minnesota (CEAM), Standard Specifications for the City of Saint Cloud and the Minnesota Plumbing Code.
2. Comply with the rules and/or practices specified by the Department of Public and Public Administrative Offices. Comply with all applicable local, state and federal laws, ordinances, rules and regulations which in any manner affect the conduct of the work. Obtain all permits and licenses. Give all notices and pay all fees required by law. In case of conflict between the plans and specifications and any such law, ordinance, rule or regulation, the latter shall govern. Notify the proper authorities before beginning work and conform to their requirements in the execution of the work shown on the plans.
3. Perform all work in accordance with plans and City requirements.
4. Contact the City of Saint Cloud Water Department for maintenance of all valve work.
5. Contact all applicable utility companies for locations. Contact is utility locate service will be by the utility companies or companies. Most of the companies have a locating service which can be contacted by calling Gopher One-Call at 1-800-252-1166. Allow at least 48 hours before beginning work in the area of the utilities. Cooperate with the utility companies during the construction period so that service will not be interrupted. Support and protect utility property.
6. Perform street excavations for or utilities in accordance with the requirements of MSHA 408.3701, most latest, Subpart N, "Excavations and Trenches". Excavations and trenches shall be kept to a minimum.
7. Coordinate grading of the excavation operations of the project with the grading operations of adjacent parcels. Cooperate with the grading contractor in his construction. Verify water and sewer service locations with plumbing contractor.
8. The locations of possible utilities shown on the plans are from record information and were not field verified. The Engineer does not guarantee that all existing utilities are shown on the plans, nor that the utilities are shown in the correct location. It shall be the Contractor's responsibility to verify the location of all existing utilities prior to commencing work. Notify the Engineer immediately of any discrepancies.
9. Maintain safety access to the business of all adjacent utilities during the entire construction period. Section 107.14 the maintenance of existing utilities of the City of Saint Cloud is governed by Section 107.14 of the Standard Specifications for Construction. Notify each utility company and municipal department affected by the construction operations at least 48 hours in advance of the work. Cooperate with the forces of these companies and departments during the performance of all work in this contract.
10. Protect from damage the existing underground facilities at or adjacent to the site of the work. Should any of these facilities be damaged during the prosecution of the work, immediately notify the proper authority and the Engineer. Do not interfere with the property of any public service company without permission from the company.
11. Where work is near electric lines or conductors of electric current, take the necessary precautions to prevent accidents. Before any excavation is started, the Contractor shall notify the utility company owning the electric lines or conductors and shall not proceed with excavation until the utility company has given assurance that the lines or conductors have been de-energized or adequately protected.
12. Maintain the work area in a neat and orderly condition at all times. Keep the site free of accumulations of waste, debris, and rubbish caused by employees or by the work, and at the completion of the work remove all rubbish from and about the project as well as all tools, scaffolding, equipment, and surplus materials and leave the project clean and in a neat and orderly condition satisfactory to the Engineer.
13. Provide the necessary safety precautions or personnel necessary for the protection of personnel involved in the work. Use caution when working near live gas lines. Notify and receive all instructions for working adjacent to gas lines.
14. Maintain adequate access, pedestrian, and vehicular traffic as directed by the Engineer.
15. All pavement removal shall be performed in accordance with the requirements of Saint Cloud Public Works Department. Pavement removal shall be performed in accordance with the requirements of Saint Cloud Public Works Department. Pavement removal shall be performed in accordance with the requirements of Saint Cloud Public Works Department.
16. Pavement removal shall be performed in accordance with the requirements of Saint Cloud Public Works Department. Pavement removal shall be performed in accordance with the requirements of Saint Cloud Public Works Department.
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20. Pavement removal shall be performed in accordance with the requirements of Saint Cloud Public Works Department. Pavement removal shall be performed in accordance with the requirements of Saint Cloud Public Works Department.

WATER DISTRIBUTION SYSTEM:

1. Pavement removal shall be performed in accordance with the requirements of Saint Cloud Public Works Department. Pavement removal shall be performed in accordance with the requirements of Saint Cloud Public Works Department.
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SANITARY SEWER:

1. Pavement removal shall be performed in accordance with the requirements of Saint Cloud Public Works Department. Pavement removal shall be performed in accordance with the requirements of Saint Cloud Public Works Department.
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KWIK TRIP STORES

KWIK STAR STORES

KWIK TRIP, Inc.
P.O. BOX 2107
1626 OAKBRIDGE STREET
LA CROSSE, WI 54602-2107
PH. (608) 781-8988
FAX (608) 781-8980

Carlson McCain
ENVIRONMENTAL • ENGINEERING • SURVEYING
3940 Peterson Valley Dr. #170, Rice, MN 56448
Phone: 763-497-7900 Fax: 763-497-2339

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.

Name: Joseph T. Nelson, P.E.
My Initials:
Date: 03/27/12 License #: 51885

UTILITY PLAN

CONVENIENCE STORE #1019 WITH SINGLE BAY CARWASH AND SIDE DIESEL

CSAH 5 & E DUAL BLVD NE
ISANTI, MINNESOTA

#	DATE	DESCRIPTION

DRAWN BY	JTN
SCALE	GRAPHIC
PROJ. NO.	2156-66
DATE	2012-11-16
SHEET	1019 SP4

K.7.

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer and City Council**

From: Don Lorsung, City Administrator

Date: December 28, 2017

Subject: Review Conflict of Interest Policy

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

The Conflict of Interest Policy (Resolution) is attached for your review and consideration.

Disclosure forms (also attached) should be completed by the City Council and returned to the City Administrator.

RESOLUTION NO. 2018-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 2nd day of January, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

DISCLOSURE FORM

Public Officials of the City of Isanti listed by title in the Resolution 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.1.

City of Isanti

Gross Payroll	81,262.83
Social Security & Medicare	4,751.71
Public Employees Retirement	7,847.87
Total City Expense	93,862.41

Pay Date 12/29/2017

Pay Period 26 (12/10-23/17)

City of Isanti

Gross Payroll	10,094.25
Social Security & Medicare	772.23
Total City Expense	10,866.48

Pay Date 12/29/2017

Pay Period Q4CCPay17 (12/10-23/17)

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 12/21/2017 - 12/21/2017 | Dec 21, 2017 04:13PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/17	12/21/2017	47899	598	ASPEN MILLS	101-20200	116.55
12/17	12/21/2017	47900	53	BELLBOY CORPORATION	609-20200	6,007.37
12/17	12/21/2017	47901	9	BERNICKS PEPSI-COLA	609-20200	335.86
12/17	12/21/2017	47902	1544	C & L EXCAVATING	441-20200	6,156.00
12/17	12/21/2017	47903	421	CARGILL INC	101-20200	6,119.70
12/17	12/21/2017	47904	1815	CENTURYLINK	609-20200	850.90
12/17	12/21/2017	47905	1822	CENTURYLINK BUSINESS SERVICES	101-20200	36.13
12/17	12/21/2017	47906	1969	CITY OF SAINT PAUL	101-20200	112.30
12/17	12/21/2017	47907	1870	COMPLETE SECURITY SOLUTIONS	101-20200	107.00
12/17	12/21/2017	47908	918	CRYSTAL SPRINGS ICE	609-20200	48.64
12/17	12/21/2017	47909	8	DAHLHEIMER DISTRIBUTING CO	609-20200	6,674.60
12/17	12/21/2017	47910	1840	DIRTWORKS INC	601-20200	5,775.50
12/17	12/21/2017	47911	2478	EAST CENTRAL ENERGY	101-20200	42.85
12/17	12/21/2017	47912	55	ECM PUBLISHERS INC	101-20200	526.35
12/17	12/21/2017	47913	385	FEDERATED CO-OPS INC	101-20200	143.98
12/17	12/21/2017	47914	2209	INNOVATIVE OFFICE	101-20200	296.74
12/17	12/21/2017	47915	2574	ITL PATCH COMPANY, INC.	101-20200	216.50
12/17	12/21/2017	47916	496	JOHN HIRSCHS	101-20200	336.70
12/17	12/21/2017	47917	7	JOHNSON BROTHERS LIQUOR CO	609-20200	1,559.94
12/17	12/21/2017	47918	5	KAWALEK TRUCKING	609-20200	182.00
12/17	12/21/2017	47919	131	MACQUEEN EQUIPMENT INC	603-20200	12.23
12/17	12/21/2017	47920	1789	MADDEN GALANTER HANSEN, LLP	101-20200	135.00
12/17	12/21/2017	47921	17	MCDONALD DISTRIBUTING CO	609-20200	10,587.23
12/17	12/21/2017	47922	616	MENARDS - CAMBRIDGE	601-20200	328.24
12/17	12/21/2017	47923	1536	MINNESOTA DEED	219-20200	2,331.95
12/17	12/21/2017	47924	264	MN DEPT OF AGRICULTURE	101-20200	40.00
12/17	12/21/2017	47925	329	MN RURAL WATER ASSN	602-20200	460.00
12/17	12/21/2017	47926	2080	MVTL LABORATORIES INC	602-20200	172.80
12/17	12/21/2017	47927	1290	NAPA AUTO PARTS	101-20200	236.56
12/17	12/21/2017	47928	2553	O'REILLY	101-20200	2.79
12/17	12/21/2017	47929	617	PAUSTIS & SONS	609-20200	291.50
12/17	12/21/2017	47930	44	PHILLIPS WINE & SPIRITS INC	609-20200	736.75
12/17	12/21/2017	47931	2551	POLLARD WATER	601-20200	340.10
12/17	12/21/2017	47932	2031	RESOURCE TRAINING	861-20200	36,846.50
12/17	12/21/2017	47933	1113	RJM DISTRIBUTING INC	609-20200	219.80
12/17	12/21/2017	47934	2028	SELECTACCOUNT	861-20200	72.00
12/17	12/21/2017	47935	1361	STAPLES ADVANTAGE	101-20200	195.39
12/17	12/21/2017	47936	2156	SUMMIT COMPANIES	101-20200	134.00
12/17	12/21/2017	47937	2561	TM JOHNSON BROS INC	101-20200	94.00
12/17	12/21/2017	47938	1740	TOSHIBA FINANCIAL SERVICES	108-20200	311.70
12/17	12/21/2017	47939	42	VIKING COCA-COLA BOTTLING CO	609-20200	402.30
12/17	12/21/2017	47940	380	WAL MART	101-20200	98.86
12/17	12/21/2017	47941	4	WATSON CO INC	609-20200	2,591.62
Grand Totals:						92,287.93

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	12/29/2017	47945	1141	ASSURANT EMPLOYEE BENEFITS	603-20200	520.54
12/17	12/29/2017	47946	9	BERNICKS PEPSI-COLA	609-20200	373.00
12/17	12/29/2017	47947	1500	BOLTON & MENK INC	603-20200	15,865.16
12/17	12/29/2017	47948	2570	BORU, ANTHONY	101-20200	80.00
12/17	12/29/2017	47949	2319	BREAKTHRU BEVERAGE	609-20200	6,036.21
12/17	12/29/2017	47950	2321	C EMERY NELSON INC	602-20200	287.94
12/17	12/29/2017	47951	421	CARGILL INC	101-20200	1,371.50
12/17	12/29/2017	47952	120	CONNEXUS ENERGY	101-20200	17,450.25
12/17	12/29/2017	47953	8	DAHLHEIMER DISTRIBUTING CO	609-20200	11,471.55
12/17	12/29/2017	47954	1941	DELTA DENTAL	861-20200	3,082.60
12/17	12/29/2017	47955	55	ECM PUBLISHERS INC	101-20200	567.45
12/17	12/29/2017	47956	346	EDAM	108-20200	295.00
12/17	12/29/2017	47957	2575	ELLINGSON, LYNDA	101-20200	106.88
12/17	12/29/2017	47958	2576	FRED PRYOR SEMINARS	101-20200	178.00
12/17	12/29/2017	47959	160	HAWKINS INC	601-20200	2,926.92
12/17	12/29/2017	47960	1534	J. J. TAYLOR	609-20200	1,202.88
12/17	12/29/2017	47961	7	JOHNSON BROTHERS LIQUOR CO	609-20200	13,451.36
12/17	12/29/2017	47962	5	KAWALEK TRUCKING	609-20200	224.80
12/17	12/29/2017	47963	17	MCDONALD DISTRIBUTING CO	609-20200	15,510.13
12/17	12/29/2017	47964	616	MENARDS - CAMBRIDGE	101-20200	297.46
12/17	12/29/2017	47965	1846	MJL CONTRACTING	602-20200	915.00
12/17	12/29/2017	47966	2080	MVTL LABORATORIES INC	602-20200	43.20
12/17	12/29/2017	47967	2467	NORTHERN TECHNOLOGIES INITIATI, INC	108-20200	850.00
12/17	12/29/2017	47968	2553	O'REILLY	101-20200	28.54
12/17	12/29/2017	47969	44	PHILLIPS WINE & SPIRITS INC	609-20200	7,582.08
12/17	12/29/2017	47970	2028	SELECTACCOUNT	603-20200	25.32
12/17	12/29/2017	47971	2028	SELECTACCOUNT	861-20200	225.20
12/17	12/29/2017	47972	1361	STAPLES ADVANTAGE	101-20200	260.67
12/17	12/29/2017	47973	890	T & S TROPHIES	101-20200	48.00
12/17	12/29/2017	47974	42	VIKING COCA-COLA BOTTLING CO	609-20200	365.19
12/17	12/29/2017	47975	780	WINE MERCHANTS	609-20200	312.00
Grand Totals:						101,954.63

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

CONTRACTOR'S PAY REQUEST NO. 3 **2017 PALOMINO ROAD IMPROVEMENTS** **SAP 245-108-001** **CITY OF ISANTI, MINNESOTA** **BMI PROJECT NO. R13.112450**	DISTRIBU CONTRACTOR (1) OWNER (1) ENGINEER (1) BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	$591,312.55
TOTAL, COMPLETED WORK TO DATE	$516,879.50
TOTAL, STORED MATERIALS TO DATE	$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	$516,879.50
RETAINED PERCENTAGE (5%)	$25,843.98
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$491,035.53
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$484,879.53
PAY CONTRACTOR AS ESTIMATE NO. 3	$6,156.00

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 12/18/2017

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 12/15/2017

APPROVED FOR PAYMENT:
OWNER: City of Isanti, Minnesota

By _____
Name Title Date

And _____
Name Title Date

G	$1,000.00	1	LUMP SUM	$1,000.00	1	LUMP SUM	$1,00
REMOVAL	$2.00	166	SQ FT	$332.00	0	SQ FT	$
TER	$1.60	4424	LIN FT	$7,078.40	3979	LIN FT	$6,36
(STORM)	$10.00	66	LIN FT	$660.00	66	LIN FT	$66
WALK	$1.85	860	SQ FT	$1,591.00	810	SQ FT	$1,49
RIVEWAY PAVEMENT	$3.00	185	SQ YD	$555.00	200	SQ YD	$60
DRIVEWAY PAVEMENT	$1.00	136	SQ YD	$136.00	191.4	SQ YD	$19
R CATCH BASIN	$350.00	1	EACH	$350.00	1	EACH	$35
	$25.00	2	EACH	$50.00	0	EACH	$
AVEMENT (FULL DEPTH)	$3.00	102	LIN FT	$306.00	112	LIN FT	$33
PAVEMENT (FULL DEPTH)	$3.00	317	LIN FT	$951.00	410.5	LIN FT	$1,23
SIGN	$125.00	11	EACH	$1,375.00	1	EACH	$12
WATERMAIN	$6.50	480	LIN FT	$3,120.00	0	LIN FT	$
BRICK PAVERS	$15.00	214	SQ FT	$3,210.00	54	SQ FT	$81
(EV) (P)	$15.00	354	CU YD	$5,310.00	354	CU YD	$5,31
ON (EV)	$15.00	250	CU YD	$3,750.00	799	CU YD	$11,98
MATERIAL (LV)	$4.00	3575	CU YD	$14,300.00	3575	CU YD	$14,30
E FROM STOCKPILE (SV)	$6.00	1694	CU YD	$10,164.00	1694	CU YD	$10,16
NG (CV) CLASS 2	$50.00	20	CU YD	$1,000.00	20	CU YD	$1,00
TION	$0.65	7685	SQ YD	$4,995.25	6818	SQ YD	$4,43
PECIAL	$24.50	70	SQ YD	$1,715.00	75.6	SQ YD	$1,85
URSE MIX (2,B), 1.5" THICK	$5.35	7620	SQ YD	$40,767.00	0	SQ YD	$
AR COURSE MIX (2,B), 2.5" THICK	$8.00	7620	SQ YD	$60,960.00	7330	SQ YD	$58,64
AINING WALL	$28.00	70	SQ FT	$1,960.00	0	SQ FT	$
ASS V	$45.00	86	LIN FT	$3,870.00	86	LIN FT	$3,87
G WATERMAIN	$950.00	7	EACH	$6,650.00	7	EACH	$6,65
& BOX	$200.00	8	EACH	$1,600.00	0	EACH	$
	$1,230.00	7	EACH	$8,610.00	7	EACH	$8,61
	$1,600.00	3	EACH	$4,800.00	3	EACH	$4,80
	$2,210.00	4	EACH	$8,840.00	4	EACH	$8,84
	$3,700.00	6	EACH	$22,200.00	6	EACH	$22,20
P	$560.00	22	EACH	$12,320.00	23	EACH	$12,88
	$245.00	22	EACH	$5,390.00	23	EACH	$5,63
E	$18.40	760	LIN FT	$13,984.00	726	LIN FT	$13,35
E IRON CLASS 52	$35.00	97	LIN FT	$3,395.00	90	LIN FT	$3,15
E IRON CLASS 52	$36.00	126	LIN FT	$4,536.00	120	LIN FT	$4,32
ILE IRON CLASS 52	$42.00	2008	LIN FT	$84,336.00	2006	LIN FT	$84,25
	$6.50	1836	POUNDS	$11,934.00	1653	POUNDS	$10,74

ROTECTION	$200.00	13	EACH	$2,600.00	6	EACH	$1,20
CTION EXIT	$700.00	1	LUMP SUM	$700.00	1	LUMP SUM	$70
)W (LV)	$18.00	159	CU YD	$2,862.00	0	CU YD	$
	$5.15	3516	SQ YD	$18,107.40	0	SQ YD	$
	$1.00	120	LIN FT	$120.00	0	LIN FT	$
	$8.75	115	LIN FT	$1,006.25	0	LIN FT	$
Y	$1.00	430	LIN FT	$430.00	0	LIN FT	$
	$5.00	306	SQ FT	$1,530.00	0	SQ FT	$
TOTAL AMOUNT:				**$591,312.55**			**$510,39**

L.4.

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George A. Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: January 2, 2018

SUBJECT: **TEMPORARY HOUR INCREASE FOR CODE ENFORCEMENT/ZONING TECHNICIAN**

Background
As you all know, Building Official Nick Henly left us on December 22nd and the City is in the process of hiring on a contract building inspection service company. There will be limited office hours of the contract company, but many walk-ins will be handled (as much as we can) by CEZT Lindholm and I. This will also include review of zoning permits, rental inspections, and fence permits.

Request
I am requesting that the Code Enforcement/Zoning Technician is permitted an increase in hours from 20 to 29 weekly for a temporary time. Currently, the CEZT works 20 hours per week, 8 a.m. to 12 p.m. Monday to Friday at an hourly rate of $17.27 per hour. While we are down a person in our department with the departure of Nick, it will be crucial for workload and constituent services to be provided without interruption.

Fiscal Impact
The 2018 Budget included $2,400 for a Building Inspection Intern. I would ask that this money is used instead to cover the costs of the increased hours for the CEZT during this time of transition.

RESOLUTION 2018-XXX

A RESOLUTION TEMPORARILY INCREASING HOURS FOR CODE ENFORCEMENT/ZONING TECHNICIAN MATT LINDHOLM

WHEREAS, Building Official Nick Henly has submitted his resignation as the Isanti Building Official effective December 22, 2017; and,

WHEREAS, the City of Isanti has contracted interim building inspection services through MNSpect, LLC, while a suitable replacement is found; and,

WHEREAS, the City of Isanti Community Development Department oversees enforcement of Zoning Ordinances; and,

WHEREAS, as part of the interim building inspection services provided by MNSpect, LLC, does not include zoning and land-use review; and,

WHEREAS, Matt Linholm has served as the Code Enforcement/Zoning Technician for the City of Isanti since December 2015 and has worked on zoning review since that time; and,

WHEREAS, Matt Lindholm currently works 20 hours per week; and,

WHEREAS, with Building Official Nick Henly's resignation, it will be important to have coverage and thorough review of zoning for new construction projects.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Isanti hereby approve a temporary increase of working hours for Matt Lindholm from 20 hours per week up to 29 hours per week. **BE IT FURTHER RESOLVED** that Matt Lindholm's pay will be consistent with the approved 2018 budget.

Approved this 2nd day of January, 2018.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
City Clerk/Human Resources

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: December 27, 2017

Subject: Ordinance to Amend the Code of the City of Isanti, Chapter 325, Water

---

Attached for your consideration is the proposed Ordinance to adopt the new water accessibility fee structure. Per a review of the water fund and fee, the Finance Committee is recommending a $1250.00 reduction in the fee for 2018. After 2018 the fees are scheduled to increase 3% per year. The attached ordinance / schedule reflects the proposed change in fees.

ORDINANCE NO. ____

AN ORDINANCE TO AMEND THE CODE FOR THE CITY OF ISANTI, CHAPTER 325, WATER

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 325-4 Water Availability and use charges, Attachment A, Water Rate and Water Availability Charge Table.

The Water Rate and Water Availability Charge (WAC) Table is amended as attached:

EFFECTIVE DATE:
This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper.

Adopted by the City Council this 2nd day of January, 2018.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

Posted On: 12-19-2017
Reading Date: 12-19-2017
Publication Date: 12-19-2017
Effective Date: 1-2-2018

WATER

325 Attachment 1

City of Isanti

Water Rate Table

			Usage per 1,000 Gallons		
Year	**WAC Fee**	**Base Fee**	**Up to 10,000 gallons**	**10,001 to 25,000 gallons**	**Over 25,000 gallons**
2016	$ 3,677	$ 16.90	$ 2.99	$ 3.74	$ 4.67
2017	$ 3,787	$ 12.68	$ 2.99	$ 3.74	$ 4.67
2018	$ 2,537	$ 13.06	$ 3.08	$ 3.85	$ 4.81
2019	$ 2,613	$ 13.45	$ 3.17	$ 3.97	$ 4.95
2020	$ 2,692	$ 13.85	$ 3.27	$ 4.09	$ 5.10

Commercial Base Fee Consumption Schedule

Consumption	# of Base Fees
0 – 5,000 Gallons	1 Base Fee
5,001 – 15,000 Gallons	2 Base Fees
15,001 – 30,000 Gallons	3 Base Fees
30,001 – 50,000 Gallons	4 Base Fees
50,001 – 75,000 Gallons	5 Base Fees
75,001 – 105,000 Gallons	6 Base Fees
105,001 – 140,000 Gallons	7 Base Fees
140,001 – 180,000 Gallons	8 Base Fees
180,001 – 225,000 Gallons	9 Base Fees
225,001 – 275,000 Gallons	10 Base Fees
**Additional usage shall result in proportionately higher base fees in accordance with the foregoing schedule. For example, consumption of 275,001 – 330,000 gallons would result in 11 base fees, 330,001 – 390,000 gallons would result in 12 base fees, and so on.	

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: December 27, 2017

Subject: Ordinance to Amend the Code of the City of Isanti, Chapter 260, Sewer

---

Attached for your consideration is the proposed Ordinance to adopt the new water accessibility fee structure. Per a review of the sewer fund and fee, the Finance Committee is recommending a $1250.00 reduction in the fee for 2018. After 2018 the fees are scheduled to increase 3% per year. The attached ordinance / schedule reflects the proposed change in fees.

ORDINANCE NO. ____

AN ORDINANCE TO AMEND THE CODE FOR THE CITY OF ISANTI, CHAPTER 260, SEWER

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 260-8. Sewer availability and usage charges, Attachment A, Sewer Rate Table.

Section 260, Attachment A, Sewer Rate Table is amended as attached:

EFFECTIVE DATE:
This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper.

Adopted by the City Council this 2nd day of January, 2018.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

Posted On: 12-19-2017
Reading Date: 12-19-2017
Publication Date: 12-19-2017
Effective Date: 1-2-2018

SEWERS

260 Attachment 1

City of Isanti

Sewer Rate Table

Year	SAC Fee	Base Fee	Usage per 1,000 Gallons		
			Up to 10,000 gallons	10,001 to 25,000 gallons	Over 25,000 gallons
2016	$ 4,306	$ 22.86	$ 7.26	$ 9.08	$ 11.34
2017	$ 4,435	$ 11.43	$ 7.26	$ 9.08	$ 11.34
2018	$ 3,185	$ 11.77	$ 7.48	$ 9.35	$ 11.68
2019	$ 3,281	$ 12.13	$ 7.70	$ 9.63	$ 12.03
2020	$ 3,379	$ 12.49	$ 7.93	$ 9.92	$ 12.39

Commercial Base Fee Consumption Schedule

Consumption	# of Base Fees
0 – 5,000 Gallons	1 Base Fee
5,001 – 15,000 Gallons	2 Base Fees
15,001 – 30,000 Gallons	3 Base Fees
30,001 – 50,000 Gallons	4 Base Fees
50,001 – 75,000 Gallons	5 Base Fees
75,001 – 105,000 Gallons	6 Base Fees
105,001 – 140,000 Gallons	7 Base Fees
140,001 – 180,000 Gallons	8 Base Fees
180,001 – 225,000 Gallons	9 Base Fees
225,001 – 275,000 Gallons	10 Base Fees
**Additional usage shall result in proportionately higher base fees in accordance with the foregoing schedule. For example, consumption of 275,001 – 330,000 gallons would result in 11 base fees, 330,001 – 390,000 gallons would result in 12 base fees, and so on.	

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and Members of City Council
From: Finance Director Betker
Date: December 27th, 2017
Subject: Proposed Stormwater Rate Adjustment

Background:
At its September 7th 2017 meeting the Finance Committee authorized staff to move forward with an in-house Storm Water Rate Study. At its November 9th 2017 meeting the Finance Committee reviewed the attached rate study and recommended that the City Council consider the proposed rate structure at the Council's January 2nd 2018 meeting.

Current Action:
Consider resolution to amend Attachment 1, Appendix A as referenced in section 281-4 of the Isanti City Code. Appendix A has not been amended since its original adoption on November 19th 2013.

Attachments:
- November 2017 Stormwater Rate Study
- Ordinance to Amend the Code for the City of Isanti, Chapter 281, Stormwater

November, 2017

Storm Water Rate Study

Prepared By: Finance Director Betker

Storm Water Drainage Utility

The storm water fund was created by resolution in September of 2013 to manage and fund the construction and maintenance of the storm water drainage system. In creating the Storm Water Drainage Utility, Council directed that the Utility shall not provide financing for past due debt or generate a return on investment for the City. Charges for parcels within city limits are based on Equivalent Residential Units, or ERU's. One ERU is defined as the average impervious area of a 100 parcel random sample of R-1 zoned developed lots. One ERU was found to equal 3,765 square feet.

Developed Residential Lots are assigned one ERU. The Non-Residential Lot ERU is determined based on actual impervious area on the parcel divided by 3,765. A minimum of .25 ERU is assigned to all parcels. Each parcel pays a monthly or semiannual fee based on calculated ERU's for that parcel at a rate of $6.43 per ERU per month.

City projects have, and will continue to include, repair and maintenance of drainage systems, storm water ponds, and other wetland outlets. Increasingly strict state mandates, intended to improve water quality, have increased costs for the Storm Water Utility.

Thru 2021 the City anticipates spending nearly $475,000 for storm apron maintenance, pond dredging and vegetation clearing.

MAINTENANCE COST SUMMARY					
Funding Type: Local					
Year	Inflation%	Storm Apron Maintenance	Pond Dredging	Vegetation/Clearing	Maintenance Total
2017		$ 24,000	$ -	$ 6,000	$ 30,000
2018	3%	$ 79,310	$ 20,600	$ 4,120	$ 104,030
2019	3%	$ 112,986	$ -	$ 2,122	$ 115,108
2020	3%	$ 83,594	$ 10,927	$ 8,742	$ 103,263
2021	3%	$ 100,170	$ 11,255	$ 9,004	$ 120,429
	Total	*$ 400,060*	*$ 42,782*	*$ 29,988*	*$ 472,830*

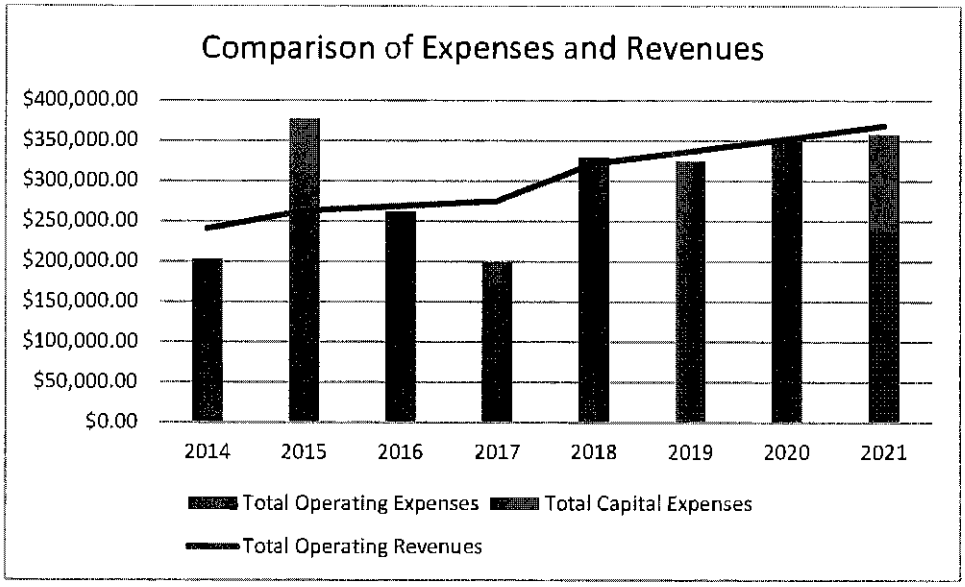
On February 25th, 2015 the City received notice from the Minnesota Pollution Control Agency (MPCA) that per the designation as a Municipal Separate Storm Sewer System (MS4) community, a permit application would need to be completed. MS4 communities are required to develop and implement a storm water pollution prevention program (SWPPP) to reduce the discharge of pollutants from their storm sewer system. The costs associated with compliance are significant. The City has budgeted more than $39,000 in 2018 alone to pay for assistance from City Engineer; Bolton and Menk, to maintain compliance with the regulations set forth by the MS4 designation and required general permit.

Proposed Storm Water Rates

Year	2014	2015	2016	2017	2018	2019	2020	2021
Rate per ERU per month	$6.43	$6.43	$6.43	$6.43	***$7.43***	***$7.65***	***$7.88***	***$8.12***
Change from prior year		$0.00	$0.00	$0.00	+ $1.00	+ 3.00%	+ 3.00%	+ 3.00%

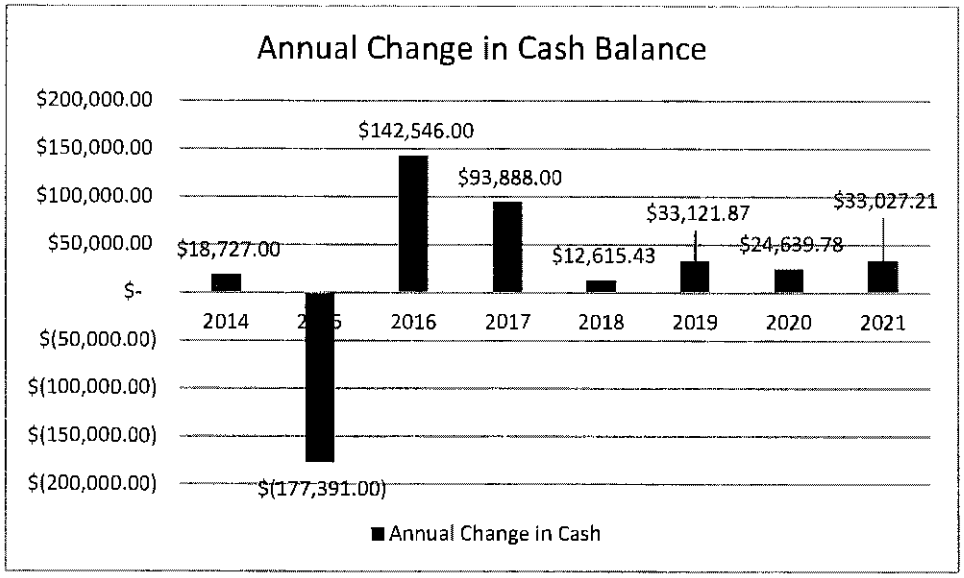
Expenses and Revenues

The proposed storm water rates for 2018-2021 are sufficient to cover known and projected operating and capital expenditures. Capital expenditures are based on the Storm Sewer Apron & Pond Inventory Report prepared by Bolton & Menk and presented to the Council in September of 2016. Operating expenditures are projected to rise an average of 3.00% annually.



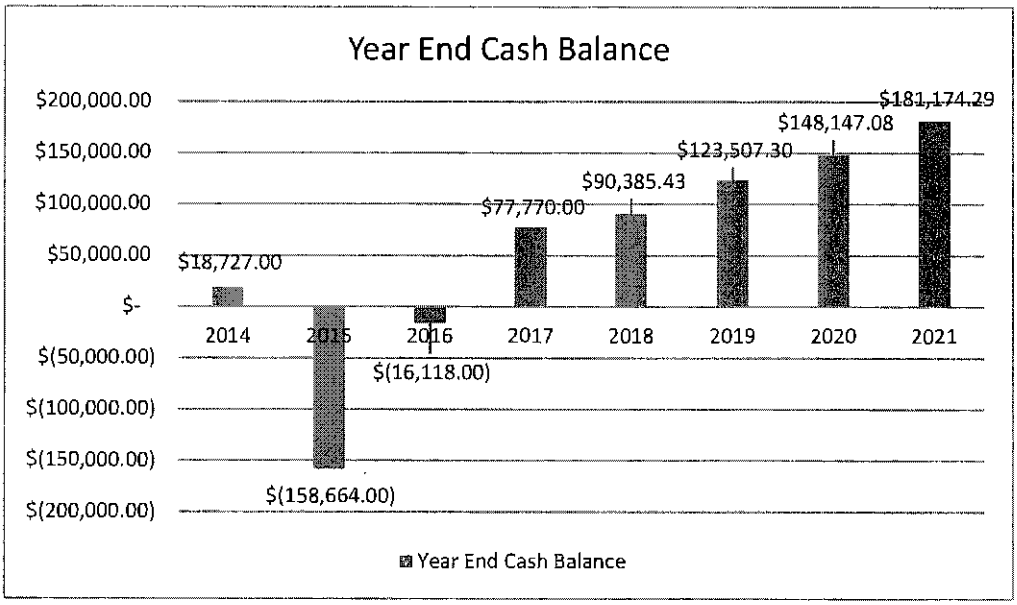
Annual Net Margin

The proposed rate structure improves the cash position of the Storm Water Fund by an average of $25,851 per year from 2018 thru 2021, after operating and capital expenses have been considered. This average annual improvement in cash position will allow the City flexibility to adjust to unforeseen requirements of the MS4 permit process annually, without having to revisit the rate structure prior to 2021.



Cash Position

The purpose of improving the cash position of the Fund is to allow the City to fund routine improvements; capital or otherwise, with cash on hand, reserving the use of debt for major improvements and reducing the risk of incurring financing costs on small general obligation revenue bonds that may only total 250k-500k and make placement difficult, hence further increasing the cost to borrow money. Borrowing costs can be significant; paying 125k in interest on a 500k bond issue is possible. Furthermore, incurring debt and the associated costs moves the burden of storm water expense forward in time, thereby asking future residents to pay for past improvements. This is not inherently adverse but should be understood.



City of Isanti								
Stormwater Fund (603)								
Average Monthly ERU's	3,397	3,405	3,483	3,564	3,607	3,665	3,723	3,781
Stormwater Monthly Fee Per ERU	$ 6.43	$ 6.43	$ 6.43	$ 6.43	$ 7.43	$ 7.65	$ 7.88	$ 8.12
Expense Inflation						3.00%	3.00%	3.00%
	Per Financial Statements			Preliminary	Budget	Projected		
	2014	2015	2016	2017	2018	2019	2020	2021
Revenues								
Sales	$ 240,275.00	$ 262,741.00	$ 268,770.00	$ 275,000.00	$ 321,611.43	$ 336,576.87	$ 352,150.78	$ 368,356.21
Total Operating Revenues	$ 240,275.00	$ 262,741.00	$ 268,770.00	$ 275,000.00	$ 321,611.43	$ 336,576.87	$ 352,150.78	$ 368,356.21
Expenses								
Personnel Services	$ 42,685.00	$ 52,670.00	$ 41,057.00	$ 55,524.00	$ 74,522.00	$ 76,800.00	$ 79,100.00	$ 81,500.00
Supplies	$ 4,321.00	$ 6,690.00	$ 13,425.00	$ 7,647.00	$ 10,397.00	$ 10,700.00	$ 11,000.00	$ 11,300.00
Professional Services	$ 12,353.00	$ 27,040.00	$ 58,295.00	$ 56,930.00	$ 100,213.00	$ 103,200.00	$ 106,300.00	$ 109,500.00
Communications	$ -	$ 588.00	$ -	$ 915.00	$ 1,015.00	$ 1,000.00	$ 1,000.00	$ 1,000.00
Insurance	$ 194.00	$ 711.00	$ 936.00	$ 948.00	$ 1,119.00	$ 1,200.00	$ 1,200.00	$ 1,200.00
Utilities	$ 3,008.00	$ 3,746.00	$ 3,587.00	$ 3,105.00	$ 3,800.00	$ 3,900.00	$ 4,000.00	$ 4,100.00
Repairs & Mainenance	$ 5,265.00	$ 2,962.00	$ 5,954.00	$ 23,293.00	$ 6,200.00	$ 6,400.00	$ 6,600.00	$ 6,800.00
Depreciation	$ 5,872.00	$ 20,409.00	$ 36,991.00	$ 20,500.00	$ 20,500.00	$ 21,100.00	$ 21,700.00	$ 22,400.00
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Operating Expenses	$ 73,698.00	$ 114,816.00	$ 160,245.00	$ 168,862.00	$ 217,766.00	$ 224,300.00	$ 230,900.00	$ 237,800.00
Operating Income (Loss)	$ 166,577.00	$ 147,925.00	$ 108,525.00	$ 106,138.00	$ 103,845.43	$ 112,276.87	$ 121,250.78	$ 130,556.21
Cash Flow								
Operating Income (Loss)	$ 166,577.00	$ 147,925.00	$ 108,525.00	$ 106,138.00	$ 103,845.43	$ 112,276.87	$ 121,250.78	$ 130,556.21
Depreciation	$ 5,872.00	$ 20,409.00	$ 36,991.00	$ 20,500.00	$ 20,500.00	$ 21,100.00	$ 21,700.00	$ 22,400.00
Other Receipts	$ 944.00	$ 174.00	$ 1,484.00	$ -	$ -	$ -	$ -	$ -
Net Change in Assets	$ (32,638.00)	$ (3,782.00)	$ 4,827.00	$ 2,500.00	$ 2,500.00	$ 2,500.00	$ 2,500.00	$ 2,500.00
Net Change in Deferred Outflows	$ -	$ 421.00	$ (10,656.00)	$ (5,000.00)	$ (2,500.00)	$ (2,500.00)	$ (2,500.00)	$ (2,500.00)
Net Change in Liabilities	$ 7,768.00	$ 15,909.00	$ (591.00)	$ 750.00	$ 750.00	$ 750.00	$ 750.00	$ 750.00
Net Change in Deferred Inflows	$ -	$ (1,727.00)	$ (730.00)	$ (1,250.00)	$ (1,250.00)	$ (1,250.00)	$ (1,250.00)	$ (1,250.00)
Grant Funds	$ -	$ -	$ 105,111.00	$ -	$ -	$ -	$ -	$ -
Capital Acquisition	$ (129,502.00)	$ (262,079.00)	$ (101,515.00)	$ (30,000.00)	$ (111,480.00)	$ (100,255.00)	$ (118,561.00)	$ (120,429.00)
Investment Income	$ (294.00)	$ (273.00)	$ (900.00)	$ 250.00	$ 250.00	$ 500.00	$ 750.00	$ 1,000.00
Transfers	$ -	$ (94,368.00)	$ -	$ -	$ -	$ -	$ -	$ -
Net Cash Flow	$ 18,727.00	$ (177,391.00)	$ 142,546.00	$ 93,888.00	$ 12,615.43	$ 33,121.87	$ 24,639.78	$ 33,027.21
Beginning Cash	$ -	$ 18,727.00	$ (158,664.00)	$ (16,118.00)	$ 77,770.00	$ 90,385.43	$ 123,507.30	$ 148,147.08
Ending Cash	$ 18,727.00	$ (158,664.00)	$ (16,118.00)	$ 77,770.00	$ 90,385.43	$ 123,507.30	$ 148,147.08	$ 181,174.29

ORDINANCE NO. XXX

AN ORDINANCE TO AMEND THE CODE FOR THE CITY OF ISANTI, CHAPTER 281, STORMWATER

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 281-4. Calculation of Fee, Attachment 1, Appendix A, Stormwater Rate Table.

Section 281-4, Attachment 1, Appendix A, Stormwater Rate Table is amended as attached:

EFFECTIVE DATE:
This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper.

Adopted by the City Council this 2nd day of January 2018.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

Posted On: 12-19-2017
Reading Date: 12-19-2017
Publication Date: 12-19-2017
Effective Date: 1-2-2018

STORMWATER

281 Attachment 1

City of Isanti

Appendix A
Stormwater Rate Table

Year	Equivalent Residential Unit Rate
2018	$7.43 per month
2019	$7.65 per month
2020	$7.88 per month
2021	$8.12 per month

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer and City Council**

From: Don Lorsung, City Administrator

Date: December 27, 2017

Subject: Ordinance Amending the Code of the City of Isanti, Chapter 160 Fees

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Attached for your consideration is an Ordinance Amending City Code Chapter 160, Fees. The ordinance contains the terminology changes in Resolution 2017-307, Adopting City Fees, which was approved by the City Council at the December 19, 2017 meeting.

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

Sewer and Water Department

Meter (5/8 & 3/4 inch)
- Full Meter
- Orion Radio
- HRE Body
- Copper Horn

Meter Connections/Fittings
Water Disconnect
- After Hours

Water Reconnect
- After Hours

Water Meter History Report

Street Department

Labor – During Work Hours
Labor- After Hours
Skidsteer, V Plow/ Brush Hog/Grapple Bucket Attachment

DELETE

Administration

Street Block Party Deposit

Sewer and Water Department

Meter (5/8 & 3/4 inch)
- Head
- Body

Street Department

Magikist Line Thawer with Operator
Self-propelled Broom
Rollers
Brush Hog (for single axle truck)
Sewer Jet Rodding Machine
Small Trencher
Snow Blower

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 2nd day of January, 2018.

Mayor George A. Wimmer

Attest:

Katie Brooks
Human Resources/City Clerk

Posted On: 12-19-2017
Reading Date: 12-19-2017
Publication Date: 12-19-2017
Effective Date: 1-2-2018

A Community For Generations.

Isanti

Request for City Council Action

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

From: Chief Gene C. Hill

Date: December 28, 2017

Subject: Peace Officer Lowell Schwieger Resignation

MEMO

Background:

The City of Isanti received the resignation of Part-time Peace Officer Lowell Schwieger. Officer Schwieger's fulltime employment along with other obligations forces him to leave employment. Officer Schwieger leave employment in good standing and would be eligible for rehire in the future. Attached is his letter to the City and his last day of employment will be 12/31/2017. He has turned in all City owned property.

Action:

I ask that the City Council take action on accepting the resignation of Lowell Schwieger who is leaving in good standing and to immediately fill his vacancy caused by his resignation.

Thank you for your consideration,

Chief Gene C. Hill

12-18-2017

Chief Gene Hill

Isanti Police Department

401 S 1st Ave

Isanti, Mn 55040

Chief Hill,

Please accept this letter as a notification of my resignation. My last day will be on 12-31-2017. It has been a pleasure to work as a Police Officer for Isanti City. Unfortunately, I feel that it is time for me to move on to the new challenges and opportunities that have been presented to me at my current employment. I am sincerely grateful and appreciate being able to work for the Isanti Police Department. Thank you for all the memories and friends that I have made over the last 11 years with the department. I wish you all the best!

Regards,

Lowell Schwieger

Lowell Schwieger

RESOLUTION 2018-XXX

RESOLUTION ACCEPTING PART-TIME PD OFFICER LOWELL SCHWEIGER'S LETTER OF RESIGNATION

WHEREAS, Peace Officer Lowell Schwieger has submitted a letter of resignation to the City of Isanti and presented this to Chief of Police Gene C. Hill on December 28, 2017; and,

WHEREAS, the effective date of this resignation is December 31, 2017; and,

WHEREAS, Officer Schwieger is leaving employment in good standing; 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 Peace Officer Lowell Schwieger is hereby accepted effective December 31, 2017

2. That Human Resources/City Clerk and Chief Hill are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 2nd day of January, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

L.10.

Request for City Council Action

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

From: Chief Gene C. Hill

Date: December 28, 2017

Subject: Isanti Police Reserve Termination

MEMO

Background:

The City of Isanti has previously established 12 positions within the Police Department to be Isanti Police Reserves. This is a civilian group that assists the PD with special events and extra patrols within the park and trail system.

Probationary Reserve Officer Brent Tholen had several performance coaching sessions with Lt. Travis Muyres on 12/13/2017, 12/16/2017, 12/22/2017 and on 12/27/2017. Mr. Tholen has demonstrated lack of good judgement even after the coaching sessions by not changing his pattern of behavior.

Action:

I ask that the City Council take action in terminating Mr. Tholen's volunteer position from the Isanti Police Reserves.

Thank you for your consideration,

Chief Gene C. Hill

RESOLUTION NO. 2018 -

RESOLUTION TERMINATING ISANTI PROBATIONARY POLICE RESERVE BRENT THOLEN

WHEREAS, the Isanti Police Reserves are a valuable asset to the community and that the behavior of Mr. Tholen was of poor judgement and conduct unbecoming of an Isanti Police Reserve; and

WHEREAS, the effective date of this resignation will be, January 2, 2018; and

WHEREAS, the City Council authorizes the Chief of Police to fill this vacancy with a viable candidate; and

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA as follows:

1. That Mr. Tholen be terminated as an Isanti Police Reserve.

2. That the Chief of Police is authorized to fill the vacancy that has been created.

This resolution was duly adopted by the Isanti City Council this 2nd day of January, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

RESOLUTION 2018-

A RESOLUTION APPROVING STAFF TO SUBMIT APPLICATIONS FOR GRANTS PERTAINING TO ACTIVITIES IN PARKS, RECREATION AND CULTURE DEPARTMENT FOR 2018

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 2018 grant opportunities that pertain to Community Events & Parks.

This Resolution hereby approved by the Isanti City Council this 2nd day of January 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2018-XXX

RESOLUTION ENDING PROBATIONARY PERIOD AND PROMOTION TO FULL TIME PERMANENT EMPLOYEE STATUS FOR HUMAN RESOURCES/CITY CLERK KATIE BROOKS

WHEREAS, the City offered employment to Ms. Katie Brooks as the Human Resources/ City Clerk for the City of Isanti with a start date of June 30th, 2017; and

WHEREAS, the City of Isanti's Personnel Policy requires a six-month probationary period for new employees of the City; and

WHEREAS, Ms. Katie Brooks has successfully completed her probationary period and is recommended by her Supervisor, City Administrator Don Lorsung, to place her 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 Ma. Katie Brooks, effective from December 29th, 2017 obtains permanent status as a full-time employee of the City of Isanti in the position of Human Resource / City Clerk 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 2nd day of January, 2018.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
December 19, 2017

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:29 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, Jim Kennedy, and Jeff Miller.

Members Absent: None.

Staff Present: Ryan Kernosky, Community Development Director

1D. Agenda Modifications.

Director Kernosky stated that there were no Agenda Modifications, Motion by Lundeen, second by Collison to approve the Meeting Agenda. Motion was unanimously approved.

2. Approval of Minutes from November 21, 2017 Planning Commission Meeting

Motion by Lundeen, second by Collison to approve the Meeting Minutes. Motion was unanimously approved.

3. Public Hearing

A. Request from Kwik Trip, Inc. for approval of Preliminary Plat "Kwik Trip 1019" pertaining to PID 16.040.0830 & PID 16.053.0010.

Director Kernosky provided the Commission an overview of the request from Kwik Trip Inc. Mr. Kernosky stated that the applicant has a purchase agreement with the owner of the former Riverside Market. Mr. Kernosky continued to say that because the property was previously platted, a new plat is required because the use of the property uses both parcels. The request is to combine the two parcels into one large parcel.

Director Kernosky also stated that the County has reviewed the plat and requested that a 60 foot right of way off of CSAH 5 is dedicated to the county for a right turn lane. Staff is recommending approval with the conditions stipulated in the Resolution.

Mayor Wimmer opened the Public Hearing at 7:32 p.m.

Mayor Wimmer closed the Public Hearing at 7:32 p.m.

Mayor Wimmer stated that the plat is consistent with what the City was presented with earlier this year.

Mr. Bergely stated that the discussion about either a round-a-bout or a stop light has been brought up for the E Dual Blvd and CSAH 5 intersection. Those options are up to the County and at this time they don't believe that it's needed.

Motion by Lundeen, second by Lorinser to recommend approval of Resolution 2017-XXX approving the Preliminary Plat for Kwik Trip 1019 with conditions. Motion passed unanimously.

B. Request from Kwik Trip, Inc. for approval of a Conditional Use Permit and Site Plan/Building Appearance to construct a gas station, convenience store, and car wash on PID 16.040.0830 & PID 16.053.0010.

Director Kernosky provided an overview of the proposed site plan/building appearance and Conditional Use Permit for Kwik Trip. Mr. Kernosky stated that the standards for both the gas station, car wash, and convenience store meets the standards set forth in the zoning code. The property meets setback requirements. Staff is recommending approval with the conditions set forth in the Resolution.

Director Kernosky stated that the traffic light should be addressed in the future.

Mayor Wimmer stated that the structure on there will be removed at some point in the future. Dean George, representing Kwik Trip Inc, stated that demolition will happen sometime this winter, with construction commencing either late summer or early fall 2018. They hope to open the store by January 1, 2019.

Mayor Wimmer opened the public hearing at 7:39 p.m.

George Heman, 323 Palomino Road – Mr. Heman recommended that the entrance into the Kwik Trip should be moved to line up with Credit Union Drive to create a four-way intersection.

Mayor Wimmer stated that the City has been working on this issue with the County. The County will not install a controlled intersection without a four-way intersection, and that wouldn't happen until the City acquires right of way on the vacant parcel between the lift station and Minnco Credit Union.

Brian McKulla, 444 E Dual Blvd – Mr. McKulla stated that he was one of the owners at 444 E Dual Blvd, and that he supported the proposed Kwik Trip. Mr. McKulla stated the left and right turn lane on E Dual Blvd to CSAH 5 was poorly designed and should be looked at.

Mayor Wimmer closed the public hearing at 7:42 p.m.

Motion by Lundeen, second by Lorinser to recommend approval of Resolution 2017-XXX approving the site plan/building appearance and Conditional Use Permit with conditions. Motion passed unanimously.

4. Other Business.

A. None.

5. Other Communications.

A. None.

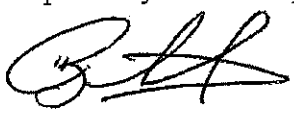
6. Adjournment

Motion by Lundeen, second by to Bergely to adjourn the December 19, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:45 p.m.

Dated at Isanti, Minnesota this 21st day of December, 2017.

Respectfully submitted,



Ryan Kernosky
Community Development Director

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, January 16, 2018 – 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. January 2, 2018 – Regular Meeting of the City Council

G. Citizens Input

H. Announcements

1. City Council Goal Setting Session	Monday, January 22, 2018 at 8:00 a.m.
2. Park, Recreation, & Culture Board	Tuesday, January 23, 2018 at 6:00 p.m.
3. City Council Meeting	Wednesday, February 7, 2018 at 7:00 p.m.
4. Economic Development Authority	Wednesday, February 7, 2018 *(Immediately following City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Interview Applicants for the Vacant Term Seat for Economic Development Authority Board (*Mayor Wimmer*)
    a. Consider Resolution to Appoint Candidate to Fill Vacant Economic Development Authority Board Seat
2. 3. Resolution 2018-XXX Approving a Special Event Permit Request for Celebrate Isanti 2018 (*Katie Everett)*
3. 4. Resolution 2018-XXX Approving a Special Event Permit Request for the 2018 Downtown Street Dances (*Katie Everett*)

<u>City Administrator Don Lorsung</u>

4. Ordinance No. XXX Approving the City of Isanti, Minnesota Annexing Land Located in Isanti Township, Isanti County, Minnesota Pursuant to Minnesota Statutes § 414.033 Subd. 3, Permitting Annexation by Ordinance

L. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $ 694,696.21 and Payroll in the amount of $91,397.19
2. Final Meeting Minutes for the December 5, 2017 Economic Development Authority Meeting
3. Resolution 2018-XXX Setting City Council Committee Meetings for Year 2018
4. Resolution 2018-XXX Approving the hiring of Caleb Molitor as Full-Time PW Maintenance Tech I
5. Resolution 2018-XXX Approving Gambling Permit for Ruffed Grouse Society – Rum River Chapter
6. Resolution 2018-XXX Approving the New Parks Rec and Culture Intern Job Description

M. Other Communications

1. Draft Minutes of the January 2, 2018 Economic Development Authority Meeting
2. December and Annual 2017 Police Department Reports
3. December and Annual 2017 Code Enforcement Officer Report
4. December Building Inspector Report
5. January Engineering Project Status Report

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JANUARY 2, 2018 – 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, Public Works Director Josi Wood, and Assistant City Engineer Jason Cook

Others Present: Jenny Garvey, Melissa Bettendorf, Tara Hallberg, Jeff Johnson, Dean George, Isanti County Commissioner Mike Warring

D. Adopt Agenda

Administrator Lorsung explained the agenda was amended by adding Items L.13 – Resolution Approving the 2018 Isantian Newsletter Ad Rates and Sponsorship Packages and L.14 – Resolution Authorizing the Purchase of City Promotional Bags

Motion by Lorinser, second by Collison to approve the agenda. Motion carried.

E. Proclamations/Commendations/Certificate Awards

1. City of Isanti - Recipient of MDH 2016 Water Fluoridation Quality Award

The Minnesota Department of Health announced that the City of Isanti has been awarded a Water Fluoridation Quality Award from the U.S. Centers for Disease Control and Prevention. There were 1,396 cities in 29 states that received the award for 2016, and in Minnesota there were only 104 of the possible 603 entities receiving it, with the City of Isanti being one of them. Nationally, nearly three quarters of the population is served by public water systems. The Public Works Department is to be commended.

2. Presentation of Green Steps City Signage

Public Works Director, Josi Wood, has taken the lead with the Green Steps Program and been instrumental in getting the City of Isanti to Step 4, which is a big milestone. The Green Steps Program, which is sponsored by and run through the Minnesota Pollution Control Department, gets the City to look at the environmental impact of all decisions and things that can be done for better environmental practices. The City of Isanti is the only Green Step City in the area.

F. Approve City Council Minutes

1. December 19, 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**	Monday, January 15, 2018 *(In observance of Martin Luther King Jr. Day)*
2.	City Council Meeting	Tuesday, January 16, 2018 at 7:00 p.m.
3.	Planning Commission Meeting	Tuesday, January 16, 2018 *(Immediately following the City Council Meeting)*
4.	City Council Goal Setting Session	Monday, January 22, 2018 at 8:00 a.m.
5.	Park, Recreation, & Culture Board Meeting	Tuesday, January 23, 2018 at 6:00 p.m.

I. Council Committee Reports

None.

J. Public Hearings

None.

K. Business Items

1. Interview Applicant for the Vacant Term Seat for Park, Recreation & Culture Board

Jenny Garvey, 1000 Isanti Parkway, was the only applicant for the open Park, Recreation, & Culture Board seat. Ms. Garvey was asked questions specific to the Board.

Motion by Lundeen, second by Lorinser to re-appoint Jenny Garvey to the open Park, Recreation, & Culture seat. Motion carried.

2. **Resolution 2018-001** Designating Committees and Representatives for City Commissions and Advisory Boards for 2018

Mayor Wimmer indicated that appointments to the Boards would be the same as in 2017.

Motion by Lundeen, second by Lorinser to approve the resolution. Motion carried.

City Administrator Don Lorsung

3. Consider Designating an Official Newspaper and Appointing Depositories and Professional Services for Year 2018

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 ECM 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 (9 lines/inch) 1,710 distributions in City of Isanti

Mayor Wimmer said that the Isanti County News is more expensive, but it reaches all the residents and covers the community more.

b. **Resolution 2018-002** Designating Isanti County News as the City's Official Newspaper after the opening the two sealed bids received

Motion made by Lorinser to approve the Isanti County News, second by Bergley. Motion carried.

Councilmember Bergley requested to go back to Committee Assignments to suggest that Economic Development Director Sean Sullivan attend the Chamber of Commerce meetings in the Mayor's stead. Mayor Wimmer said it is a Council assignment and will not be changed.

c. **Resolution 2018-003** Appointing Depositories and Professional Services, and Setting City Council Meetings for Year 2018

Motion was made by Lorinser to approve, second by Collison. Motion carried.

4. **Resolution 2018-004** Authorizing Signatures for the Purpose of Accessing and Maintaining City Funds and Investments

Motion by Lorinser, second by Collison to approve the resolution. Motion carried.

5. **Resolution 2018-005** Approving 2018 Community Garden Handbook and Registration Form

Motion by Bergley, second by Lundeen to approve the resolution. Motion carried.

6. **Resolution 2018-006** Approving Preliminary Plat "Kwik Trip 1019" with Conditions

Motion by Lorinser, second by Lundeen to approve the resolution as presented. Motion carried.

7. **Resolution2018-007** Approving Site Plan / Building Appearance and Conditional Use Permit for Kwik Trip, Inc. with Conditions

Motion by Lundeen, second by Collison to approve the resolution with conditions. Motion carried.

City Attorney Clark Joslin

8. Review Conflict of Interest Policy

a. **Resolution 2018-008** Approving the City of Isanti Conflict of Interest Policy

City Attorney Clark Joslin addressed the Council regarding the annual review of the City of Isanti's Conflict of Interest Policy. Mr. Joslin explained the Conflict of Interest policy was adopted by the City several years ago and is readopted each year. There are no significant changes in the law, nor have there been changes in the terms of the policy from prior years. The purpose of the policy is to avoid the appearance of impropriety, conflicts of interest, or that the City Council's decisions are based on anything other than the Council's best judgements and actions for the betterment of the City and the benefit of the residents and taxpayers of the City. To that end, the policy provides that members are to avoid and decline to participate in any business transactions in which they, a spouse, or an immediate family member would have a direct financial interest. Mr. Joslin noted there is a state law at the end of the policy which provisos that it is a criminal offense to knowingly participate in any matter in which they have a direct financial interest. Mr. Joslin continued to review the policy and give examples of what would constitute a conflict. He also said that conflicts are not always financial or contractual in nature and may instead fall into a gray area between personal interest and benefit. Mr. Joslin provided examples of when this could occur. He said the bottom line was that decisions are to be made on objective criteria and not personal criteria, and concluded with the adage of "if in doubt, check it out". Councilmembers and Board members may contact him if they have any questions about this. Mr. Joslin also shared that there is an updated memo in brochure form regarding Conflicts of Interest on the League of Minnesota Cities website.

Mr. Joslin also touched briefly on the Open Meeting Law by saying the League of Minnesota Cities has a very detailed memo on this topic which was recently updated and can be accessed on their website. The main points are that: all meetings of the City Council and advisory boards are subject to the Open Meeting Law; notice for all meetings is required; no official business can be discussed or conducted outside of the official meetings in any form in order to provide transparency.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $194,242.76 and Payroll in the Amount of $93,862.41 and Fourth Quarter Payroll for Council/Boards/Commissions in the Amount of $10,866.48
2. Final Meeting Minutes for the November 21 Planning Commission Meeting
3. Pay Request No. 3 for the 2017 Palomino Road Improvement $6,156.00

4. **Resolution 2018-009** Resolution Approving the Temporary Increase in Hours for Code Enforcement / Zoning Tech Matt Lindholm
5. **Ordinance No. 682** to Amend the Code for the City of Isanti, Chapter 325, Water
6. **Ordinance No. 683** to Amend the Code for the City of Isanti, Chapter 260, Sewer
7. **Ordinance No. 684** to Amend the Code for the City of Isanti, Chapter 281, Stormwater
8. **Ordinance No. 685** to Amend the Code for the City of Isanti, Chapter 160, Fees
9. **Resolution 2018-010** Accepting the Resignation of Part-time Peace Officer Lowell Schweiger
10. **Resolution 2018-011** Approving Termination of Probationary Reserve Officer Brent Tholen
11. **Resolution 2018-012** Approving Staff to Submit Applications for Grants to Activities in PR&C for 2018
12. **Resolution 2018-013** Approving Permanent Hire of Human Resources/City Clerk Katie Brooks
13. **Resolution 2018-014** Approving the 2018 Isantian Newsletter Ad Rates and Sponsorship Packages
14. **Resolution 2018-015** Authorizing the Purchase of City Promotional Bags

Motion by Lundeen, second by Collison to approve Consent Agenda as presented. Motion carried.

M. Other Communications

1. Draft Meeting Minutes for the December 19, 2017 Planning Commission Meeting

A Motion to adjourn was made by Lundeen, second by Bergley at 7:21 p.m.; motion carried. Before the meeting was adjourned, City Administrator Lorsung reminded Council there was a Resolution attached to Business Item 8. and asked if it should be added to the next Council session. A decision was made to call the City Council back to order.

Mayor Wimmer called the meeting back to order at 7:22 p.m. to approve Resolution 2018-008 approving the City of Isanti Conflict of Interest Policy.
Motion by Lundeen, second by Bergley to approve the policy. 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: Katie Brooks, Human Resources/City Clerk

Date: January 16, 2018

Subject: Consider Resolution to Appoint Candidate to Fill a Vacant Economic Development Authority (EDA) Board Seat 2018-XXX

Background:
Currently, there is one seat vacant on the Economic Development Authority (EDA) 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 EDA Board. Two applications and Interest Disclosure forms were received from Jeffrey Johnson and Jill Reller. The applicants live within City limits.

Request:
It is requested that City Council interview candidates Jeffrey Johnson and Jill Reller to appoint one for the EDA Board.

Attachment:
- Resolution 2018-XXX

EDA Board City Council Interview Questions:

1) What has been your community involvement?
2) What is your business related background?
3) What strengths will you bring to the EDA?
4) What do you see as potential future opportunities and commercial growth for Isanti?
5) Can you attend meetings the first Tuesday of each month starting at 7:30 p.m., or immediately following the 7:00 p.m. City Council meeting, whichever is later?

A Community For Generations.

Isanti

Economic Development Authority

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/ Deputy City Clerk Katie Brooks. PO Box 428, Isanti, MN 55040 or
kbrooks@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) Own a Business in Isanti

Please Complete:
Education and / or Knowledge that will be useful to the Board
Law Enforcement Degree, Degree,
Business Management Degree,
Current Park/Rec Board member

Why you are interested on being on the Board
To be more involved And Educated
within My community

What is your vision of Isanti?
To help maintain And grow myself And
the community of Isanti.

Any other pertinent information that might to be taken into consideration. You may attach additional pages.

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
Isanti Park/Rec	Board Member	Yes X 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 #
Home	705 Main St W	_____
_____	_____	_____
_____	_____	_____

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

Signature

Date: 12-5-18

Please provide the following information:
(Please Print)

_____
Current Address and Post Office Box Number

Isanti, MN. 55040
City, State, Zip Code

_____
Home Phone Number

_____
Work Phone Number

_____
Cell Phone Number

Received by the City Administrator/designee on: _____

A Community For Generations.

Isanti

Economic Development Authority

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/ Deputy City Clerk Katie Brooks. PO Box 428, Isanti, MN 55040 or
kbrooks@cityofisanti.us 763-444-5512

Name: Jill Reller E-mail: .com

Address.

Phone Number:

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

City of Isanti Resident Own a Business in Isanti

Please Complete:

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

I've lived most of my years in Isanti
business owner.
I was on sign committee.

Why you are interested on being on the Board

I really care about my hometown and want what is best for it. Now and in the future.

What is your vision of Isanti?

I hope that Isanti grows as long as it makes sense financialy and is well planned.

Any other pertinent information that might to be taken into consideration. You may attach additional pages.

I've been involved with the parade, Chamber, BNI, a number of School dist. committees - one was planning a playground. church boards

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
Signs by Jill	owner	Yes X 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

I am the owner of Signs by Jill

_____

_____

****

Public Official and/or Applicant:

Jill Reller
Print Name

Jill Reller
Signature

Date: 1-9-18

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 2018-XXX

AMENDING RESOLUTION 2018-001 APPOINTING A NEW EDA BOARD MEMBER FOR CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2018

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, IT IS HEREBY 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 2018:

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 & Ops Advisory Committee	Wimmer, Lorinser
Finance Committee	Wimmer, Lorinser
Building & Grounds Committee	Collison, Lundeen
Personnel Committee	Wimmer, Lorinser
C-I Bike/Walk Trail	Wimmer
Liquor Committee	Bergley, Collison
Police Committee	Bergley, Collison
Public Works Committee	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 2018:

Jenny Garvey	*(term expiration 12-31-2020)*
Aaron Zdon	*(term expiration 12-31-2019)*
Jeffrey Johnson	*(term expiration 12-31-2018)*
James Witte	*(term expiration 12-31-2018)*
George Wimmer	Council Representative *(term expiration 12-31-2018*
_____	Student Representative *(term expiration 12-31-2018)*

5. That the City Council designates the following individuals to the Planning Commission for year 2018:

Mayor and City Council:	
George Wimmer	*(term expiration 12-31-2018)*
Dan Collison	*(term expiration 12-31-2018)*
Ross Lorinser	*(term expiration 12-31-2018)*
Paul Bergley	*(term expiration 12-31-2018)*
Steve Lundeen	*(term expiration 12-31-2018)*
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 2018:

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

This Resolution is hereby approved by the Isanti City Council this 16th day of January, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events and Parks Coordinator

Date: January 16, 2018

Subject: A Resolution Approving a Special Event Permit Request for Celebrate Isanti 2018

Background

City staff has submitted a special event permit application to host the Celebrate Isanti event on August 11, 2018. 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 festival 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. Public Works may also bring some large equipment into the park for the event; any damage to the grass from this activity will be repaired. From 11:00 am to 5:00 pm, the Rum River Rods' Summer Spectacular Car Show will occur on Main Street. The Street Dance will begin at 7:00 pm and end at 11:00 pm. Both Public Works and the Police Department will be providing assistance with the event – overtime hours may be required for this event.

Parking for the 5K and Kids Festival 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 event, 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, and the Temporary Sign Permit requires a $50 fee; city staff are asking that these fees be waived.

Staff Request

City staff is requesting approval of the Celebrate Isanti Special Event Permit application and attachments, and waiver of the clean up deposit fee.

Attachments

- Resolution No. 2018-XXX
- Special Event Application – Celebrate Isanti
    - Application Form
    - Event Maps
    - Sample Notification Letter
    - Draft Vendor Application Form
    - Special Event Temporary Sign Permit Application

RESOLUTION NO. 2018 - XXX

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT REQUEST FOR CELEBRATE ISANTI 2018

WHEREAS, City of Isanti staff hosted the first annual Celebrate Isanti event - an event to celebrate the community in and around Isanti – in 2017; and,

WHEREAS, the event is planned to continue in 2018;

WHEREAS, the event is scheduled to take place August 11, 2018 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, some large equipment including public safety vehicles and Public Works machinery may be brought into Bluebird Park for the kids festival; 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 5K event will be at the Cambridge Park and Ride, parking for the kids festival is expected to be contained in the Bluebird 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 with some street parking; and,

WHEREAS, Main Street will be closed for the Car Show as requested by Rum River Rods through the end of 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 and $50 Temporary Sign Permit 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 August 11, 2018 Celebrate Isanti event:

1. Assistance from both Public Works and the Police Department for the event when necessary.
2. Allow a public address system and sound amplification in Bluebird Park
3. Placement of temporary signs on City property to promote the event and direct participant to event and parking areas.

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 16th day of January, 2018.

Attest:

George A. Wimmer
Mayor

Katie Brooks
Human Resources/City Clerk

EVENT PERMIT APPLICATION

Submittal Date: January 8, 2018

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 11, 2018

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 festival 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).

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):
5K will begin at Park and Ride in Cambridge and end in Bluebird Park where the kids festival 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: Kids Festival booths may have canopies; bounce houses may be rented
Size: 10x10 tents
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:
City staff and 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:
A live band 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: Katie Ewert

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 Ewalt

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: Tuesday, January 09, 2018 11:24 AM
To: Isanti Parks
Subject: RE: Special Event Permit - Celebrate Isanti

Hi Katie,

I have reviewed and approve the August 11 Celebrate Isanti special event permit application as presented. (and put it on my calendar)

Have a great 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: Monday, January 8, 2018 3:55 PM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Special Event Permit - Celebrate Isanti

Good afternoon!

Please take a moment to review the Special Event Permit Application for Celebrate Isanti. The major event details will be the same this year – 5K run/walk and bike ride, kids' festival, car show, and street dance. The event is scheduled for August 11. I am working to get a company to do the timing for the 5K, but if it is possible to get some help patrolling the 5K route and the intersection at Isanti Parkway and 3rd Ave, I'd greatly appreciate it! Please also mark your calendars for the kids festival portion of the event – we'd love to have our Public Safety departments represented again this year. I will send out more booth information soon.

If you have any questions about the event, let me know. Please respond with your comments or approval of the special event permit application.

Thanks!

Katie Everett
Community Events and Parks Coordinator

Isanti Parks

From: Chief Gene Hill
Sent: Tuesday, January 09, 2018 7:42 AM
To: Isanti Parks
Subject: RE: Special Event Permit - Celebrate Isanti

APPROVED

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

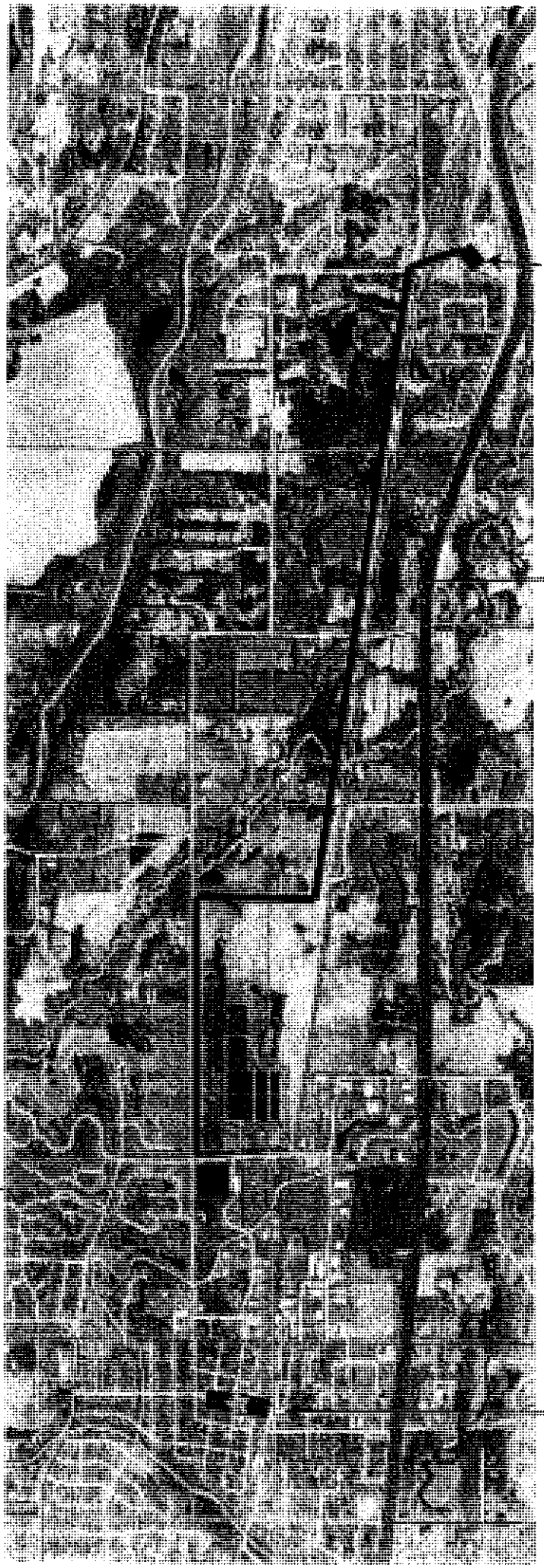
Phone: (763) 444-4761
Fax: (763) 444-4868
Dispatch: (763) 689-2141

"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: Monday, January 08, 2018 3:55 PM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time


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
ISANTI PKWY NW
3RD AVE NW

A Community For Generations.

Isanti

January 2, 2018

Dear Isanti Resident:

The City of Isanti is looking forward to hosting the Celebrate Isanti event on August 11, 2018. 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 *Band* on Main Street and 1st Ave
  - 7:00 pm to 11:00 pm

If you live near the Car Show and Street Dance location, you may be able to hear the event 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

CELEBRATE

August 11, 2018 **Isanti**

Vendor Application

DRAFT

Business/Organization : _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Cell Phone: _____

Email: _____

Wellness Fair 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: _____

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_____

DRAFT

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 27.**

The City of Isanti reserves the right to accept or deny vendors

A Community For Generations.

Isanti

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

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: ___ - ___ - ___ 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: 1-9-18

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.*	1/9/18
Description of the colors, construction materials, and sign dimensions.	1/9/18
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:

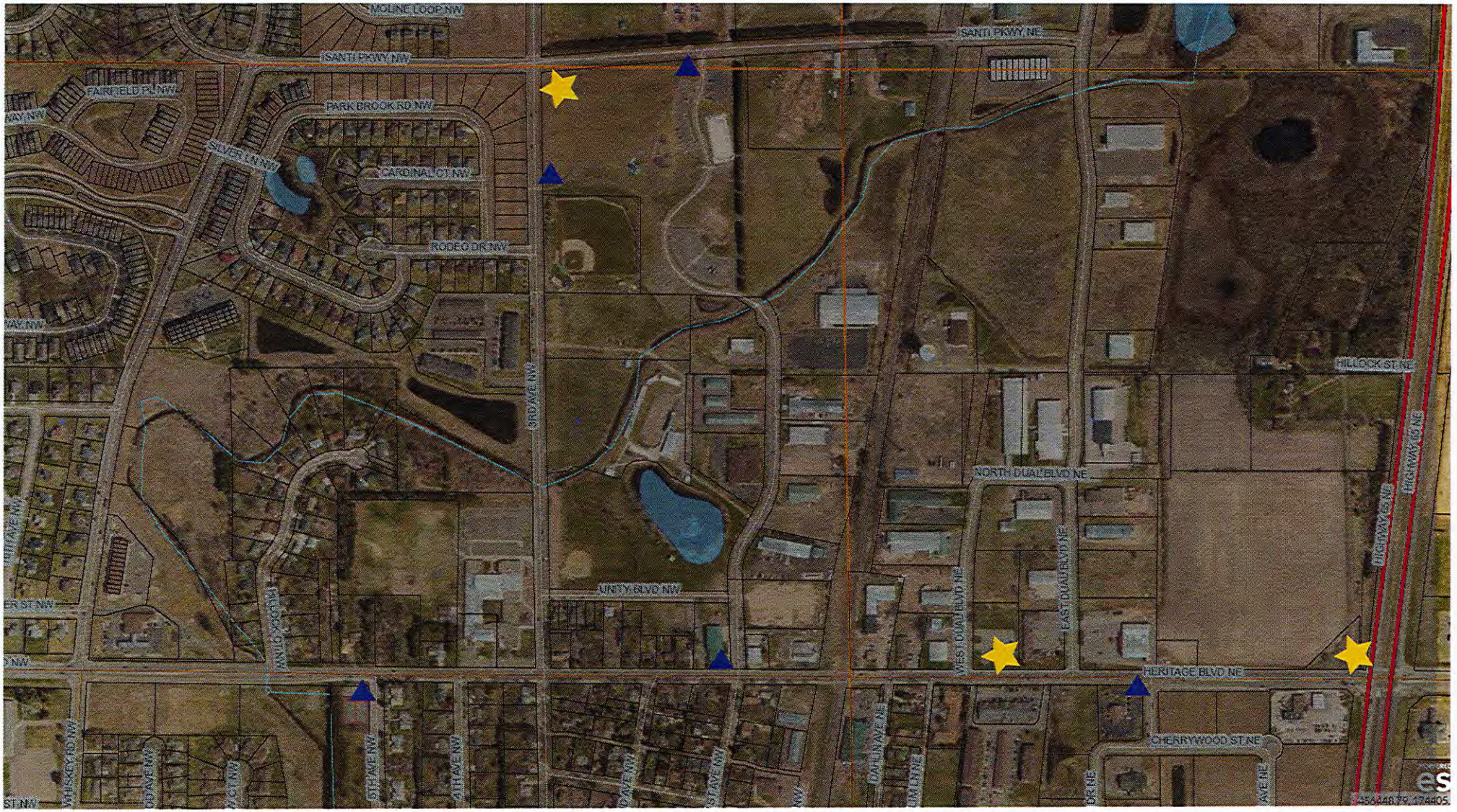
Date Received: 1/9/18 Date application deemed complete: 1/9/18

Application Fee: _____

_____ _____

City Planner Date

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

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events and Parks Coordinator

Date: January 16, 2018

Subject: A Resolution Approving a Special Event Request for the 2018 Downtown Street Dances

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Background

City staff has submitted a special event permit application to host three downtown street dances. The first street dance will be held Saturday, June 23 from 7:00 p.m. to 11:00 p.m. featuring *Maiden Dixie*. The second is on Saturday, July 14 from 7:00 p.m. to 11:00 p.m. featuring *Jonah and the Whales*. The third dance is on Saturday, August 11 from 7:00 p.m. to 11:00 p.m. featuring *Bad Girlfriends*, and will be the closing event for Celebrate Isanti.

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, the public lot behind Isanti Custom Meats/Isanti Post Office, and some street parking. Signage will be posted the week of the event; a Special Event Sign Permit Application has been completed. There is a $50 fee associated with this application; City staff are requesting that Council 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 on 1st Ave south of Main Street and on the grass lot east of Retail Meats (pending approval from Retail Meats). Additional trash and recycling receptacles will be brought in for the events; City staff will clean up after the event. 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 any of 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. 2018-XXX
- Special Event Application – Downtown Street Dances
    - Application Form
    - Site Plan – Isanti Street Dance / Downtown
    - Sample Letter to Business Owners
    - Sample Letter to Residents
    - Draft Vendor Applications
    - Special Event Temporary Sign Permit Application

RESOLUTION NO. 2018-XXX

A RESOLUTION APPROVING THE SPECIAL EVENT APPLICATION FOR THE 2018 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 23, 2018 from 7:00 p.m. to 11:00 p.m., Saturday, July 14, 2018 Jonah and the Whales from 7:00 p.m. to 11:00 p.m., and Saturday, August 11, 2018 (the closing event for Celebrate Isanti) 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 23, 2018, Saturday, July 14, 2018 and Saturday, August 11, 2018:

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 behind Isanti Custom Meats and the Post Office, 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 16th day of January, 2018.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources / City Clerk

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: January 9, 2018

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: 6/23/18; 7/14/18; 8/11/18

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 the lot behind Isanti Custom Meats/Isanti Post Office. 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 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
June 23 - Maiden Dixie; July 14 - Jonah and the Whales; August 11 - Bad Girlfriends

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 and beer sales 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: Jon Wood

Community Events & Parks Coordinator
__X__ Approved _____ Denied _____ N/A Signature: Natalie Erwin

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: Chief Gene Hill
Sent: Tuesday, January 09, 2018 12:53 PM
To: Isanti Parks
Subject: RE: Special Event Permit Application - Street Dances

APPROVED

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: Tuesday, January 09, 2018 11:11 AM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Tuesday, January 09, 2018 11:40 AM
To: Isanti Parks
Subject: RE: Special Event Permit Application - Street Dances

Hi Katie,

I have reviewed the special event permit for the June 23, July 14 and August 11 Isanti Street Dance's. I approve all as presented.

Thank you.

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 9, 2018 11:11 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 - Street Dances

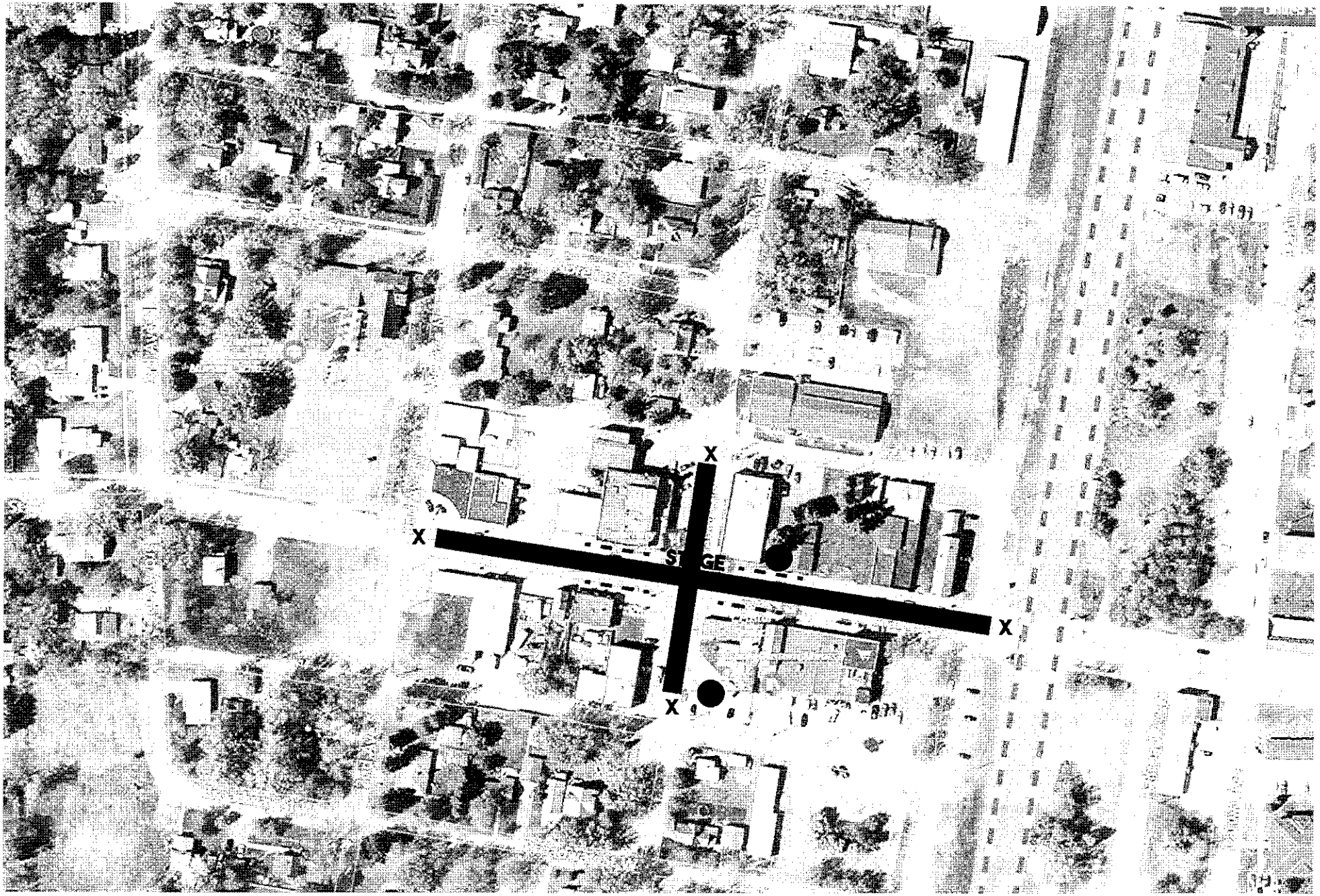
Good morning,

I have attached the Special Event Permit Application for the 2018 Street Dances. Events will be on June 23, July 14, and August 11 (part of Celebrate Isanti). The event details are the same this year – we'll close Main Street the afternoon of each event from the tracks to 2nd Ave and to the alleys north and south of Main Street through about midnight. We'll need Police assistance at the events again this year.

Please respond with your comments or approval. If it's possible to get your response by the end of the day Wednseday (1/10), that would be great.

Thank you!

Katie Everett
Community Events and Parks Coordinator
City of Isanti
110 1st Ave NW



- - - - VENDORS X STREET CLOSURE ● RESTROOMS

A Community For Generations.

Isanti

January 9, 2018

Dear Isanti Business Owner:

The City of Isanti will be hosting street dances throughout Summer 2018 on Saturday **June 23**, (*Maiden Dixie*), Saturday **July 14** (*Jonah and the Whales*), and Saturday **August 11** (*Bad Girlfriends*). 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 are 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 me at 763-444-5512 or email me at isantiparks@cityofisanti.us.

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 9, 2018

Dear Isanti Resident:

The City of Isanti will be hosting street dances throughout Summer 2018 on Saturday **June 23**, (*Maiden Dixie*), Saturday **July 14** (*Jonah and the Whales*), and Saturday **August 11** (*Bad Girlfriends*). 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.

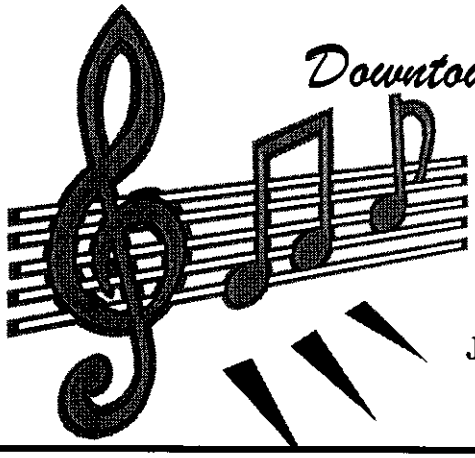
We hope you will attend the street dance event and enjoy the concert, beer wagon, and food vendors that will be present.

If you have any questions or concerns, please contact Katie at 763-444-5512.

Sincerely,

Katie Everett
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

2018 Application for
City of Isanti Business
Food Vendors
Outdoor Events
June 23, July 14 & Aug. 11
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 23, 2017	$50
☐	July 14, 2017	$50
☐	Aug.11, 2017	$50

Amount Enclosed
$_____

Please note: August 11 the Celebrate Isanti event including the Car Show. Vendors wishing to apply for this date must be in place by 11:00 am. unless other arrangements are approved by City Staff. **Preference will be given to vendors applying for all dates. Make check payable to the City of Isanti.**

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 _____

- 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.

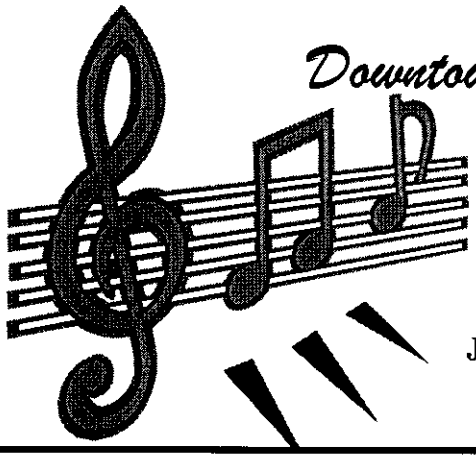
Vendor spaces are limited.

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

2018 Application for
City of Isanti Business
Non-Food Vendors
Outdoor Events
June 23, July 14 & Aug. 11
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 23, 2017	$25
☐	July 14, 2017	$25
☐	Aug.11, 2017	$25

Amount Enclosed
$_____

Please note: August 11 the Celebrate Isanti event including the Car Show. Vendors wishing to apply for this date must be in place by 11:00 am. unless other arrangements are approved by City Staff. **Preference will be given to vendors applying for all dates. Make check payable to the City of Isanti.**

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_____

- 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.

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: 1/9/18

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.*	1/9/18
Description of the colors, construction materials, and sign dimensions.	1/9/18
Written authorization from the property owner(s) for the sign to be located on the property. *Attach separately.*	1/9/18
Other Supplemental Information as requested by Staff	

Application certified as complete by:

Date Received: 1/9/2018 Date application deemed complete:

Application Fee: _____

City Planner _____ Date _____

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: warrenwallawalla <warrenwallawalla@gmail.com>
Sent: Tuesday, January 09, 2018 1:11 PM
To: Isanti Parks
Subject: RE: Event Signs in 2018

No problem

Sent from my T-Mobile 4G LTE Device

-------- Original message --------
From: Isanti Parks <IsantiParks@cityofisanti.us>
Date: 1/9/18 10:00 AM (GMT-06:00)
To: Warren Thunstrom <warrenwallawalla@gmail.com>
Subject: Event Signs in 2018

Good morning Warren! I just wanted to check in with you again this year about putting out our Street Dance and Farmers Market signs on your corner this summer. The Farmers Market will be Fridays, May 25 – September 28, and Street Dances will be June 23, July 14, and August 11.

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: Peggy Durkot <pdurkot@minnco.com>
Sent: Tuesday, January 09, 2018 1:36 PM
To: Isanti Parks
Subject: RE: Event Signs at MinnCo

yes. Of course.

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 09, 2018 1:14 PM
To: Peggy Durkot
Subject: Event Signs at MinnCo

Good afternoon Peggy,

I just wanted to check in with you to see if we'll be able to post our Farmers Market and Street Dance sign on MinnCo's property again this summer. The Farmers Market is scheduled on Fridays from May 25 through September 28, and Street Dances will be June 23, July 14, and August 11.

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

K.4.

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: January 16, 2018

SUBJECT: **CONSIDERATION OF ORDINANCE TO ANNEX PROPERTY AT 1805 285TH AVE NE, PID 05.028.1101**

Background

As part of the 2017 City Council Goals, the annexation of properties surrounded by the corporate limits of the City of Isanti was identified as a goal. PID 05.028.1101 (subject parcel) does not fall within the Orderly Annexation agreement between the City and the Isanti Township, nor is the property *completely* surrounded by the City's corporate limits. This parcel is subject to annexation by Minnesota Statute § 414.033 subd. 3.

As part of this process, the City was required to pass a Notice of Intent to annex and serve that Notice upon the Township and the State of Minnesota. That was done in September 2017. After the Township was provided the Notice, they then had 90 days to serve an objection to the annexation. As such, the Township failed to serve any objections regarding this annexation, and now can be reviewed and approved by the Chief Administrative Law Judge.

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.

Staff Comments

The attached Ordinance needs to now be passed by the City Council if the Council still has interest in annexing this specific parcel. Staff recommends approval of the attached ordinance.

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. 3, PERMITTING ANNEXATION BY ORDINANCE

WHEREAS, the City of Isanti has identified the following property, legally described as:

> 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.

For annexation pursuant to Minnesota State Statute § 414.033 subd. 3; and,

WHERAS, the property proposed for annexation abuts upon the corporate limits of the City of Isanti, Minnesota on the City's North, South, East, West boundaries; and,

WHEREAS, the proposed property for annexation is 2.5 acres in size; and,

WHEREAS, the proposed property for annexation is residential in characters; 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; and,

WHEREAS, pursuant to Minnesota State Statute § 414.033 subd. 3 the City of Isanti approved a Notice of Intent to annex the aforementioned property during the regularly scheduled City Council meeting on September 19, 2017; and,

WHEREAS, the Isanti Township was provided 90-days to serve objections with the Chief Administrative Law Judge to the aforementioned annexation; and,

WHEREAS, the Isanti Township did not serve any objections to the aforementioned annexation within the 90-day period.

NOW, THEREFORE, BE IT 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 at least 60 percent surrounded by the Corporate Limits of the City of Isanti.

2. The City Council hereby determines that the property as hereinafter described is less than 40 acres in size.

3. 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 State Statute § 414.0325.

4. Reimbursement to Isanti Township for lost taxes on annexed property, pursuant to Minnesota Statute § 4714.036, 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 $33.21.

    b. In the second year, an amount equal to $33.21.

    c. In the third and final year, an amount equal to $33.21.

5. That the corporate limits of the City of Isanti, Minnesota, are hereby extended to include the property legally described as:

    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.

EFFECTIVE DATE:
This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper.

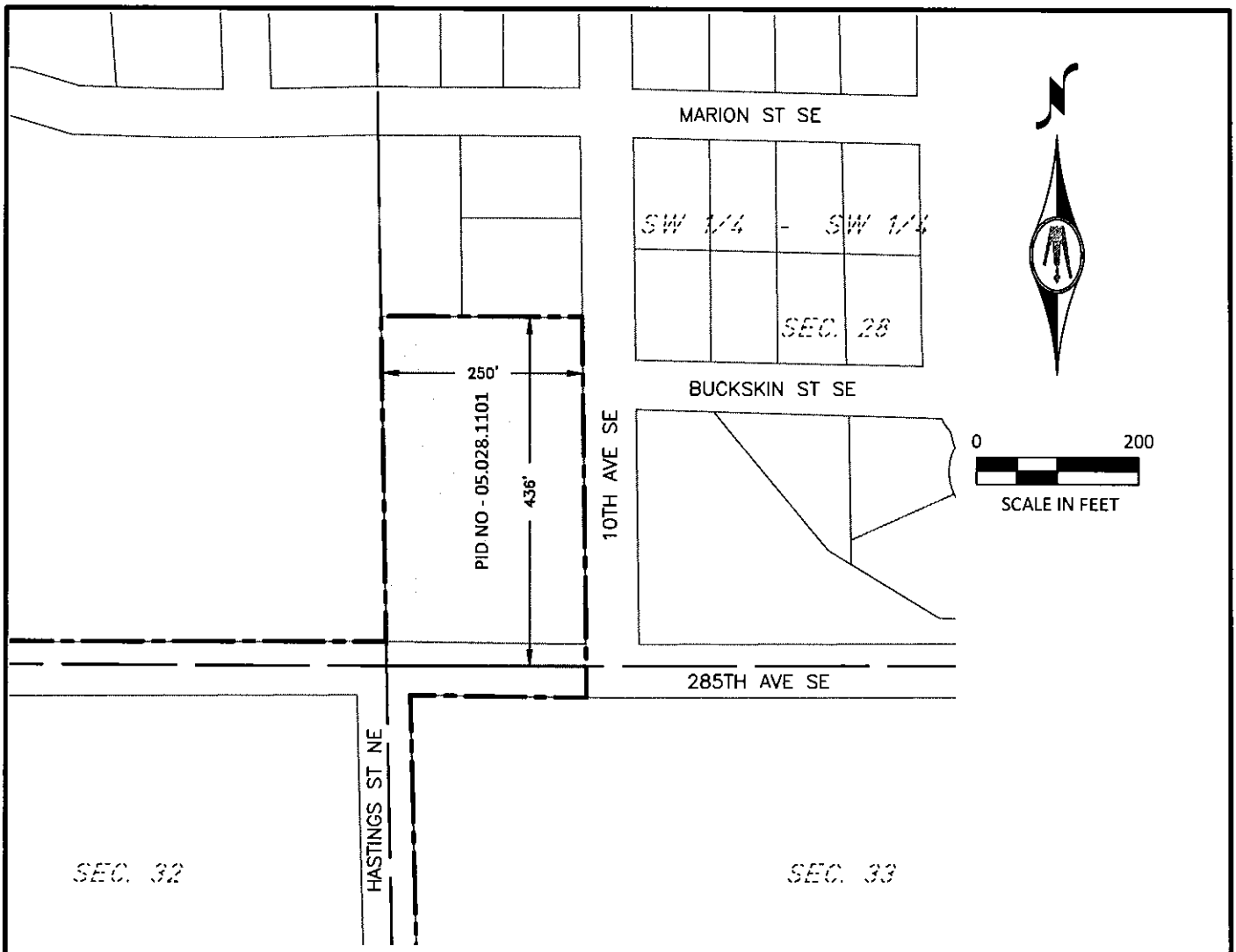
Adopted by the City Council this 16th day of January, 2018.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

Posted On: 1-3-2018
Reading Date: 1-16-2018
Publication Date:
Effective Date:



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

CITY LIMITS PER ISANTI COUNTY GIS
(AS OF 09/26/2017)

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

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JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482EX2.dwg

S28-T35-R23

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

0 263 Feet

© Bolton & Menk, Inc - Web GIS 1/12/2018 8:38 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

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/18	01/10/2018	47977	2577	ASCAP	609-20200	348.00
01/18	01/10/2018	47978	2335	BCBSM	101-20200	20.70
01/18	01/10/2018	47979	53	BELLBOY CORPORATION	609-20200	5,003.15
01/18	01/10/2018	47980	9	BERNICKS PEPSI-COLA	609-20200	1,879.00
01/18	01/10/2018	47981	1427	BRIGGS AND MORGAN	108-20200	19,500.00
01/18	01/10/2018	47982	2221	C & L DISTRIBUTING	609-20200	247.50
01/18	01/10/2018	47983	2487	CAPITOL BEVERAGE SALES	609-20200	245.50
01/18	01/10/2018	47984	421	CARGILL INC	101-20200	1,523.76
01/18	01/10/2018	47985	1198	CENTER POINT ENERGY	439-20200	589.77
01/18	01/10/2018	47986	1736	COMM OF MMB, TREAS DIV	101-20200	940.00
01/18	01/10/2018	47987	2578	CORE & MAIN	602-20200	146.26
01/18	01/10/2018	47988	918	CRYSTAL SPRINGS ICE	609-20200	210.24
01/18	01/10/2018	47989	8	DAHLHEIMER DISTRIBUTING CO	609-20200	6,729.75
01/18	01/10/2018	47990	1845	DEPT OF TRANSPORTATION	441-20200	1,932.08
01/18	01/10/2018	47991	16	ELECTRO WATCHMAN INC	609-20200	272.53
01/18	01/10/2018	47992	912	FASTENAL COMPANY	101-20200	272.81
01/18	01/10/2018	47993	1400	GENERAL CODE	101-20200	995.00
01/18	01/10/2018	47994	134	GOPHER STATE ONE-CALL INC	601-20200	24.30
01/18	01/10/2018	47995	424	H&L MESABI	101-20200	681.48
01/18	01/10/2018	47996	739	HACH COMPANY	601-20200	480.06
01/18	01/10/2018	47997	160	HAWKINS INC	602-20200	9,374.46
01/18	01/10/2018	47998	1534	J. J. TAYLOR	609-20200	961.45
01/18	01/10/2018	47999	7	JOHNSON BROTHERS LIQUOR CO	609-20200	13,104.23
01/18	01/10/2018	48000	5	KAWALEK TRUCKING	609-20200	292.80
01/18	01/10/2018	48001	1393	LAW ENFORCEMENT TECHNOLOGY	101-20200	7,332.05
01/18	01/10/2018	48002	1975	LIBERTY TITLE	601-20200	16.54
01/18	01/10/2018	48003	1975	LIBERTY TITLE	601-20200	24.99
01/18	01/10/2018	48004	434	LITTLE FALLS MACHINE	101-20200	275.77
01/18	01/10/2018	48005	17	MCDONALD DISTRIBUTING CO	609-20200	6,188.80
01/18	01/10/2018	48006	616	MENARDS - CAMBRIDGE	602-20200	203.53
01/18	01/10/2018	48007	2034	MFMA	101-20200	70.00
01/18	01/10/2018	48008	1044	MINNEAPOLIS FINANCE	101-20200	135.90
01/18	01/10/2018	48009	2055	MRPA	101-20200	280.00
01/18	01/10/2018	48010	2080	MVTL LABORATORIES INC	601-20200	230.40
01/18	01/10/2018	48011	1821	NORTH AMERICAN TITLE COMPANY	601-20200	8.46
01/18	01/10/2018	48012	1436	NORTHLAND	101-20200	96.32
01/18	01/10/2018	48013	617	PAUSTIS & SONS	609-20200	1,107.84
01/18	01/10/2018	48014	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,087.30
01/18	01/10/2018	48015	12	POSTMASTER	603-20200	10,884.75
01/18	01/10/2018	48016	2031	RESOURCE TRAINING	101-20200	138.00
01/18	01/10/2018	48017	1113	RJM DISTRIBUTING INC	609-20200	164.85
01/18	01/10/2018	48018	2028	SELECTACCOUNT	861-20200	243.62
01/18	01/10/2018	48019	1653	SHR SALES	101-20200	93.50
01/18	01/10/2018	48020	1762	THE TITLE GROUP	601-20200	42.99
01/18	01/10/2018	48021	1820	URBANS HARDWARE	101-20200	398.62
01/18	01/10/2018	48022	686	VERIZON WIRELESS	101-20200	504.07
01/18	01/10/2018	48023	427	VESSCO INC	601-20200	798.24
01/18	01/10/2018	48024	42	VIKING COCA-COLA BOTTLING CO	609-20200	131.96
01/18	01/10/2018	48025	1286	VINOCOPIA INC	609-20200	694.25
01/18	01/10/2018	48026	874	WASTE MANAGEMENT -	101-20200	386.98
01/18	01/10/2018	48027	4	WATSON CO INC	609-20200	3,053.82
01/18	01/10/2018	48028	1922	WEX BANK	101-20200	2,958.60
01/18	01/10/2018	48029	2475	White Bear IT Solutions, LLC	101-20200	1,866.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/18	01/10/2018	48030	780	WINE MERCHANTS	609-20200	120.00
01/18	01/10/2018	48031	1210	WINTER EQUIPMENT	101-20200	189.65
Grand Totals:						108,502.63

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
01/18	01/11/2018	48037	1503	7-UP BOTTLING	609-20200	305.56
01/18	01/11/2018	48038	2343	ADVANTAGE SIGNS	101-20200	1,313.60
01/18	01/11/2018	48039	1924	ASSOCIATED FINANCIAL GROUP	609-20200	6,500.00
01/18	01/11/2018	48040	53	BELLBOY CORPORATION	609-20200	3,900.40
01/18	01/11/2018	48041	9	BERNICKS PEPSI-COLA	609-20200	774.20
01/18	01/11/2018	48042	1629	CITY OF ISANTI	101-20200	196.57
01/18	01/11/2018	48043	8	DAHLHEIMER DISTRIBUTING CO	609-20200	4,652.90
01/18	01/11/2018	48044	1608	DRAIN KING INC	602-20200	500.00
01/18	01/11/2018	48045	55	ECM PUBLISHERS INC	101-20200	9.75
01/18	01/11/2018	48046	16	ELECTRO WATCHMAN INC	609-20200	26.72
01/18	01/11/2018	48047	526	GENERAL REPAIR SERVICE	101-20200	85.88
01/18	01/11/2018	48048	2209	INNOVATIVE OFFICE	101-20200	45.57
01/18	01/11/2018	48049	2574	ITL PATCH COMPANY, INC.	101-20200	576.50
01/18	01/11/2018	48050	7	JOHNSON BROTHERS LIQUOR CO	609-20200	2,141.28
01/18	01/11/2018	48051	1857	JOSLIN & MOORE	101-20200	6,234.40
01/18	01/11/2018	48052	5	KAWALEK TRUCKING	609-20200	117.80
01/18	01/11/2018	48053	1745	LINDEN WEB DESIGN	609-20200	300.00
01/18	01/11/2018	48054	17	MCDONALD DISTRIBUTING CO	609-20200	3,363.13
01/18	01/11/2018	48055	33	MN CHIEFS OF POLICE	101-20200	253.00
01/18	01/11/2018	48056	176	MN DEPT OF REVENUE	101-20200	25,775.00
01/18	01/11/2018	48057	161	MN POLLUTION CONTROL AGENCY	602-20200	390.00
01/18	01/11/2018	48058	1445	MN PUBLIC FACILITIES AUTHORITY	601-20200	59,343.47
01/18	01/11/2018	48059	2450	NORTHERN HOLLOW WINERY	609-20200	120.60
01/18	01/11/2018	48060	1165	NORTHLAND TRUST	602-20200	419,596.25
01/18	01/11/2018	48061	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,025.85
01/18	01/11/2018	48062	2341	RED BULL DISTRIBUTION	609-20200	346.50
01/18	01/11/2018	48063	2031	RESOURCE TRAINING	861-20200	38,365.50
01/18	01/11/2018	48064	2580	Schultz, Joshua	601-20200	88.00
01/18	01/11/2018	48065	2028	SELECTACCOUNT	861-20200	3,511.49
01/18	01/11/2018	48066	2001	SHRED-N-GO INC	101-20200	77.23
01/18	01/11/2018	48067	2554	SPECIALTY SOLUTIONS	101-20200	1,470.00
01/18	01/11/2018	48068	2579	Title Nexus LLC	601-20200	18.61
01/18	01/11/2018	48069	2561	TM JOHNSON BROS INC	101-20200	2,136.00
01/18	01/11/2018	48070	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
01/18	01/11/2018	48071	2027	US INTERNET	603-20200	57.80
01/18	01/11/2018	48072	686	VERIZON WIRELESS	101-20200	142.55
01/18	01/11/2018	48073	42	VIKING COCA-COLA BOTTLING CO	609-20200	268.22
01/18	01/11/2018	48074	4	WATSON CO INC	609-20200	1,098.25
Grand Totals:						586,193.58

City of Isanti

Gross Payroll	79,332.13
Social Security & Medicare	4,364.50
Public Employees Retirement	7,700.56
Total City Expense	91,397.19

Pay Date 1/12/2018

Pay Period 1 (12/24/17-1/6/18)

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

L.3.

TO: Mayor Wimmer and City Council

FROM: Don Lorsung, City Administrator

DATE: January 3, 2018

RE: 2018 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 2018 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 6:00 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 – 5:30 p.m. Tuesdays, 3/6, 5/1, 9/4 and 11/7 (Wednesday), unless noted meets at the Police Department.

Public Works Committee – 5:30 p.m., Tuesdays, 2/7 (Wednesday), 4/3, 6/5, 8/8 (Wednesday), 10/2, and 12/4

RESOLUTION NO. 2018-XXX

RESOLUTION SETTING CITY COUNCIL COMMITTEE MEETINGS FOR YEAR 2018

WHEREAS, the City Council has standing Committees that serve as advisory bodies; and,

WHEREAS, annually the City Council shall set the calendar for the meeting of said Committees:

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

1. The meeting schedule for City Council Committees are set forth for the year 2018 as attached.

This resolution was duly adopted by the Isanti City Council this 16th day of January, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

L.4.

RESOLUTION 2018-

RESOLUTION OFFERING THE POSITION OF FULL-TIME PW MAINTENANCE TECHNICIAN I TO CALEB MOLITOR

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 Full-Time PW Maintenance Technician I position; and

WHEREAS, the Interviewing Panel selected Caleb Molitor as the most qualified candidate for the open Full-Time PW Maintenance Technician I 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 Full-Time PW Maintenance Technician I position to Caleb Molitor for the City of Isanti and that he shall be eligible to start in that position on or after January 17th, 2018.
2. That Caleb Molitor shall start at Step 1 of the Wage Scale at $16.66 per hour.
3. That Caleb Molitor shall be on probationary status per the Personnel Policy in the position of the Full-Time PW Maintenance Technician I position effective January 17th, 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 16th day of January, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2018-XXX

A RESOLUTION APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR RUFFED GROUSE SOCIETY – RUM RIVER CHAPTER

WHEREAS, the City has received an application for an exempt gambling permit from the Ruffed Grouse Society – Rum River Chapter to hold a fundraiser event on March 23, 2018 at The Hall at Spirit River, 1321 Heritage Blvd, Isanti, MN; and

WHEREAS, the applicant estimates the value of prizes to be awarded is more 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 Ruffed Grouse Society – Rum River Chapter application for an exempt gambling permit is approved for the following date:

Friday, March 23, 2018
At The Hall at Spirit River; and

BE IT FURTHER RESOLVED, that approval is subject to:

a. A successful background check has been received 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 16th day of January, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
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: Ruffed Grouse Society - Rum River Chapter

Address of Organization: ; Cambridge, MN 55008

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

James Govednik
Name Address Phone No.

Bryan Beckedahl
Name Address Phone No.

Name Address Phone No.

Type of Event: Habitat Banquet (Yearly) Date of event: 3/23/18

Use of Proceeds: Habitat and supporting outdoor hunting projects including introducing youth and new hunters to the sport

Location and address of event: The Hall at Spirit River 1321 Heritage Blvd; Isanti, MN 55008

Estimated value of prizes to be awarded: ~~$ to be determined~~ Expected to be over $1500.00

Name of applicant: James Govednik Applicant's phone number:

Signature of applicant:

Date: 1/10/2018

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: 1.023725

Jan 10, 2018

James Govednik

LICENSES & PERMITS	
3-23-18 Ruffled Grouse Society @ Spirit River	50.00
Total:	50.00
CHECK	
Check No: 1998	50.00
Payor: James Govednik	
Total Applied:	50.00
Change Tendered:	.00

01/10/2018 11:30AM

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: Ruffed Grouse Society - Rum River Chapter

Previous Gambling Permit Number: X-31251-17-013

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 46-3768127

Mailing Address: _____

City: Cambridge State: MN Zip: 55008 County: Isanti

Name of Chief Executive Officer (CEO): James Govednik

CEO Daytime Phone: _____ CEO Email: _____

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

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: ON FILE

(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): The Hall at Spirit River

Physical Address (do not use P.O. box): 1321 Heritage Blvd.

Check one:

☑ City: Isanti Zip: 55040 County: Isanti

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 03-23-2018

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: $_____)**

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 the ***List of Licensees*** tab, 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: 01-09-2018
(Signature must be CEO's signature; designee may not sign)

Print Name: James Govednik

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.

A Community For Generations.

Isanti

L.6.

To: Mayor Wimmer and Councilmembers
From: Josi Wood and Katie Everett
Date: January 16, 2018
Subject: PRC Intern Job Description

Personnel Committee approved the PRC intern on 1/4/18 within the 2018 Budget in the amount of $4500.00

Primary Job Duties:
The PRC Intern will assist with summer operations of the Parks, Recreation, and Culture Department. Tasks will include event preparation and staffing, farmers market operations, parks maintenance especially at the Isanti Community Garden and the demonstration rain garden at the Isanti Indoor Arena. Other tasks they will assist with will include the history project, family programming, park checks to document aesthetics and any issues that need addressing, assist in writing side articles for the Isantian, grant writing and other tasks as they arise.

See the attached Resolution and Exhibit A

RESOLUTION NO. 2018-XXX

RESOLUTION APPROVING THE NEW PARKS REC AND CULTURE INTERN JOB DESCRIPTION

WHEREAS, 2018 Budget allows for the hire in intern for PRC in the summer months: and,

WHEREAS, as this hire will work in the allotted budget of 4500.00; and,

WHEREAS, the Personnel Committee had discussed and approved the proposed position and reviewed the proposed job description, 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 and posting for the Parks, Rec and Culture Intern attached here as 'Exhibit A'.

This resolution was duly adopted by the Isanti City Council this 16th day of January, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

Exhibit A

CITY OF ISANTI
JOB DESCRIPTION

JOB TITLE:	Parks Intern
DEPARTMENT:	Parks, Recreation, and Culture
SUPERVISION:	Community Events and Parks Coordinator
EFFECTIVE DATE:	February 8, 2018
FLSA STATUS:	Non-Exempt
HOURS WORKED:	300 total hours; 25 hours/week average

DEFINITION:
This position will assist the Community Events and Parks Coordinator and City staff with all aspects of Parks, Recreation, and Culture Department including, but not limited to, event preparation and staffing, farmers market operations, and parks maintenance (especially at the Isanti Community Garden and demonstration rain garden).

SUPERVISION RECEIVED:
Works under the general supervision of the Community Events and Parks Coordinator.

SUPERVISORY FUNCTIONS:
None.

EQUIPMENT/JOB LOCATION:
Position will office out of City Hall with frequent outdoor duties at City parks and events. Equipment used includes, but is not limited to, computer, printer/copier, digital camera, shovels, rakes, side by side utility vehicle and motorized vehicle.

ESSENTIAL FUNCTIONS OF THE JOB:

- Assist Community Events and Parks Coordinator with all aspects of summer Parks, Recreation, and Culture Department operations
- Event preparation for Street Dances, Farmers Market, Celebrate Isanti summer event, and family programs
- Event staffing – some evening and weekends required.
- Parks maintenance duties as assigned, especially at Isanti Community Garden and demonstration rain garden, as well as park checks to document aesthetics and/or safety issues to be addressed.
- Assist with marketing and communications including event promotions and city newsletter articles.
- Assist with park history project
- Knowledge or experience in community engagement
- Assist with grant writing

OTHER DUTIES AND RESPONSIBILITIES

- Performs other related duties as assigned or apparent.

KNOWLEDGE/ABILITIES/SKILLS

- Knowledge of Microsoft Office applications.
- Knowledge and/or experience in Adobe Suite applications or ability to learn.
- Must have ability to work independently on tasks as assigned.
- 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
- Working ability to communicate effectively with other City employees and the general public.

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 recreation management, communications, marketing, or similar field of study
- Must have excellent written and oral communication skills
- Proficiency in Microsoft Office Willingness to work flexible hours, including some evenings and weekends
- Valid Driver's License

PREFERRED QUALIFICATIONS:

- Experience with Adobe Suite applications or other publishing software
- Paid or volunteer experience in event planning and management

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
January 2, 2018
Isanti City Hall

1. Call To Order

The meeting was called to order by Commissioner George Wimmer at 7:26 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

Motion by Commissioner Lundeen, seconded by Commissioner Lorinser to adopt the agenda as presented. Motion passed unanimously.

2. Organization of Advisory Bodies as per Ordinance 181

a) Oath of Office
No new commissioners for 2018. No oaths administered.

Commissioner Wimmer called for nominations for 2018 officers.

Motion by Commissioner Collison to have the existing officers remain the same as last year, seconded by Commissioner Bergley. Motion passed unanimously. The 2018 officers are listed below:

b) Election of 2018 EDA President
George Wimmer as President

c) Election of 2018 EDA Vice-President
Ross Lorinser as Vice-President

d) Election of 2018 EDA President Pro-tem
None Suggested. Will be appointed as needed.

e) Election of 2018 EDA Secretary
Economic Development Director Sean Sullivan as Secretary.

f) Election of 2018 EDA Treasurer
Finance Director Mike Betker as Treasurer.

g) Adoption of Bylaws
No changes were made to Bylaws.

h) Adoption of 2018 EDA Meeting Schedule.

Motion by Commissioner Lorinser to approve 2018 Meeting Schedule, seconded by Commissioner Bergley. Motion passed unanimously.

Motion by Commissioner Collison, seconded by Commissioner Lundeen to Adopt of City of Isanti Economic Development Authority Resolution 2018-1 a Resolution Organizing the Economic Development Authority of the City of Isanti. Motion passed unanimously.

3. Approve Minutes of December 5, 2017 Regular Economic Development Meeting

Motion by Commissioner Bergley seconded by Commissioner Lundeen to approve the minutes for December 5, 2017. Motion carried unanimously.

4. Other Business / Updates

Economic Development Director Sullivan highlighted the Staff Memo including new businesses, relocations, prospects and final 2017 numbers for new housing and businesses.

President Wimmer indicated that there is a lot of economic development activity right now in comparison to the recent history. The Hotel project continues to progress. Appraisal is in process and once complete the project will move to the next phase.

a. Business Prospects
b. EDAM
c. National Development Council (NDC)
d. GPS 45:93
e. LOIS Update
f. CVN
g. Housing Starts in 2017
h. Business Arrivals and Departures in Isanti 2017

5. Adjournment

Motion by Commissioner Bergley, seconded by Collison to adjourn at 7:38 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 2nd day of January, 2018.

Respectively Submitted,

_____
Sean M. Sullivan, Economic Development Director

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Isanti

Isanti Police Department Monthly Report

December 2017

Reported Crime	Month to Date	Year to Date
Theft	15	145
Assault	4	40
Vandalism/Damage to Property	6	62
Narcotics	3	38
Burglary	1	12
Domestics	8	83
Crim Sex	2	9
Robbery	0	0
Loud Party/Disturbance	8	151
Medical	29	313
Permit to Purchase (Eff 3/1/2016)	4	87

Traffic Offenses	Month to Date	Year to Date
No Insurance	6	82
DUI	3	20
Accidents	7	82
Hit & Run	1	10
Warrant P/U	5	53
Speed	26	257
DAR/DAS	7	58
Administrative Citations (Including Speed)	15	164

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	54,602	845	15,648
Dodge 222	129,052	2,864	19,205
Ford Explorer 224	35,442	5,720	19,769
Dodge 225 - Out of Service	157,293		409
Chevy Silverado 220	106,832	410	5,962
Chevy Impala 223	85,681	582	5,381
Ford F150 225	4,900	1,841	4,900

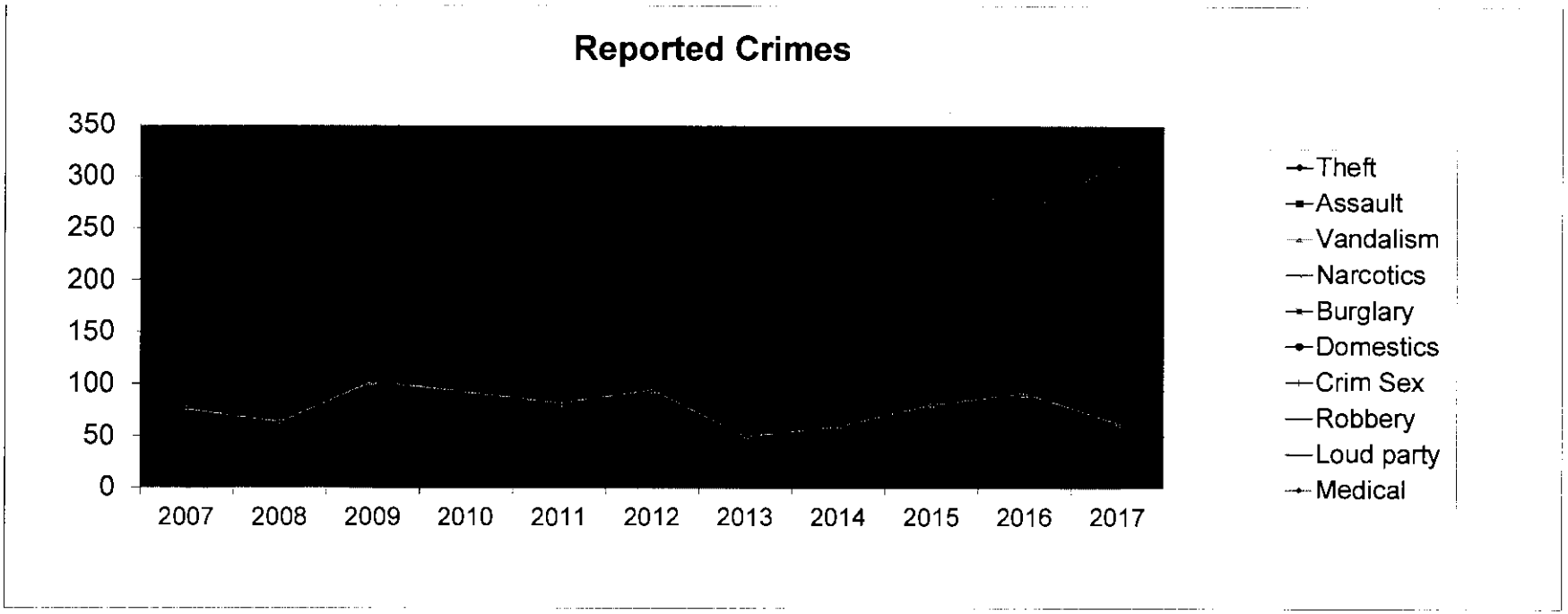
ISANTI POLICE DEPARTMENT ANNUAL REPORT

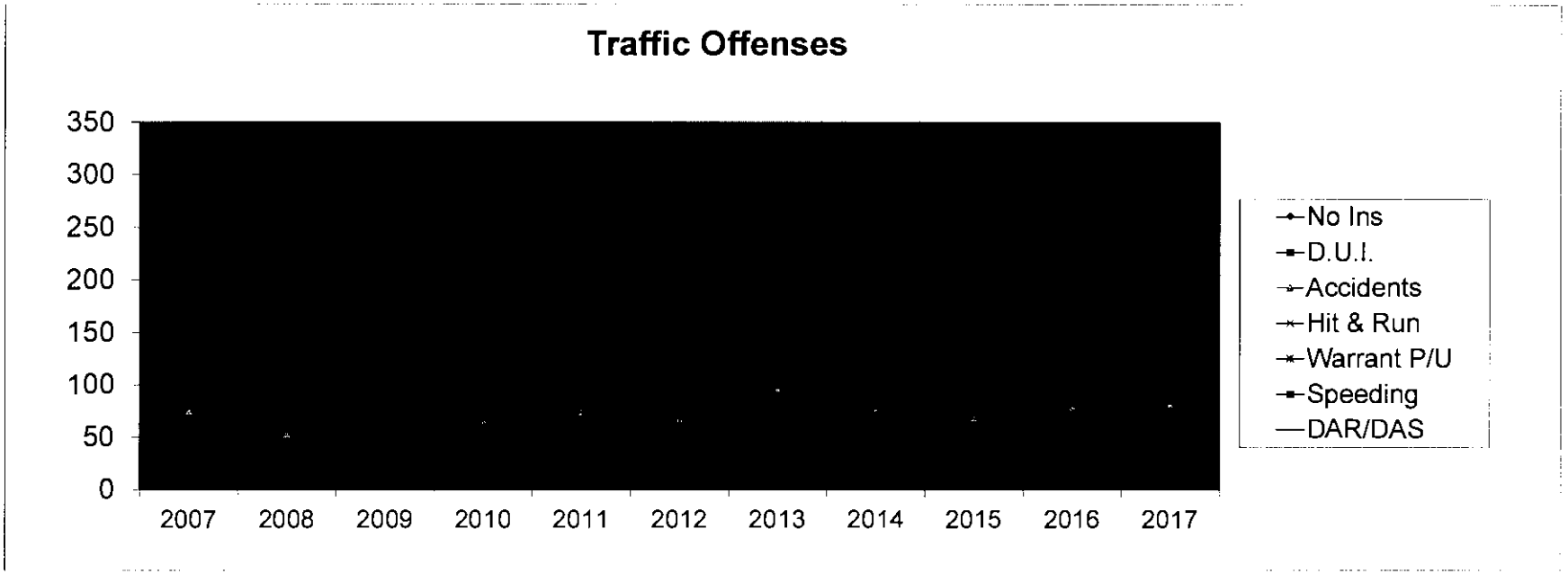
Reported Crime	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	% Change
Theft	208	187	156	133	135	141	163	120	188	152	145	-4.61%
Assault	39	33	44	37	41	37	43	37	34	41	40	-2.44%
Vandalism	75	63	102	92	81	94	49	59	80	91	62	-31.87%
Narcotics	40	26	24	24	38	46	26	27	22	42	38	-9.52%
Burglary	25	31	15	14	25	20	17	20	17	25	12	-52.00%
Domestics	64	74	104	80	60	79	78	83	103	83	85	2.41%
Crim Sex	10	13	11	11	12	10	11	7	9	5	9	80.00%
Robbery	0	1	0	0	0	0	0	0	0	0	0	0.00%
Loud party	49	76	108	106	97	151	125	119	132	124	151	21.77%
Medical									304	265	313	18.11%

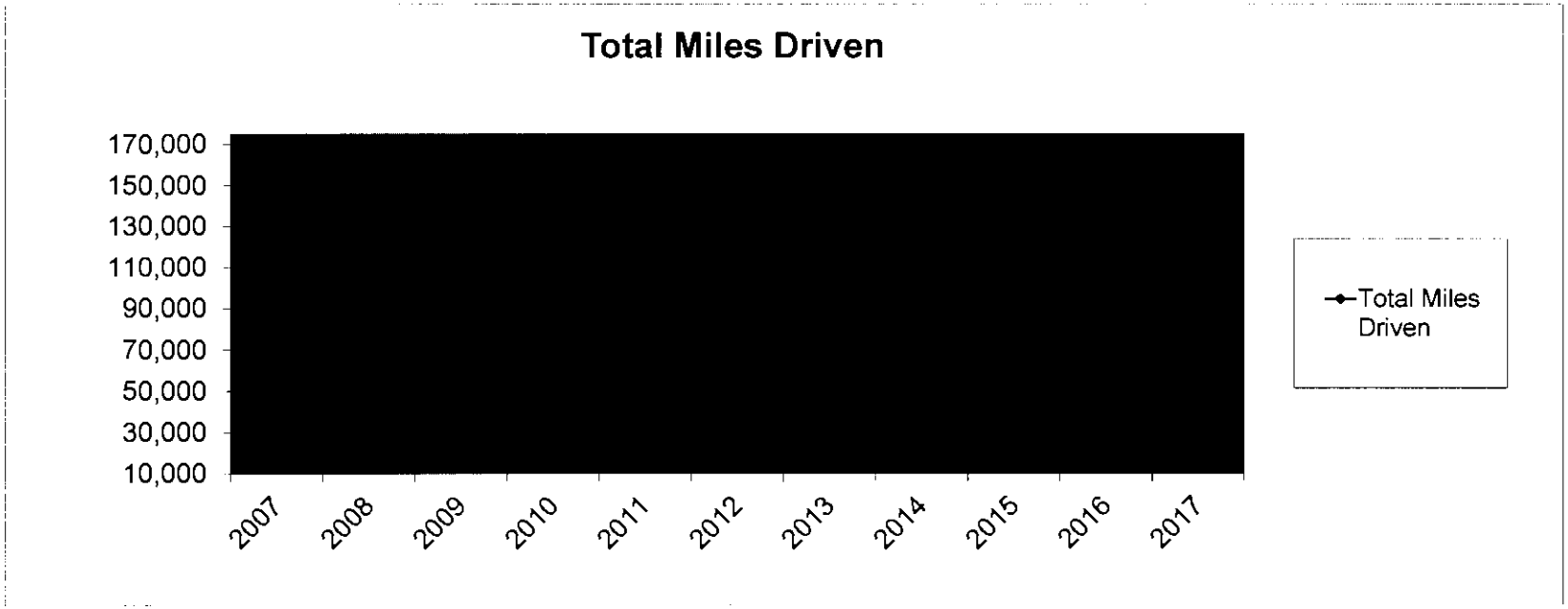
Traffic Offenses	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	
No Ins	129	95	109	110	90	46	89	90	89	90	82	-8.89%
D.U.I.	80	49	46	27	35	34	18	23	33	27	20	-25.93%
Accidents	75	53	68	66	74	67	96	76	68	79	82	3.80%
Hit & Run	11	6	6	5	5	9	11	5	6	3	10	233.33%
Warrant P/U	45	45	67	47	42	45	61	50	31	52	53	1.92%
Speeding	318	259	125	331	194	126	125	123	189	222	257	15.77%
DAR/DAS	101	75	55	44	46	44	49	33	34	46	58	26.09%

Squad Mileage											
06 Dodge 221	56,868	84,399	110,354	130,210	140,020						
06 Dodge 222	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	126,189	137,755									
98 Blazer	90,024	96,953	103,107								
10 Dodge 225				18,625	48,406	75,221	98,492	120,322	26,353	12,846	409
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	5,962
11 Dodge 222					4,693	27,285	50,053	72,381	22,628	20,385	19,205
2014 Ford 221								5,017	16,255	17,682	15,648
Chev Impala									5,460	5,413	5,381
Ford 224										18,847	19,769
Ford F150 225											4,900

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Total Miles Driven	98,723	88,649	87,489	81,146	75,662	70,357	72,834	62,675	76,562	80,121	71,274


Reported Crimes
350
300
250
200
150
100
50
0
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
Theft
Assault
Vandalism
Narcotics
Burglary
Domestics
Crim Sex
Robbery
Loud party
Medical


Traffic Offenses
350
300
250
200
150
100
50
0
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
No Ins
D.U.I.
Accidents
Hit & Run
Warrant P/U
Speeding
DAR/DAS


Total Miles Driven
170,000
150,000
130,000
110,000
90,000
70,000
50,000
30,000
10,000
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
Total Miles Driven

Hours Worked by Reserve Officers - 2017

Badge / Reserve Officer	January	February	March	April	May	June	July	August	September	October	November	December	Total
5884 / Brent Tholen										2.00	22.00	10.00	34.00
5885 / Keith Peterson	8.00	9.00	14.00	2.00	5.50	2.00	17.00			13.00	25.50	0.00	96.00
5886 / Evan Peterson	5.00												5.00
5887 / Joe Dupay										2.00	7.00	9.00	18.00
5888 / Anissa Bekka										2.00	6.00	8.00	16.00
5890 / Tom Broeckert	19.50	14.50	23.25	10.75	27.50	17.00	44.50	9.50	6.00	7.00	6.00	5.00	190.50
5891 / Dan Richardson	14.00	5.50	14.00	2.00	6.00	6.00	29.75	9.50	13.50	14.00	29.00	32.50	175.75
5892 / Andrew Sammis	16.50		3.00	2.00		5.00	29.25	22.75	1.50	17.00	17.25	9.00	123.25
5894 / Fred Trosvik	11.00	15.50	18.75	20.00	15.50	11.00	31.50	10.75	16.00	17.50	14.00	4.00	185.50
5895 / Jed Lethaby	21.50	40.50	82.50	44.00	62.30	29.00	55.00	29.50	30.00	41.25	35.25	20.75	491.55
Totals	95.50	85.00	155.50	80.75	116.80	70.00	207.00	82.00	67.00	115.75	162.00	98.25	1,335.55

CEZT REPORT
December 2017

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**755**	**735**	**679**	**646**	**561**	**474**	**373**
TOTAL OPEN CASES	**32**	**40**	**41**	**59**	**73**	**88**	**71**
VIOLATIONS CLOSED THIS PERIOD	**29**	**31**	**49**	**85**	**97**	**80**	**79**
NEW ISSUES THIS PERIOD	**20**	**56**	**33**	**85**	**87**	**101**	**117**
CAN-Proh Animals	2		1	1	1		
CCV-Comm Vehicle Storage							
CDO--Dogs							
CPA-Park & Store	12	9	16	15	14	9	22
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							
NGA-Garbage Service & Storage							
NGR--Grass Length				56	50	81	74
NJU--Junk/Brush	3	6	7	5	7		2
NOX-Noxious Weeds							1
NUV-Unlicensed vehicle or missing plates	3	2	3	2	1		1
RNT-Unlicensed rental		28		1	1	2	10
SGN-Signs		6	6	2	5	5	6
ZAC-Accessory Building		1		1	2		
ZFE-Fence				2			1
ZTD--Temporary Dwelling							
Compliance Letters Mailed this period	23	87	35	142	98	101	117
Administrative Citations Issues/period	3	2	1	0	3	1	
Criminal Citations Issued/period							
Abated Properties/Period			2	10	17	1	
Admin Hearings Requested	2						
Admin Hearings Held w positive judgement							
Criminal trials w positive judgement							
AVERAGE TIME TO COMPLIANCE	**28**	**16**	**33**	**12**	**11**	**15**	**18**

M.3.

CODE ENFORCEMENT ZONING REPORT

REPORT PERIOD: DECEMBER 2017 YEAR END SUMMARY

CEZT SCORECARD

CATEGORY	*Jan*	*Feb*	*Mar*	*Apr*	*May*	*Jun*	*Jul*	*Aug*	*Sep*	*Oct*	*Nov*	*Dec*	*Year End Totals*
TOTAL CASES YTD	**38**	**78**	**121**	**162**	**256**	**373**	**474**	**561**	**646**	**679**	**735**	**755**	**755**
TOTAL OPEN CASES	**23**	**37**	**34**	**37**	**53**	**71**	**88**	**73**	**59**	**41**	**40**	**32**	**588**
VIOLATIONS CLOSED THIS PERIOD	**41**	**29**	**40**	**32**	**75**	**79**	**80**	**97**	**85**	**49**	**31**	**29**	**667**
NEW ISSUES THIS PERIOD	**38**	**40**	**43**	**41**	**94**	**117**	**101**	**87**	**85**	**33**	**56**	**20**	**755**
CAN-Proh Animals								1	1	1		2	5
CCV-Comm Vehicle Storage	1												1
CDO--Dogs	1	1											2
CPA-Park & Store	15	22	13	17	9	22	9	14	15	16	9	12	173
CSN-Snow Removal													0
CSP-Admin Permits/Solicitors/Peddlers								5			3		8
CST--Fish Houses, PODS, Rolloffs													0
GAR - Garage Sales								1					1
H2O-Water restrictions							4						4
NEX-Exterior Structure, Paint/Repair	1			1	1								3
NGA-Garbage Service & Storage													0
NGR--Grass Length					62	74	81	50	56				323
NJU--Junk/Brush	5	5	7	5	11	2		7	5	7	6	3	63
NOX-Noxious Weeds					3	1							4
NUV-Unlicensed vehicle or missing plates	14	5	14	6	1	1		1	2	3	2	3	52
RNT-Unlicensed rental	1				3	10	2	1	1		28		46
SGN-Signs		6	6	13	4	6	5	5	2	6	6		59
ZAC-Accessory Building		1						2	1		1		5
ZFE-Fence			3			1			2				6
ZTD--Temporary Dwelling													0
Compliance Letters Mailed this period	**38**	**40**	**48**	**44**	**94**	**117**	**101**	**98**	**142**	**35**	**87**	**23**	**867**
Administrative Citations Issues/period		**3**	**1**	**1**			**1**	**3**	**0**	**1**	**2**	**3**	**15**
Criminal Citations Issued/period													**0**
Abated Properties/Period							**1**	**17**	**10**	**2**			**30**
Admin Hearings Requested												**2**	**2**
Admin Hearings Held w positive judgement													**0**
Criminal trials w positive judgement													**0**
AVERAGE TIME TO COMPLIANCE	**17**	**16**	**15**	**19**	**10**	**18**	**15**	**11**	**12**	**33**	**16**	**28**	17.5

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	14	88	$0.00	$0.00	$14.00	$14.00	$1,120.00	$7,122.50		
Decks	1	25	$4,200.00	$80,788.00	$2.10	$2.10	$202.95	$4,127.65		
Basement Finish	7	26	$86,464.00	$263,582.00	$44.23	$44.23	$2,760.45	$9,173.95		
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	39	156	$0.00	$20,000.00	$39.00	$39.00	$4,422.50	$19,429.50		
Single dwellings	17	91	$2,848,506.50	$15,285,304.00	$1,424.18	$1,424.18	$35,545.56	$209,094.08		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	23	114			$23.00	$23.00	$1,725.00	$8,679.00		
Plumbing	31	132			$31.00	$31.00	$2,552.00	$11,200.00		
									$32,888.00	
Resid. Totals	**132**	**635**	**$2,939,170.50**	**$15,719,674.00**	**$1,577.51**	**$1,577.51**	**$48,328.46**	**$270,635.88**	**$32,888.00**	**$674,204.00**
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	9	40	$0.00	$0.00	$9.00	$9.00	$578.00	$4,331.50	**$0.00**	**$12,772.80**
Comm. Totals	**11**	**51**	**$334,000.00**	**$1,255,642.00**	**$176.00**	**$176.00**	**$5,244.20**	**$16,384.95**		
Resid. Plus Comm. Totals	**143**	**686**	**$3,273,170.50**	**$16,975,316.00**	**$1,753.51**	**$1,753.51**	**$53,572.66**	**$287,020.83**	**$32,888.00**	**$719,864.80**

YEARLY BUILDING PERMIT COMPARISONS

YTD November 2017

Year	# permits	Single units	Multi units	Commercial	Permit Value	Total permit income	Wac & Sac Fees
2013	297	14	0	1	$3,527,875.36	$65,267.22	$119,497.00
2014	494	38	0	2	$15,302,469.35	$188,024.63	$303,301.17
2015	468	41	0	0	$8,715,351.28	$162,718.62	$311,337.00
2016	553	64	0	5	$20,937,725.44	$306,109.58	$717,037.88
2017	686	91	0	3	$16,975,316.00	$287,020.83	$719,864.80

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	30	$609,666.50	$11,815.15
Totals	686	$16,975,316.00	$287,020.83

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Bolton-Menk.com

M.5.

MEMORANDUM

Date: January 10, 2018

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E

Subject: Project Status Report
Isanti, MN
Project No.: R13.115547

Please find listed below a status report of the current projects in the City of Isanti:

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 first lift of pavement has been placed. 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 punchlist items are scheduled to be completed this month.

5) **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 GOAL SETTING WORK SESSION
MONDAY, JANUARY 22, 2018
8:00 AM
CITY HALL

Facilitator Clark Joslin, City Attorney

8:00 – 8:30 1. Welcome / Overview of 2018 Goal Setting – Clark Joslin

Attachments
a. Council Resolution Approving Goals for year 2017
b. 2017 City Council Goal Setting Session Minutes
c. 2016 City Council Goal Setting Session Minutes
d. 2015 City Council Goal Setting Session Minutes
e. 2014 City Council Goal Setting Session Minutes
f. 2013 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 2018 Projects / Goals / Workload-Capacity – Clark Joslin
a. City Website
b. Equipment for City Council Communications
c. 20 Year Capital Improvement Plan
d. Administrator Transition
e. Emergency Generators
f. Multi-use Skating Rink
g. Street Extensions – Richard Avenue SE & 5th Avenue NE
h. Liquor Store Tastings (off-site)
i. Traffic Issues with Heritage Boulevard
j. Sliding Hill at Bluebird Park
k. Fluoride Information added to Water Bill
l. City Hall Water Bottle Refill Station
m. 2018 Pavement Management Program
n. Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
o. Maintain City and Development Standards

10:00 – 10:10 4. Break

10:10 – 11:15 5. Council Goal Setting – Clark Joslin, Facilitator
a. Establish 2018 Goals

Adjournment

TO: Mayor Wimmer and City Council

FROM: Don Lorsung, City Administrator

DATE: January 3, 2018

RE: City Council 2017 Goal Updates

Overview

This memo has been prepared to provide the City Council with a report on the status of 2017 City Council Goals, as a part of the 2018 City Council Goal Setting. City Attorney Clark Joslin will review this report with you.

2017 Goals/Project Status

- Annexation of Surrounded Properties- Final City Council action on the Ordinance for annexation of the final property (60% surrounded) took place at the 1/16 City Council Meeting. Annexation of the Orderly Annexation Properties, and properties 100% surrounded by the City (but not subject to the Orderly Annexation Process)has been completed. The effective date for the Orderly Annexation properties is January 1, 2019. The only remaining property that is surrounded by the City but outside is the Evergreen Cemetery. Remaining work includes DOAC review of the Orderly Annexation Agreement and annexation of the Cemetery property.

- Dog Park – Phase 1 Project:
  The first phase of the dog park will be budgeted over two years. The 2018 Park Reserves budget (920-45300-501) includes $10,000 for the project, with $15,000 planned in 2019. This amount would meet the current estimates for fencing and some amenities for a roughly one-acre park to the east of the Isanti Indoor Arena in Bluebird Park.

- Consider Relocation of Public Skating Rink – The rink is currently located approx. 400' from the warming house near the south Bluebird Park parking lot. Potential development of a new rink on the green space just south of the IIA-BMX has been discussed. This will be reviewed under new goals.

- City Comprehensive Plan Update – This project has been placed for funding consideration for the 2019 City Budget. It is anticipated that the process will span two budget years, so funding would also be needed in the 2020 City Budget.

- 2017 Pavement Management Program- The sealcoating program was completed this past summer/fall. Curb replacement work was removed from the project, with broken curb areas patched by Public Works. It is anticipated that those curb sections will be replaced when those street sections are overlayed or reconstructed.

- Palomino Road Reconstruction – All watermain/utility work was completed in 2017. New curbs, driveway approaches and the first lift of bituminous was paved this fall. Final landscaping of boulevard areas, placement of sod, and the final lift of bituminous will be installed in the spring of 2018.

- Railroad Avenue Sidewalk/Trail – This project was determined to not be feasible without reconstruction of that section of Railroad Avenue. It will be added to that future street project.

- 2017 Liquor Store Tastings Event – The Liquor Store held 3 tasting events last October. Each event promoted a different product line (Beer, Wine, and Cordials). The events were deemed to be successful and it is anticipated that this format will be continued in 2018.

- Liquor Store Project Review- This project was discussed at Finance Committee. At this point, it is not deemed feasible.

- Public Works & Police Department Storage Building Project – Staff and the City Engineer prepared preliminary project information and costs. This project is deemed feasible and will be considered with future budgeting.

- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base – Continued ongoing efforts 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. 2017-025

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.

Mayor George A. Wimmer

Attest:

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.

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

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

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

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

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

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MEMORANDUM

Date: January 17, 2018

To: Don Lorsung, City Administrator

From: Bradley C. DeWolf, P.E.
City Engineer

Subject: Asset Management Plan – 2018 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 the 2017 Wastewater Treatment Facility Improvements project completion, only one item in the 10-year Capital Improvement Plan for this facility remains. The Clarifier Rehabilitation that is scheduled for 2025. This is still anticipated to be needed in 2025 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.

It is recommended to commission a wastewater treatment facility plan prior to completing the Clarifier Rehabilitation work. A Facility Plan will review capacity, community growth considerations, and new Minnesota Pollution Control Agency requirements associated with discharging to the Rum River. The city can then make sound decisions on the future of the aerated pond facility and its ability to serve the community in the near future.

Wastewater Treatment Facility – Capital Improvement Plan			
Year	**Budget**	**Description**	**Current Status**
~~2015~~	~~$1,500,000~~	~~Pretreatment Building~~	**Completed**
~~2016~~	~~$600,000~~	~~New Main Lift Station~~	**Completed**
~~2016~~	~~$200,000~~	~~Aerated Pond Diffuser Replacement~~	**Completed**
~~2016~~	~~$100,000~~	~~Aerated Pond Blower Replacement~~	**Completed**
~~2017~~	~~$500,000~~	~~Filter Rehabilitation~~	**Completed**
2025	**$500,000**	**Clarifier Rehabilitation**	**On Schedule**

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Water Treatment Facility:

The Additional Chlorine Generation System was completed on schedule and we continue to be on schedule to complete the remaining 4 major items in the 10-year plan. The next item scheduled for this facility is in 3 years (2021) when we recommend rebuilding one filter a year for each year from 2021 through 2024. With completion of the Elevated Storage Tank cleaning and inspection, it has been estimated that the tower will need to be re-painted in 6-10 years. A review of the tower coatings is recommended every 3 years to monitor the condition. We have added this task to be completed in 2024 as a worst case scenario.

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**	**On Schedule**
2022	**$300,000**	**Rebuild Filter 2 Underdrain**	**On Schedule**
2023	**$300,000**	**Rebuild Filter 3 Underdrain**	**On Schedule**
2024	**$300,000**	**Rebuild Filter 4 Underdrain**	**On Schedule**
2024	**$500,000**	**Repaint Water Tower**	**New Item**

Please contact me if you have any questions.

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MEMORANDUM

Date: January 17, 2018

To: Don Lorsung, City Administrator

From: Bradley C. DeWolf, P.E.
City Engineer

Subject: Pavement Management Plan – 2018 Update
City of Isanti, MN
Project No.: R13.115547

The Pavement Management Plan was created in 2014 and continues to require updates as we complete items in the plan. This plan has multiple 10-year maintenance schedules. We have not completed maintenance work on the sidewalk/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 2017 the Pavement Management Plan was updated to reflect revisions to the anticipated project costs for improvements, and the maintenance plan concept map was updated.

The 2017 Pavement Management project was completed to follow the 2017 maintenance plan update.

The Palomino Road project was also completed in 2017 with the pavement wear course and surface restoration remaining to be completed in the spring of 2018.

In addition to the maintenance project, the City has requested an estimated project cost to complete the extension of 5th Avenue from the existing cul-de-sac to Main Street, as well as an estimated project cost to complete the construction of Richard Avenue from Main Street to Broadway Street. These costs have been added to the separate full construction project total column in the attached spreadsheet for 2018.

The Brookview South 1-4 Additions Pavement Rehabilitation project that is included in the 2010-2020 City Capital Improvement Plan for construction in 2013, was updated to be scheduled for reconstruction in 2018 in the Pavement Management Plan. The Brookview South Additions pavement is in a failed condition and in need of replacement.

The 2018 Estimated Street Project Costs are as follows:

-	2018 Pavement Maintenance Project	$235,000
-	5th Avenue Extension	$254,000
-	Richard Avenue Extension	$126,000
-	Brookview South Rehab	$475,000
	2018 Total Project Costs	$1,090,000

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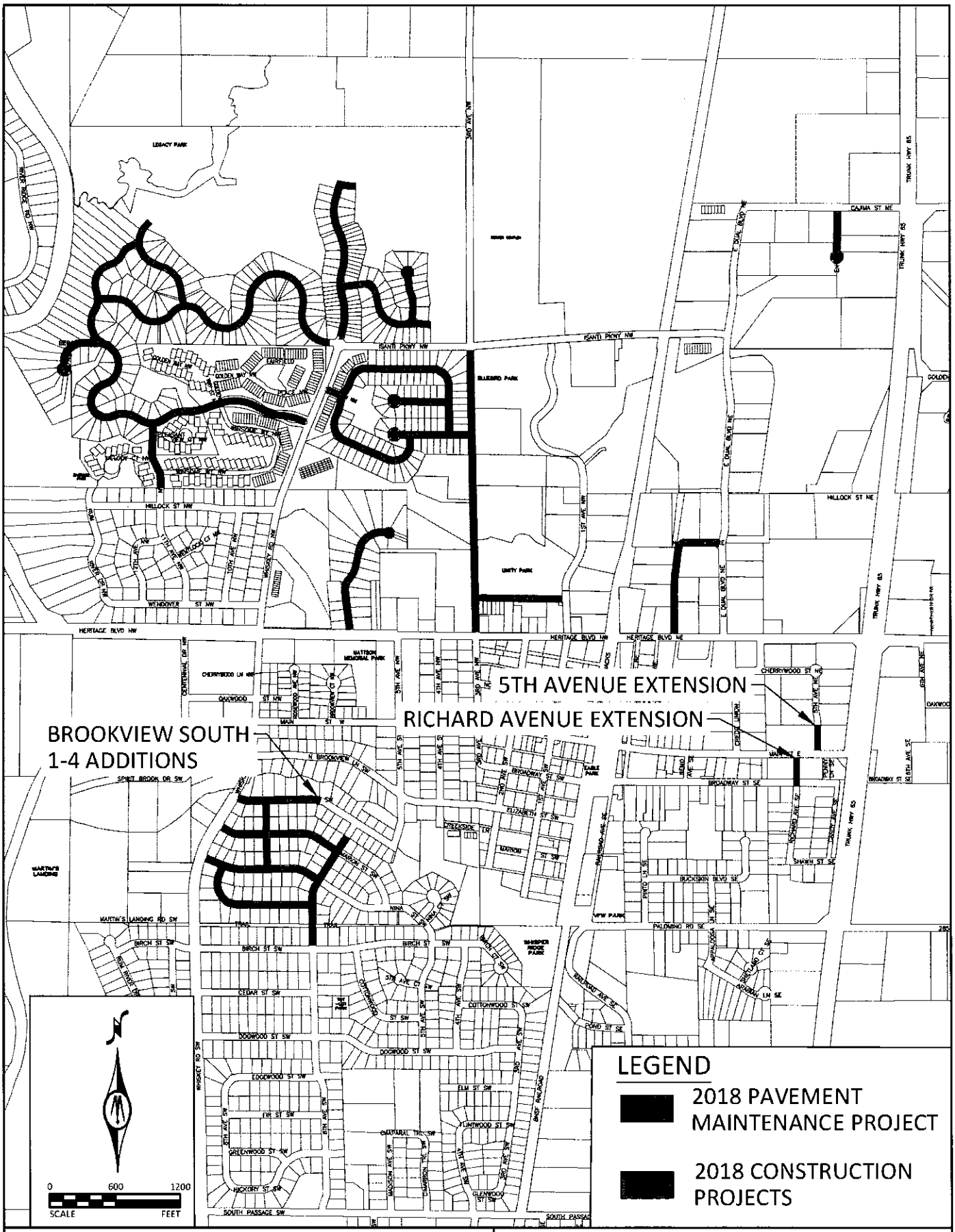
No revisions are proposed to the 2017 Updated Road Maintenance Concept Map, and it is recommended to continue to follow the maintenance program in 2018 by sealcoating the NW region of the City as shown in the concept map updated to 2018.

Attached is the updated 8-year maintenance cost breakdown, a figure showing the 2018 roadway projects, and the 2018 Updated 8-year Road Maintenance Concept Map.

Please contact me if you have any questions.

Funding Type: Local				Funding Type: MSA			
Year	Annual Inflation Rate	Maintenance Total	Recon/FD Total	Maintenance Allocation	Construction Allocation*	Total	Combined Total
2018		$ 235,000.00	$ 855,000.00	$ 40,649.44		$ 40,649.44	$ 1,130,649.44
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		***$ 3,265,600.00***	***$2,385,833.86***	***$ 436,984.52***	***$1,438,407.29***	***$ 1,875,391.81***	***$ 7,526,900.00***

* MSA construction funding schedule assumes city is granted advanced fund requests for each construction season shown.



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CITY OF ISANTI, MINNESOTA
PAVEMENT SURFACE EVALUATION AND RATING
2018 PROJECTS

H:\ISAN_Mapping\Pavement Maintenance Plan-2018 Update.dwg 1/18/2018 11:38 AM

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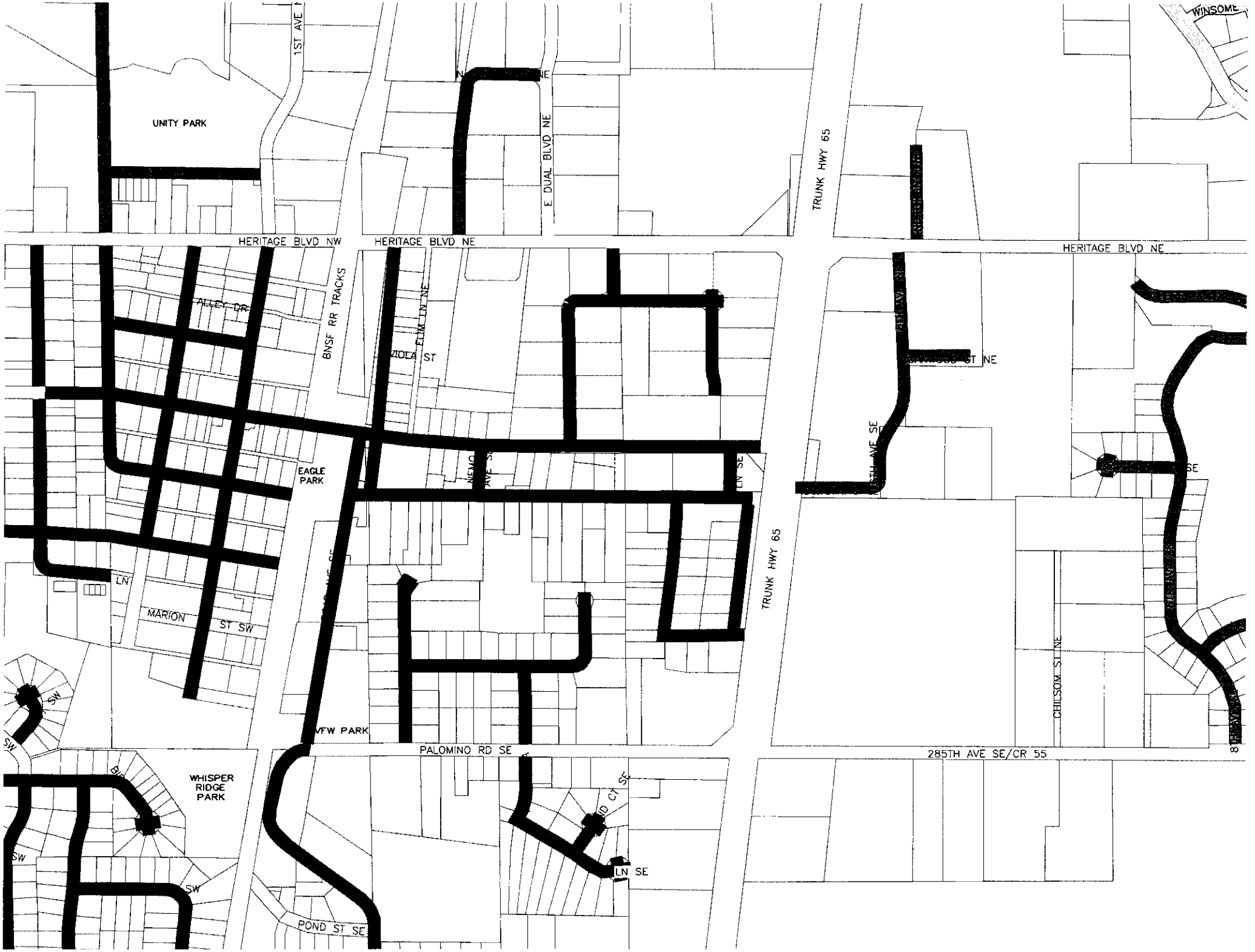
JANUARY, 2018

FIGURE NO. 1


UNITY PARK
1ST AVE
E DUAL BLVD NE
TRUNK HWY 65
HERITAGE BLVD NW
HERITAGE BLVD NE
HERITAGE BLVD NE
BNSF RR TRACKS
ALLEY DR
ELM LN NE
VIOLA ST
EAGLE PARK
LN
MARION
ST SW
TRUNK HWY 65
VFW PARK
PALOMINO RD SE
285TH AVE SE/CR 55
CHILSOM ST NE
WHISPER RIDGE PARK
POND ST SE
LN SE

TO: Mayor Wimmer & City Council

FROM: Don Lorsung, City Administrator

DATE: January 16, 2018

RE: 2018 City Council Goal Setting – Information on Potential Goals

Please find below information on some of the proposed discussion items that will be reviewed at the City Council Goal Setting Session:

- City Website - The current city website has become dated and is in need of an upgrade or significant reconfiguration to better serve the city. In 2013, the City Council directed staff to research upgrades to the city Website. Staff brought research back to DAC and the City Council and ultimately opted to select Linden Web Design on February 5, 2014 to upgrade to a more functional Joomla based site for cost not to exceed $6,500. The Joomla site was a "cost leader" with increased functionality compared to the previous site but also requires many staff hours to maintain and update due to the platform it is hosted with and is inefficient. Other sites were researched with more capabilities, better graphics, enhanced mobile functionality and were more expensive. Today there are more vendors and site platforms to choose from that offer increased functionality that would enhance the web experience for residents, visitors and business prospects. Staff is looking for direction on how to proceed on this item.

- Equipment for City Council Communications – Staff has procured information from Verizon regarding provision of IPads for City Council use. This would be for distribution of City Council and Board Agendas, and could serve as an information link.

- Capital Improvement Plan (20 year) - This would be development of a comprehensive 20 year Capital Improvement Plan that identifies capital maintenance and replacement needs as well as capital project needs. An example of maintenance needs would be capital park equipment replacement. We have a number of parks with equipment that will need to be replaced in coming years. New projects would include capital Wastewater Treatment Plant Improvements (mechanical plant). As a part of this planning, revenue sources/amounts for both types of capital needs would be identified.

- Emergency Generators – Staff has been gathering information on both mobile and on-site generators for City facilities for emergency situations. The need was demonstrated in the late fall power outage that affected the City. On-site generator needs include the Police Station/Fire Hall building, City Hall and the Community Center. Serving the Community Center is important as there are very limited sheltering options in the City.

- Multi – Use Ice Rink – This is envisioned as a larger second sheet of ice that could be used for individual or group skating or other informal activities (ex. broomball). This rink would be a bermed flooded area located just south of the IIA-BMX facility. It would be similar to the ice rink in use in North Branch.. It would require installation of a water supply and new lighting.

- Street Extensions – Richard Avenue SE & Fifth Avenue NE – With the upcoming Hotel Project and vacation of Penny Lane, Richard Avenue will need to be extended from Main Street SE to Broadway Street SE. Regarding Fifth Avenue, meetings have been held with property owners and there is some interest in extending the roadway. This project will require dedication or provision of right of way.

- Traffic Issues with Heritage Boulevard – Development of the Kwik Trip project will add to Heritage Boulevard traffic issues, as well as access issues for commercial/industrial users that use East Dual Boulevard. Overall, the roadway continues to channel more traffic through the City. Traffic control devices ranging from a roundabout to signals have been discussed.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, FEBRUARY 7, 2018 – 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 16, 2018 – Regular Meeting of the City Council
2. January 22, 2018 – Goal Setting Meeting of the City Council

G. Citizens Input

H. Announcements

1. CITY OFFICES CLOSED	Monday, February 19, 2018 *(In Observance of President's Day)*
2. City Council Meeting	Tuesday, February 20, 2018 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, February 20, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*
4. Park, Recreation, and Culture Board Meeting	Tuesday, February 27, 2018 at 6:00 p.m.

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Resolution 2018-XXX Approving hiring of full-time Police Officer (*Mayor Wimmer*)
    a. Oath of Office
2. Resolution 2018-XXX Approving 2018 Farmers Market Rules and Regulations
3. Resolution 2018-XXX Approving Residential Rain Garden Incentive Program Updates
4. Resolution 2018-XXX Accepting Donation of Custom Bike Rack from Parkitect to City of Isanti
5. Resolution 2018-XXX Approving Painted Rock Program in Isanti City Parks (*Julie Robillard*)

City Attorney Clark Joslin
6. Resolution 2018-XXX Approving City Council Goals for Year 2018

City Administrator Don Lorsung
7. Resolution 2018-XXX Approving Conditional Use Permit Application for Warren & Brett Thunstrom to Operate a Microbrewery at 2 Enterprise Ave NE Suite A3
8. Resolution 2018-XXX Approving Request for Proposals for Banking Services

City Engineer Brad DeWolf
9. Resolution 2018-XXX Approving a Preliminary Engineering Report for the Extension of Richard Avenue SE from Broadway Street SE to Main Street E

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $260,803.89 and Payroll in the amount of $94,713.02
2. Final Minutes of the November 28, 2017 Park, Recreation and Culture Board Meeting
3. Final Minutes of the December 19, 2017 Planning Commission Meeting
4. Resolution 2018-XXX Approving Permanent Hire of Assistant Liquor Store Manager Keith Lusk
5. Resolution 2018-XXX Accepting Proposal for Mattson Tennis Court Resurfacing
6. Resolution 2018-XXX Approving a Check be Written to Arts and Science Academy for Volunteering at the Community Movie Night
7. Resolution 2018-XXX Accepting Proposal for 5K Race Timing for Celebrate Isanti 2018

M. Other Communications

1. Draft Minutes of the January 16, 2018 Planning Commission Meeting
2. Draft Minutes of the January 23, 2018 Meeting of the Park, Recreation and Culture Board

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 deemed appropriate to the matter discussed in closed session.

Adjournment

F.1.

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JANUARY 16, 2018 – 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, Community Events & Parks Coordinator Katie Everett, and Assistant City Engineer Jason Cook

Others Present: Jeff Johnson, Jill Reller, Mark Reller, Warren Thunstrom, Brett Thunstrom, Elizabeth Anderson, George Hemen, Isanti County Sheriff Chris Caulk, Isanti County Commissioner Mike Warring

D. Adopt Agenda

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

E. Proclamations/Commendations/Certificate Awards

None.

F. Approve City Council Minutes

1. January 2, 2018 - Regular Meeting of the City Council

Motion by Lorinser, second by Collison to approve minutes as presented. Motion carried.

G. Citizens Input

None.

H. Announcements

1.	City Council Goal Setting Session	Monday, January 22, 2018 at 8:00 a.m.
2.	Park, Recreation, & Culture Board Meeting	Tuesday, January 23, 2018 at 6:00 p.m.
3.	City Council Meeting	Wednesday, February 7, 2018 at 7:00 p.m. (*Due to Election Caucus*)
4.	Economic Development Authority	Wednesday, February 7, 2018 (*Immediately following City Council Meeting*)

I. Council Committee Reports

None.

J. Public Hearings

None.

K. Business Items

1. Interview Applicants for the Vacant Term Seat for Economic Development Authority Board

Applicants Jeff Johnson and Jill Reller, both residents of the City of Isanti, were interviewed for the open Economic Development Authority Board seat. Both were asked questions specific to the Board. Mr. Johnson is currently serving on the Park, Recreation, & Culture Board; Ms. Reller does not serve on any City Committee or Board.

a. **Resolution 2018-016** to Appoint Candidate to Fill Vacant Economic Development Authority Board Seat

Motion by Lorinser, second by Collison to appoint Jill Reller to the open EDA seat. Motion carried.

2. **Resolution 2018-017** Approving a Special Event Permit Request for Celebrate Isanti 2018

Motion by Bergley, second by Lundeen to approve the resolution. Motion carried.

3. **Resolution 2018-018** Approving a Special Event Permit Request for the 2018 Downtown Street Dances

Motion by Lundeen, second by Bergley to approve the resolution. Motion carried.

City Administrator Don Lorsung

4. **Ordinance No. 686** Approving the City of Isanti, Minnesota Annexing Land Located in Isanti Township, Isanti County, Minnesota Pursuant to Minnesota Statutes § 414.033 Subd. 3, Permitting Annexation by Ordinance

There is no opposition from Isanti Township to the annexation.

Motion by Lorinser, second by Collison to approve Ordinance No. 686 as presented. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $ 694,696.21 and Payroll in the amount of $91,397.19
2. Final Meeting Minutes for the December 5, 2017 Economic Development Authority Meeting
3. **Resolution 2018-019** Setting City Council Committee Meetings for Year 2018
4. **Resolution 2018-020** Approving the hiring of Caleb Molitor as Full-Time PW Maintenance Tech I
5. **Resolution 2018-021** Approving Gambling Permit for Ruffed Grouse Society – Rum River Chapter
6. **Resolution 2018-022** Approving the New Parks Rec and Culture Intern Job Description

Motion by Bergley, second by Lorinser to approve Consent Agenda as presented. Motion carried.

M. Other Communications

1. Draft Meeting Minutes of the January 2, 2018 Economic Development Authority Meeting
2. December and Annual 2017 Police Department Reports
3. December and Annual 2017 Code Enforcement Officer Report
4. December Building Inspector Report
5. January Engineering Project Status Report.

Adjournment

Motion to adjourn by Bergley, second by Lorinser. Motion carried. The meeting was adjourned at 7:09 p.m.

Respectfully Submitted,

Jeannifer Anderson

Jeannifer Anderson
Administrative Data Clerk

F.2.

MINUTES OF THE CITY COUNCIL
GOAL SETTING SESSION
CITY OF ISANTI
January 22, 2018

The meeting was called to order at 8:00 a.m.

Members Present: Mayor George Wimmer, Councilmembers Dan Collison, Ross Lorinser, and Paul Bergley

Members Absent: Councilor Steve Lundeen

Staff Present: City Attorney Clark Joslin as Facilitator, City Administrator Don Lorsung, Human Resources/City Clerk Katie Brooks, Finance Director Mike Betker, Liquor Store Manager John Jacobi, Economic Development Director Sean Sullivan, Community Development Director Ryan Kernosky, Public Services Director/Assistant City Administrator Josi Wood, Community Events/Parks Coordinator Katie Everett, and Police Chief Gene Hill

Others Present: Glenn Farrell

City Attorney Joslin welcomed the City Council and staff to the Goal Setting meeting and gave a brief introduction regarding the Goal Setting Session Agenda.

Overview of Prior Years Goals
Joslin reviewed the top goals from 2017 and briefly reviewed the status of each of them. The 2017 goals were as follows:

2017

- Annexation of Surrounded Properties
- Dog Park
- Outdoor Hockey Rink
- Park Dedication Fund Use
- City Comprehensive Plan Update
- 2017 Pavement Management Program
- Palomino Road Reconstruction
- Railroad Avenue Sidewalk/Trail
- 2017 Liquor Store Tasting Event
- Setting a Future Target Date for Discussion of a New Liquor Store Project.
- Public Works and Police Department Storage

Earlier years Goals were listed in the handouts and briefly reviewed. The earlier years' 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

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

Mayor Wimmer felt the budget is on track per prior budget projections.

Review of 2018 Projects/Goals

a. City Website

Economic Development Director Sean Sullivan reviewed the history of the City website planning. Mayor Wimmer pointed out that in term of marketing the City, it is important to have a good site. Councilmember Lorinser thought that while there is a lot of information on the website, it isn't always easily attainable. Discussion about the importance of having a robust City web-site and the importance it plays for the residents and continued economic development growth continued among the Council and City staff. In terms of neighboring cities, the City's website is lagging behind and is not user friendly. Councilmember Collison asked about the availability of a mobile app for the City. Mr. Sullivan responded that he has briefly looked into it and there are options available. Discussion consensus was that the City's technology needs to be updated.

b. Equipment for City Council Communications

The Mayor mentioned that the current system is not efficient and needs to be updated. The current system is from 2005 and requires frequent tech upkeep. Audio file retrieval is slow and outdated. In the interest of going paperless, the use of emails for Councilmembers for City communication and moving to the use of tablets was discussed. This would eliminate the use of paper and staff resources to put packets together while also streamlining the process. Councilmember Lorinser added that he would like to see about getting cameras in the Council Chamber to stream meetings. Mayor Wimmer agreed since video streaming is much easier now than in the past. However, policy would need to be discussed to ensure that the recorded meetings reflect the set Council Agenda items.

c. 20 Year Capital Improvement

Financial Director Mike Betker pointed out that it is good to understand that although you can't say with certainty where you will be in 20 years, you will have a ball-park idea so incremental changes can gradually be made over time. Discussion of the capital improvement plan briefly included the need for additional storage space for the City in the future due to growth, but Mayor Wimmer noted that there was nothing new that wasn't in the plan already and hadn't already been previously discussed. This project is needed and initial work has started.

d. Administrator Transition

The Mayor informed the Council that throughout 2018, City Administrator Don Lorsung will begin transitioning duties to the Assistant City Administrator Josi Wood as part of the long-term staffing plan. By 2019 Ms. Wood would begin working as the City Administrator with Mr. Lorsung taking on Assistant City Administrator and Assistant City Clerk duties along with special projects that the City would otherwise need to pay an outside source for. Part of the staffing plan also includes bringing in a two-year Tech Engineer position to help supervise projects that are currently contracted out. It would not be an increase of dollars but rather a reallocation of currently

contracted engineering costs which would also provide additional staff capacity. This position would possibly take duties of the Public Services Director.

e. Emergency Generators

This is a serious need in case of a major power outage. Public Services Director/Assistant City Administrator Josi Wood said there is a generator at the water treatment plant and the main lift but that is all. This will keep most of the sanitary sewer services working temporarily but the lift stations will quickly fill up. There are two other critical lift stations but only one large portable generator available. Two more generators are needed, an additional one for the lift stations and another to supply a building facility with power if needed, either City Hall or the Police Department.

Police Chief Gene Hill said they have received quotes from Cummins and CAT, with the cheapest generator starting at $26,000 but that doesn't include transfer switches, automatic starts, or installation. Another option would be purchasing units through the Wildfire Land Services with the MN DNR. The generators are used units from the Federal government and are tested and operational before they leave the DNR for approximately $750.00 each. Transfer switches and installation would be an additional $5,000 and can be done through a City contracted electrician.

Discussion included the different power supply capacities the City would require and what is available from the DNR. Chief Hill noted the DNR generators are mil-spec and so are designed to sit outside and be easily moved with a forklift. He then suggested the best solution for the City would be to get the generators through the DNR and have an electrician wire them in. Discussion continued about making sure any available generators had the correct power adapters to so they could be safely used in an emergency.

Councilman Collison asked if a generator at City Hall could also power the Community Center. City Administrator Lorsung responded that issue had been discussed as there is a need for emergency shelter for people and there are very limited resources in the City as the schools do not have back-up generators and cannot be a resource for shelter.

Councilman Collison pointed out that maintenance would need to be considered for the units also. There is a recommended weekly and twice a year comprehensive maintenance protocol that needs to be taken into consideration also.

f. Multi-use Skating Rink

Mayor Wimmer suggested a model similar to North Branch for an outdoor recreational park with a flat, multi-use surface next to the BMX building. Public Services Director Wood said lights and water would be the most significant cost. Discussion among the City Council and staff included options for lighting and filling the skating rink, types of uses including pleasure skating and sport-related, and the likely need for re-grading of the area due to the current slope of the area. Mayor Wimmer said there is cost to it but it seems it would be beneficial.

Glenn Farrell, 200 1st Avenue NW, asked if the Fire Department had a water tanker that could be used to fill the skating rink. Mayor Wimmer agreed but added that the City would be billed for the use of the Fire Department's equipment. Mr. Farrell then suggested the option of buying a water tank with a skid that could be loaded onto a truck bed. Mayor Wimmer thanked Mr. Farrell for his suggestions.

g. Street Extensions – Richard Avenue SE & 5th Avenue NE

There is a study that has been done for 5th Avenue NE and one will be done for Richard Avenue SE to determine the total cost. Currently the Richard Avenue improvement would be on hold until the hotel project moves forward. Penny Lane has already been vacated. Ideally the street extensions and the hotel project construction would happen simultaneously.

h. Liquor Store Tastings (off-site)

Liquor Store Manager John Jacobi discussed the possibility of local businesses hosting off-site liquor tastings. He said it is not possible for the liquor store to provide this service due to liquor liability laws according to the director of the Minnesota Municipal Beverage Association. However, if a business wanted to pay for the hiring of a caterer with the correct licenses and provide insurance, the caterer's license would then allow the liquor store to come in and provide the service. Mayor Wimmer questioned if it would generate enough revenues for the liquor store to recoup expense of doing this. Mr. Jacobi was uncertain but he did not believe it would. It was also discussed that recent liquor store tastings held inside of the liquor store itself had generated more revenue and repeat sales than tastings held off-site.

i. Traffic Issues with Heritage Boulevard

In anticipation of Kwik-Trip coming into Isanti, the traffic situation on Heritage Boulevard was discussed. Heritage Boulevard is an Isanti County road and the City will have to work with both the county and MN DOT to make any changes to Heritage Boulevard. Community Development Director Ryan Kernosky outlined a brief summary of options that have been brought to the county. Additional discussion continued between City Council and staff about alternatives ideas that may optimize traffic flow on Heritage Boulevard.

j. Sledding Hill at Bluebird Park

Councilman Collison would like a sledding hill as he feels it would be a nice amenity for the City. He offered a potential location as Bluebird Park. Councilmembers and City staff discussed where the best location would be with other City locations offered as potential possibilities. Discussions continued regarding safety concerns, such as lighting and City liability issues, how a sledding hill could potentially be engineered, landscaping and topography, and maintenance of both a potential sledding hill and surrounding properties. All agreed that a sledding hill would be a nice addition to the City. It was decided that the Park, Recreation, and Culture Board should discuss the issue to see whether they feel it is feasible to pursue as a possible project, and if so where the best location would be.

k. Fluoride Information Added to Water Bill

Councilman Bergley put forth adding information to the monthly City water bills that fluoride is added to the City water supply. He referred to water bills in Austin, Texas that offer the same information since it is the only chemical added to the water for a medical treatment. He felt it would inform residents of why fluoride is added to the water. Mayor Wimmer felt that addition would cause unwarranted concern to residents as to why the City felt it was necessary to include that information on the water bills. It was mentioned that the information of what chemicals are added to the water are posted in the Consumer Confidence Report on the City website and annually in the official City newspaper.

l. City Hall Water Bottle Refill Station

Mayor Wimmer feels that adding a water bottle refill station would be a good step for the City as it would be greener, would get rid of so many disposable plastic bottle, and would help with our

Greenstep's best practices. The water bottle refill stations would be available to the public at City Hall also. Chief Hill suggested additional sites of the Community Center and both the Police and Fire Departments as well. Councilman Lorinser thought the BMX track would be another good site and added that he believes the refill stations would be utilized by many. Discussions included that there would be initial installation costs and routine cleaning and maintenance required as well.

m. 2018 Pavement Management Program

City Administrator Lorsung commented that planned sealcoating will be proceeding in the Northwest part of the City and could be expanded upon depending on the budget.

n. Continue Marketing Plan and Economic Development Efforts to Diversify and Increase Tax Base

Mayor Wimmer said the Marketing and Development efforts will continue moving forward.

o. Maintain City and Development Standards

Mayor Wimmer noted dramatic progress in median household income over the period of 2000-2016. The City of Isanti has gone from the lowest per capita income levels to the highest in that time period. This allows the City to attract a whole different set of businesses and the ability for the City to grow, offer more services, and be less dependent upon outside financial assistance. These overall changing trends helps for continued future growth in the economic well-being of the City and its residents. The Mayor believes this helps everyone with increased property values and opens the door to many other community amenities. Councilmember Lorinser agreed that this type of planning is beneficial and it should continue.

Mayor Wimmer summarized what had been discussed during the Goal Setting Session. Goals will be assigned to the appropriate Committees and Boards to move forward for Council's consideration.

Adjournment

Motion by Lorinser, second by Collison to adjourn. The meeting was adjourned at 9:57 a.m.

Respectfully submitted,

Clark A. Joslin, Facilitator
Isanti City Attorney

K.1.

A Community For Generations.

Isanti

MEMO

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

From: Katie Brooks, Human Resources / City Clerk

Date: January 2, 2018

Subject: Recommendation Offering the Position of Full-time Police Officer to Tanner Hagen

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Request:

City Council approved to advertise and seek candidates to fill a vacant full-time Police Officer position. Through review of all the candidates, it is recommended to approve Mr. Tanner Hagen for the full-time Police Officer position.

Attachment:

- Oath of Office
- Resolution 2017-XXX - Approving Hiring Tanner Hagen for position of full-time Police Officer

OATH OF OFFICE

STATE OF MINNESOTA)

COUNTY OF ISANTI)

CITY OF ISANTI)

I, Tanner Hagen, as a law enforcement officer solemnly swear to uphold the constitution of the United States and of the State of Minnesota;

That I will bear true faith and allegiance to the same;

That I will enforce the laws of the United States, of the State of Minnesota, and of the City of Isanti impartially;

That I will work in partnership with the citizens of the City of Isanti toward providing a safe environment and enhancing the quality of life consistent with the values of our community;

That I will adhere to the ethical values of professionalism, integrity, responsiveness, sensitivity, respect and openness;

That I take this obligation freely, without any mental reservation or purpose of evasion;

and that I will faithfully discharge my lawful duties as a City of Isanti Police Officer. So help me God.

_____ _____

Signature Date

Subscribed and sworn to before me this 7th day of February, 2018.

_____

Katie Brooks, Human Resource / City Clerk

RESOLUTION 2018-XXX

RESOLUTION OFFERING THE POSITION OF FULL-TIME POLICE OFFICER TANNER HAGEN

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 Full-Time Police Officer position; and

WHEREAS, the Interviewing Panel selected Tanner Hagen as the most qualified candidate for the open Full-Time Police Officer 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 Full-Time Police Officer position to Tanner Hagen for the City of Isanti and that he shall be eligible to start in that position on or after February 7th, 2018.
2. That Tanner Hagen shall start at Step 1 of the Wage Scale at $27.51 per hour.
3. That Tanner Hagen shall be on probationary status per the Personnel Policy in the position of the Full-Time Police Officer position effective February 7th, 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 7th day of February, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

K.2.

Request for City Council Action

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

From: Katie Everett, Community Events and Parks Coordinator

Date: February 7, 2018

Subject: Resolution Approving 2018 Farmers' Market Rules and Regulations

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Background:
At its January 23rd, 2018 meeting, the Parks, Recreation, and Culture Board discussed updates to the Isanti Family Farmers' Market Rules and Regulations for 2018. In 2017, staff received requests from vendors under the age of 18 to have a booth at the market. The rules have not addressed any age requirements in the past; in 2017, staff allowed minor vendors with an accompanying adult during the market. The PRC Board recommends specifying in the rules that vendors under 18 are allowed but must have a responsible adult (over 18) present during the market. These vendors will pay the same fees and be subject to the same requirements as all other vendors. This language has been added to the Rules and Regulations as follows:

8. Membership

A. Eligibility

vii. Vendors under 18 years of age are welcome but must have a responsible adult (18 years or older) present during market hours.

Other small changes to the Rules and Regulations are as follows:

8. Membership

A. Eligibility

iv. ~~Vendors~~ Full Season vendors are required to be present during the first four (4) consecutive Fridays of the market season.

12. Booth/Stall Allocation & Requirements

J. All tent-type stalls/booths are required to be staked or weighted down with at least 40 pounds in case of wind or storms.

The vendor fees for 2018 will remain the same: $10 annual membership fee, $10 daily booth fee, $60 half season booth fee (9 days), $100 full season booth fee (19 days). The Market season will be every Friday from 2:00-6:00 pm from May 25 through September 28.

Upon approval, staff will update IsantiFamilyFarmersMarket.org with the 2018 application materials. Applications will also be available at City Hall.

Staff Request:
Staff is requesting Council approval of the changes to the Rules and Regulations for the Isanti Family Farmers' Market for 2018.

Attachments:

- Resolution 2018 – XXX
- Farmers' Market Rules and Regulations
- Farmers' Market Vendor Application

RESOLUTION NO. 2018-XXX

RESOLUTION APPROVING 2018 FARMERS MARKET RULES AND REGULATIONS

WHEREAS, the Isanti Family Farmers Market Rules and Regulations are subject to review by the Parks, Recreation, and Culture Board; and,

WHEREAS, at its January 23, 2018 meeting the Parks, Recreation, and Culture Board discussed updates to the existing rules; and,

WHEREAS, the updated Isanti Family Farmers Market Rules and Regulations are attached to this resolution as "Exhibit A";

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the updated Isanti Family Farmers Market Rules and Regulations as attached as "Exhibit A."

This resolution was duly adopted by the Isanti City Council this 7th day of February, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Exhibit A

2018 Rules & Regulations

City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
Market Manager – Katie Everett
Office: 763-444-5512 Cell: 763-772-5856 Email: isantiparks@cityofisanti.us

1. Name: Isanti Family Farmer's Market (The "IFFM")

A. Shall be open to producers and vendors that live within a 50 mile radius of Isanti, MN or as approved by the Market Manager.

B. A Farmers' Market consists of two or more producers, selling produce or food that they raised or created directly to individual customers at a defined location on a periodic basis.

C. Definitions:

i. A ***vendor*** is the retail seller at a stall, booth or tent. Both farmers and non-farmers selling at a farmers' market are vendors.

ii. A ***producer*** refers to the farmer, grower, baker, maker of homemade foods, arranger of flowers, etc. selling at a farmers' market.

iii. A ***member*** is a vendor who is an official market participant (member of the market's association of vendors).

2. Mission Statement

The Isanti Family Farmers' Market serves as a community gathering place for consumers to purchase locally grown and handmade products that promote healthy lifestyles while sustaining local agriculture; to stimulate public interest and knowledge; to increase local consumption of local products; and to educate the next generation about food production. It is a market in which farmers, growers and producers sell their own products direct to the consumer, thereby creating a direct relationship. This market will emphasize quality, freshness, wholesomeness and creative marketing.

3. Supporting Structure

A. Funding is provided by the Isanti Parks, Recreation and Culture Department.

4. Governance

A. IFFM is governed by the City of Isanti Parks, Recreation and Culture Board and/or Market Manager.

B. The City of Isanti Parks, Recreation and Culture Board and/or Market Manager monitors the effectiveness, quality, efficiency, and financial stability of the farmer's market as a means of ensuring accountability to vendors, the community, and the vendor association.

C. The City of Isanti Parks, Recreation and Culture Board and/or Market Manager enforces the rules and regulations

of the farmers' market.

D. The IFFM will not discriminate against any person based on race, color, creed, national origin, sex, age, disability or sexual orientation.

5. Purpose

A. This Vendor Rules & Regulation handout is intended to describe the organization and administration of the Isanti Family Farmer's Market. It details rules and regulations to be followed by the Market Manager, vendors and management of the IFFM. The City of Isanti Parks, Recreation and Culture Board and/or Market Manager shall deal with any issue not covered in this handbook.

6. Use

A. The use of the IFFM is restricted to the sale of local products from within a 50 mile radius of Isanti, MN. Special exceptions may be allowed from time to time, upon the approval of the IFFM Market Manager in response to local supply and productivity.

7. Market Location & Season

A. Located at 400 West Dual Blvd, Isanti, MN 55040 – next to Isanti Liquor off Heritage Blvd.

B. Dates: Every Friday, beginning May 25, 2018 through September 28, 2018

C. Time: 2:00 – 6:00 pm

D. Mailing Address: 110 1st Avenue NW, PO Box 428, Isanti, MN 55040

E. Attn: Katie Everett OR Market Manager

F. Phone inquiries can be made: 763.444.5512 (Office) or 763-772-5856 (Katie's Cell)

G. Email: isantiparks@cityofisanti.us

H. Website: www.isantifamilyfarmersmarket.org

8. Membership

A. **Eligibility:** All Producers and Vendors are welcome upon receipt of approved application. The Market Manager has the right to refuse admittance if a Producer or Vendor does not follow market rules:

i. Grower, Producer, Crafter, Local Business or Artisan residing within 50 mile radius of Isanti, MN or has permission from Market Manager.

ii. Member has paid applicable fees and completed application.

iii. No one will be accepted into the market without a completed application and all necessary state permits, licenses, and payment of annual dues, plus stall fee.

iv. Full Season vendors are required to be present during the first four (4) consecutive Fridays of the market season.

v. New and continuing applications will include copies of all appropriate licenses.

vi. Membership fees will not be refunded if expelled from the IFFM.

vii. Vendors are responsible for acquiring the appropriate licenses, when applicable, and tax forms.

viii. Vendors under 18 years of age are welcome but must have a responsible adult (18 years or older) present during market hours.

B. **Member Expectations:** The supporting members, as a whole, should feel free to comment to the City of Isanti Park, Recreation and Culture Board and/or IFFM Market Manager with respect to:

i. The overall management, operation and administration of the market.
ii. The improvement of the market, site, vendor layout, and other physical improvements.
iii. The regulation of the market, including the hours of operation, designation of stall space, charging of market fees, sanitation, posting of signs and other matters of interest to the public or vendors.
iv. The advocacy and support of the market and development of continuing advertising and promotional programs for the market.

9. Fee Structure

A. All applications will need to be reviewed prior to acceptance to the IFFM. Notification given for acceptance can be done the day of market if all information is provided.

B. Payment of fees required with application submission.

C. Fees will be refunded if not accepted by Park, Recreation and Culture Board or Market Manager of IFFM.

D. Annual Membership Fee: $10, Annual Booth Fee $100, Half Season Booth Fee $60, Daily Booth Fee $10.

E. Vendor fees are NON-REFUNDABLE after May 25.

10. Vendor Agreement

A. **Application Process:** All applicants for membership must complete a signed Vendor Application. The Vendor Agreement also lists all the products (by category and sub-category) that are approved for sale at the market.

B. **Applicant:** The Applicant Vendor is the grower, producer, crafter, local business or artisan resident admitted to the membership. Vendors should list ALL other family members or production employees who are to participate in the booth/stall during the current season.

C. **Review & Jurying**: All products to be offered for sale must be approved by the Market Manager. The IFFM Market Manager reserves the right to refuse acceptance of any applicant vendor or vendor product that is not in keeping with the rules, regulations or standards of IFFM.

D. **Authority**: The IFFM Market Manager reserves the right to cancel any Vendor Application. Failure to comply with the aforementioned documents is grounds for termination of vendor membership and termination of the Vendor Application.

E. **Warnings**: The Market Manager will issue warnings to vendors not in compliance with these responsibilities. After a total of 3 such warnings have been recorded, the vendor will be asked to explain to the IFFM Market Manager and/or City of Isanti Parks, Recreation and Culture Board why the Vendor Application should not be terminated.

11. Product Categories

A. Vendors who wish to participate in the IFFM must submit a Vendor Application packet including a product list by category to the best of their ability. It is the vendor's responsibility to ensure that all products in each category comply with current MDA and USDA regulations and are properly identified and labeled. This market is being established as an outlet for local agriculture, produce and craft products to help promote sustainable farming, rural enterprise and local commerce.

12. Booth/Stall Allocation & Requirements

A. Space is allocated by the market manager to paid-up, full-season vendors first. The priority for remaining space is given by preference to paid-up, half-season vendors secondly and then to new members thereafter.

B. Vendor space is limited to 10x10 stalls. (Some stalls may be larger)

C. Disputes over stall spaces will be settled by the Market Manager. All such decisions are subject to appeal to the City of Isanti Parks, Recreation and Culture Board.

D. Customer parking will be clearly designated by conspicuous signs and arranged to ensure safety and market visibility.

E. Market vendors are encouraged to display their name or farm name at the front of the booth that identifies their farm or business.

F. Vendors are responsible for providing all display materials for their respective booth/stall, including but not limited to tables, racks, awnings, chairs, etc.

G. Vendors are responsible for setting up and tearing down all display materials.

H. The market manager may require that unsafe or unsightly materials be removed from the booth/stall area.

I. The IFFM accepts no responsibility for damage or loss to display materials.

J. All tent-type stalls/booths are required to be staked or weighted down with at least 40 pounds in case of wind or storms.

K. Vendors are encouraged to keep their booth stall open for the entire market day hours and should not begin teardown before the designated market closing time unless approved by Market Manager.

13. Vendor Expectations

A. At least one vendor (under definitions above) as listed on the Vendor Application must be present to sell at a market day unless approved otherwise by Market Manager.

B. No vehicles will be allowed inside defined Farmers Market Area during open hours of operation of 2:00 to 6:00 PM. Vendors and vehicles will be allowed in the Market Area before and after the market is open for set-up and tear down of vendors.

C. Vendors (under definitions above) may employ or provide a salesperson that is hired solely for market sales in a booth/stall. All salespersons in a booth/stall must be accompanied by a vendor who is listed on the Vendor Application or approved by Market Manager.

D. Vendors shall be open and ready for business at start of market and no later. Vendors arriving late will be assigned a stall by the market manager from the available vacant space, if any remains. The market manager may reassign any stall not occupied 10 min prior to opening of market. A vendor shall make every effort to notify the market manager as soon as possible if they are not going to be in attendance that week.

E. Vendors are responsible for their own booths/stalls and will leave their site clean and in a condition suitable to the City and the property owners.

F. Hawking and false advertising is forbidden.

I. Sales must be conducted in an orderly and businesslike way. Each vendor is responsible for handling and safely keeping their cash box or other monetary container.

J. Vendors will not start selling products before the designated time of the market start. No presales or pre-bagging are allowed, as this is unfair practice for those customers that cannot come prior to Market start.

K. Vendors should load and unload in such a way as to avoid obstructing the flow of traffic and the work of other vendors.

L. All items offered for sale must have pricing displayed clearly for each item or group of items. Pricing should be clear and legible.

M. Vendors are encouraged NOT to practice "distress pricing" for the express purpose of undercutting other vendors with same or similar products. When the market manager perceives "distress pricing" is occurring, the IFFM Board reserves the right to impose pricing ranges or to cancel any Vendor Application.

N. Each vendor is responsible for his/her sales tax collection, where applicable.

O. The City of Isanti, City of Isanti Parks, Recreation and Culture Board and the IFFM Market Manager are not liable for any injury, illness, theft, loss, or damage of any kind to either the buyer or seller, or their property, arising out of or pertaining to preparation for, participation in, or use or consumption of products bought, sold, or provided at the IFFM. By participating in the IFFM, seller further agrees to indemnify and hold the City of Isanti, City of Isanti Parks, Recreation and Culture Board and the Market Manager harmless for and against any claims for such injury, illness, theft, loss or damage. Insurance coverage is the responsibility of the individual vendor. The IFFM bears no responsibility for any vendor's property at the market.

P. All vendors are strongly encouraged to carry their own general liability and product liability insurance, as the City of Isanti, City of Isanti Parks, Recreation and Culture Board and Market Manager does not provide coverage.

Q. IFFM Rules are subject to change. Changes to IFFM rules will be communicated to vendors in writing.

14. Market Miscellaneous

A. Walkways between vendor spaces must be kept open.

B. Selling is allowed only in designated areas.

C. No part of the market may be used for overnight storage.

D. No alcoholic beverages or unauthorized weapons are allowed in the market or on the market grounds.

E. Vendors do reserve the right to ask customers to not smoke around their booth/stall.

H. At the end of the market day, all refuse must be placed in the bins provided. Garbage and recycling bins will be provided by the market manager and removed at the end of each market day. For produce and food vendors, it is especially critical to clean up scraps of any such refuse material from the ground due to the risk of encouraging vermin.

I. No smoking in vendor booth areas per City Ordinance. Smoking areas off-site include the public parking areas. Please ask for other nearby locations.

J. The only animals allowed in the farmer's market area of operation are police dogs or service animals, such as patrol or disability service dogs – per MN Department of Health.

15. Food Safety and Sales

A. All processed foods offered for sale must be protected from contamination.

B. Containers, wrappings and gloves must be single-use only where applicable.

C. Review MDA, FDA, DHS and USDA requirements frequently if any questions remain.

D. The Minnesota Department of Health (MDH) contacts for Isanti County are Crystal Elva (651-201-3981, crystal.elva@state.mn.us) and James Noyola (651-201-4929, james.noyola@state.mn.us).

16. Community Booths

A. A community booth/stall is available to charity and non-profit organizations at no cost for promotional or educational purposes. Any group interested in using that stall shall contact the Market Manager at least one (1) week prior to the assigned day.

B. A Local Business of the Week Booth will be provided at no cost to a local business. Interested businesses should contact the Market Manager for scheduling. This booth will give a local business an opportunity to educate the public as to what products and services this business provides.

C. All IFFM rules and regulations apply to the vendor and persons residing in that stall.

K.3.

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events and Parks Coordinator

Date: February 7, 2018

Subject: Resolution Approving Residential Rain Garden Incentive Program Updates

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Background:
City staff have worked with Isanti Soil and Water Conservation District (SWCD) staff to make participation in the City's Residential Rain Garden Incentive Program more accessible for residents. In 2018, all residents interested in participating in the incentive program will have the opportunity to schedule a site evaluation with Isanti SWCD staff. The Isanti SWCD staff will help determine if the property is a good candidate for a rain garden. Residents will then have the option to complete the rest of the program on their own or continue with design assistance from Isanti SWCD. Residents committed to completing the rain garden project will receive assistance with location, sizing, and plant selection. Residents will still be responsible for installation of the garden (either completed by them or a contractor). These projects will be eligible for 50% reimbursement, up to $500, for materials and installation costs (no change from 2017). The application period will be May 1 – June 1, 2018. The updated application will be posted on the City website and will be available at City Hall. A quick fact sheet has been created and is attached for Council review.

In addition to assistance with the Rain Garden Incentive Program application process, the City of Isanti and Isanti SWCD will be offering an informational Rain Garden Workshop on Thursday, April 19th at 6:00 pm. The three-part workshop will focus on Rain Garden Basics, Rain Garden Design, and the Incentive Program. The workshop is free to attend and open to all Isanti County residents.

Staff Request:
Staff is requesting that City Council approve the updates to the Residential Rain Garden Incentive Program including the partnership with Isanti Soil and Water Conservation District for consultation and design services.

Attachments:
- Resolution 2018 – XXX
- Rain Garden Quick Facts Sheet
- Rain Garden Workshop Flyer

RAIN GARDEN INCENTIVE PROGRAM

QUICK FACTS

Rain Gardens are great tools to manage stormwater, create pollinator habitat, and boost aesthetic appeal of a property. The City of Isanti's Rain Garden Incentive Program helps make installing a native rain garden easy!

1. Workshop

Attend the Rain Garden workshop to learn about why rain gardens are important, effective rain garden design, and how to participate in the program.
Workshop optional but encouraged.

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2. Application

Two options available:

Do It Yourself - submit project plans and cost estimate prior to installation. *Free site consultations available.*

Professional Design Assistance* - schedule a site consultation, and Isanti Soil and Water Conservation will submit the application for you.
**Limited availability*

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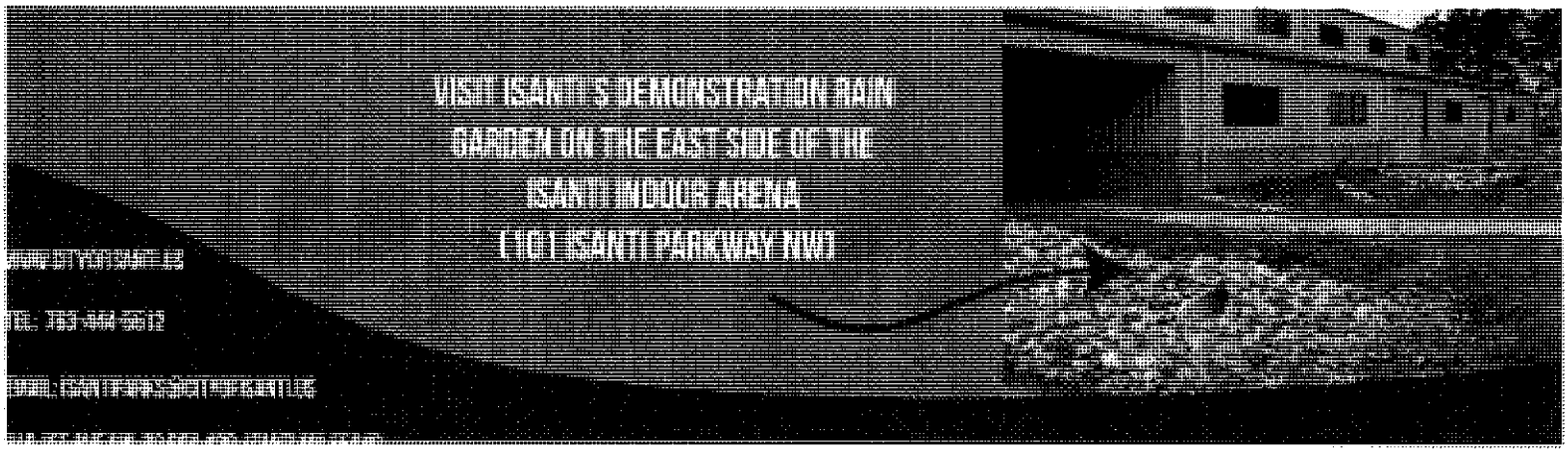
3. Install

Install your rain garden per approved plan and submit required documents for reimbursement.



RAIN GARDEN WORKSHOP

APRIL 19, 2018

Isanti City Hall

110 1st Ave NW, Isanti

6:00 - 8:00 PM

Hosted By:

A Community For Generations.
Isanti

and

ISANTI SOIL AND WATER CONSERVATION DISTRICT

Attend this FREE, 3-part workshop:

Part 1 - Rain Garden Basics
6:00-6:30 pm
What are rain gardens, and how do they work?

Part 2 - Rain Garden Design
6:30-7:30 pm
Learn about site selection, plant options, and garden design from the experts

Part 3 - Incentive Program
7:30-8:00 pm
City of Isanti residents can learn how to participate in the Rain Garden Incentive Program to gain design help and financial assistance.

Open to all Isanti County residents

RESOLUTION NO. 2018-XXX

A RESOLUTION APPROVING RESIDENTIAL RAIN GARDEN INCENTIVE PROGRAM UPDATES

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 per Resolution 2016-274; 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 the Stormwater Fund (603-49500-495); and,

WHEREAS, Isanti Soil and Water Conservation District may provide site consultation to all residents interested in participating in the incentive program with the option to provide garden design for committed participants; 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 2018 City of Isanti Residential Rain Garden Incentive Program updates.

This resolution was duly adopted by the Isanti City Council this 7th day of February, 2018.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

K.4.

Request for City Council Action

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

From: **Katie Everett, Community Events & Parks Coordinator**

Date: **February 7, 2018**

Subject: A Resolution Accepting Donation of Custom Bike Rack from Parkitect to City of Isanti

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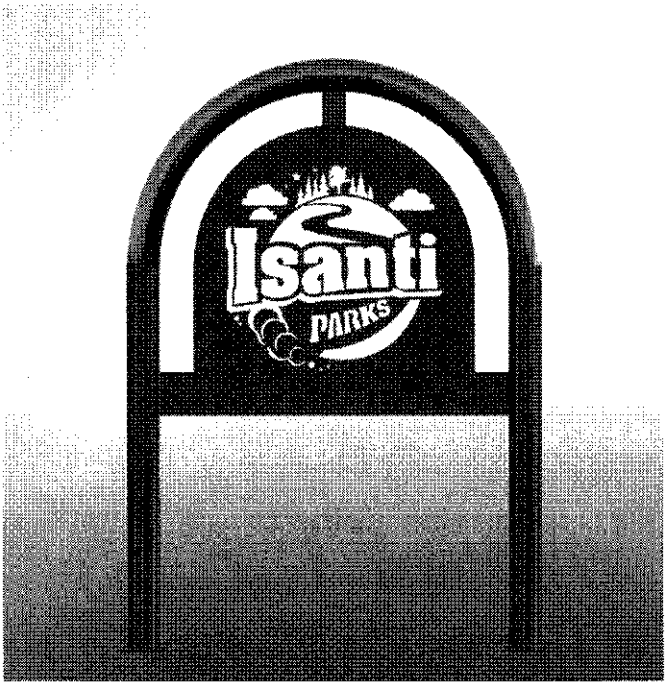
Background

City staff have worked with Isanti-based Parkitect to design custom bike racks for the City's use at public facilities. Parkitect designed and dontated a two-bike rack (pictured below):



The value of the donated bike rack is $144.42. City staff will install the bike rack at a City park in the spring. Parkitect may feature the bike rack in its marketing materials in the future.

Staff Request

City staff is requesting that Council formally accept the donation of this custom bike rack from Parkitect.

Attachments

- Resolution No. 2018-XXX

RESOLUTION NO. 2018-

A RESOLUTION ACCEPTING DONATION OF CUSTOM BIKE RACK FROM PARKITECT TO CITY OF ISANTI

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, on January 17, 2018, Parkitect donated a custom Isanti Parks bike rack; and,

WHEREAS, the total monetary value of the donation is $144.42; and,

WHEREAS, the City of Isanti will install the bike rack at one of its City parks; and,

WHEREAS, Parkitect may use the bike rack for its marketing purposes in the future;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of Isanti, Minnesota accepts the above custom bike rack donation from Parkitect.

This Resolution hereby approved by the Isanti City Council this 7th day of February, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

Request for City Council Action

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

From: **Katie Everett, Community Events & Parks Coordinator**

Date: **February 7, 2018**

Subject: A Resolution Approving Painted Rock Program in Isanti City Parks

---

Background

Cambridge-Isanti School District staff have expressed interest in launching a painted rock hunt program at parks throughout Isanti County. Students from the District's Moving Forward program, as well as residents at senior care facilities and home school families, will be painting rocks over the winter months that will be hidden within the parks. Area residents and visitors will then be encouraged to visit the parks to search for the rocks; once participants find the rocks, they can post a picture of the rock to a Facebook page managed by School District staff, Robillard, and re-hide the rock, or they can keep the rock. The Facebook page will include rules for the program to address to appropriate content the rocks, areas where they are allowed to be hidden, etc. The program has already been approved by Isanti County Parks and the City of Cambridge.

Parks, Recreation, and Culture Board Recommendation

School District staff, Julie Robillard, attended the January 23rd Parks, Recreation, and Culture Board meeting to discuss the program. The PRC Board recommends that City Council approve the use of Isanti's parks for this purpose. The Board suggested that the program also be present to the North 65 Chamber to encourage business involvement.

Staff Request

City staff is requesting that Council approve the painted rock program use inside Isanti's parks.

Attachments

- Resolution No. 2018-XXX

RESOLUTION NO. 2018-XXX

RESOLUTION APPROVING PAINTED ROCK PROGRAM IN ISANTI CITY PARKS

WHEREAS, school district staff have approached the City of Isanti requesting permission to hide painted rocks for the public to find in City parks; and,

WHEREAS, at its January 23, 2018 meeting, the Parks, Recreation, and Culture Board discussed this use and recommended City Council approval; and,

WHEREAS, the program will include a public Facebook page managed by the program coordinators; and,

WHEARAS, the Facebook page will list rules regarding the content on the painted rocks and acceptable hiding places for rocks that are approved by the City of Isanti, Isanti County, and the City of Cambridge; and,

WHEREAS, the City of Isanti will continue to monitor this program within the parks and reserves the right to provoke this permission if the program is found to become a nuisance;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the painted rock program use within Isanti City Parks.

This resolution was duly adopted by the Isanti City Council this 7th day of February, 2018

_____
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: Clark Joslin, City Attorney
Don Lorsung, City Administrator

Date: January 31, 2018

Subject: 2018 City Council Goals

The City Council met on Monday, January 22, 2018 at a Goal Setting Workshop to review past and present goals of the City Council and to establish goals for the year 2018. 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 2018 are as follows:

1. City Website
2. Equipment for City Council Communications
3. 20 Year Capital Improvement Plan
4. Administrator Transition
5. Emergency Generators
6. Multi-use Skating Rink
7. Street Extensions – Richard Avenue SE & 5th Avenue NE
8. Traffic Issues on Heritage Boulevard
9. Sliding Hill
10. City Facility Water Bottle Refill Stations
11. 2018 Pavement Management Program
12. Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
13. Maintain City and Development Standards

RESOLUTION 2018-XXX

RESOLUTION APPROVING GOALS FOR YEAR 2018

WHEREAS, annually the City Council sets goals for the current year; and

WHEREAS, City Council met on January 22, 2018 to establish goals for year 2018; and

WHEREAS, goals for year 2018 were established which include the following items:

1. City Website
2. Equipment for City Council Communications
3. 20 Year Capital Improvement Plan
4. Administrator Transition
5. Emergency Generators
6. Multi-use Skating Rink
7. Street Extensions – Richard Avenue SE & 5th Avenue NE
8. Traffic Issues on Heritage Boulevard
9. Sliding Hill
10. City Facility Water Bottle Refill Stations
11. 2018 Pavement Management Program
12. Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
13. Maintain City and Development Standards

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

1. Approve year 2018 goals and assign the 2018 goals; as per Attachment A.

This resolution was duly adopted by the Isanti City Council this 7th day of February, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

ATTACHMENT A

2018 Isanti City Council Goals

1. City Website

    a. City Council, DOAC (Staff – Economic Development Director Sullivan, Community Development Director Kernosky, City Administrator Don Lorsung)

2. Equipment for City Council Communications

    a. City Council, Finance Committee (Staff – Human Resources/City Clerk Brooks, Finance Director Betker, City Administrator Lorsung) Timeline: In-process

3. 20 Year Capital Improvement Program

    a. City Council, Finance Committee (Staff – Finance Director Betker, Public Services Director/Assistant City Administrator Wood, City Engineer DeWolf, Department Heads, City Administrator Lorsung) Timeline: In-process

4. Administrator Transition

    a. City Council, Finance & Personnel Committee (Staff – Human Resources/City Clerk Brooks, Finance Director Betker, City Administrator Lorsung, Public Services Director/Assistant City Administrator Woods. Timeline: 2019 Budget

5. Emergency Generators

    a. City Council, Finance Committee (Staff – Police Chief Hill, Public Services Director/Assistant City Administrator Wood, Finance Director Betker, and City Administrator Don Lorsung) Timeline: On-going

6. Multi-use Skating Rink

    a. City Council, Parks, Recreation & Culture Board (Staff – Community Events & Parks Coordinator Everett, and Public Services Director/Assistant City Administrator Wood)

7. Street Extensions – Richard Avenue SE & 5th Avenue NE

    a. City Council/Finance Committee (Staff – City Engineer DeWolf, Public Services Director/Assistant City Administrator Wood, Finance Director Betker, and City Administrator Don Lorsung) Timeline: Engineering Study In-process and Improvements are Project related

8. Traffic Issues on Heritage Boulevard

    a. City Council, Public Works Committee (Staff – City Engineer DeWolf, Public Services Director/Assistant City Administrator Wood, and City Administrator Lorsung) Timeline: On-going

9. Sliding Hill

    a. City Council, Parks, Recreation & Culture Board (Staff – Community Events & Parks Coordinator Everett, and Public Services Director/Assistant City Administrator Wood)

10. City Facility Water Bottle Refill Stations

    a. City Council, Finance Committee (Staff – Public Services Director Wood, Community Events and Parks Coordinator Everett, Police Chief Hill, Finance Director Betker, and City Administrator Don Lorsung) Timeline: 2019 Budget

11. 2018 Pavement Management Program

    a. City Council, Finance Committee (City Engineer DeWolf, Public Services Director/Assistant City Administrator Wood, Finance Director Betker and City Administrator Lorsung) Timeline: Complete Fall 2018

12. 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

13. Maintain City and Development Standards

    a. City Council, DOAC Committee (Community Development Director Kernosky) Timeline: On-going

K.7.

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: February 7, 2018

SUBJECT: **CONDITIONAL USE PERMIT FOR WARREN AND BRETT THUNSTROM TO OPERATE A MICROBREWERY AT 2 ENTERPRISE AVENUE NE**

Background

A Conditional Use Permit Application (CUP) has been submitted to the Community Development Department by Warren and Brett Thunstrom to open and operate a Microbrewery at 2 Enterprise Avenue Suite A3 (PID 16.132.0040). Pursuant to Isanti Zoning Ordinance Section11, Article 5, Subd. 4(U), a CUP is required to operate a Microbrewery in the TH-65 Overlay District.

Zoning Ordinance Requirement

Zoning: The subject property is located at 2 Enterprise Ave NE, and is part of a larger building. This property falls within the TH-65 Overlay District of the B-2 Zoning Code. 'Microbrewery' is a Conditional Use in the TH-65 Overlay District.

Parking and Traffic: The parcel is already developed. According to the applicant, there will be up to 50 seats for patrons and up to four employees at a given time. Sit-down restaurants require one stall per 3 seats and 1 space per employee. In this case, 20 stalls would be required.

Signage: The applicant has provided intended signage, but no formal submittal on signage has been received.

Conditional Use Permit Standards

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 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 goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.

The proposed use for the site is 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 meets the purpose and intent of the "B-2" & "TH-65" zoning districts

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 proposed use is in a commercial and industrial area. Staff believes that will not be detrimental or endanger the public health, safety, morals, or comfort.

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.
Staff does not believe that the proposed use will be injurious to the use and enjoyment of the other properties within the immediate vicinity.

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 the surrounding properties. The use will be located within an existing structure.

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 currently available.

G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
The conditional use complies to all other regulations within the district in which it is located.

H. The conditional use complies with the general and specific performance standards as specified by within this Article.
The conditional use complies with the general and specific performance standards as specified within this article, as stated by this document.

Section 21, Article 2, Subd. 4 addresses performance standards for Conditional Use Permit. The standards and staff responses *(italicized)* are below:

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.
Staff believes that the existing street is of sufficient capacity to accommodate the type and volume of traffic as a result of this development.

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.
The proposed CUP will be in an existing building that already is designed for access and parking. All parking is met under 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.
Parking for this development does not impact pedestrian circulation.

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 off-street loading is provided in accordance 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.
This section is met.

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.
This area is surrounded by commercial and industrial uses. This section is met.

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.
This section is met.

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.
Existing lighting complies with our zoning code. This section is met.

I. The site drainage system shall be subject to the review and approval of the City Engineer.
This is an already developed site, existing stormwater management has been reviewed and approved.

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 already exists, and as such, is compliant with our zoning 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.
Existing garbage facilities will be used for trash and recycling purposes.

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.
The applicant will need to submit a sign permit for review and approval prior to any signage associated with this development being installed.

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 be required to obtain all proper licensing from the City, State, County, and Federal Governments as deemed necessary.

N. Any applicable business licenses mandated by City Code are approved and obtained.
The applicant may be required to obtain proper licensing from the City, State, County, and Federal Government as deemed necessary.

O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.
This property is in a commercial district, and as such, this section is non-applicable.

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.
This use complies with the performance standards of the zoning district.

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.
Any additional stipulations will be included in the final resolution passed by the City Council.

Comprehensive Plan

The City of Isanti 2008 Comprehensive Plan Update identifies this parcel as 'general commercial,' which is defined as:

The purpose of this category 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, convenience stores, gas stations and other auto-oriented businesses. Limited office and service uses are appropriate in these areas as well, depending on scale and location.

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 maintaining 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 must 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.

Public Notice

Notice of public hearing was published on January 3, 2018 in the *Isanti County News.* All property owners within 350' of the subject parcel received notice of public hearing from the Community Development Department. The Isanti City Planning Commission held a public hearing on January 16, 2018.

Public Comment

At the time of writing this memo, no public comment for or against the project have been provided to my office.

Development and Operations Advisory Committee Comments

The Development and Operations Advisory Committee reviewed the CUP during the December 7, 2017 committee meeting. They recommended the following conditions:

1) Painting of the additional parking stalls (24) along the south parking lot as approved in the original development.
2) Signage to be applied for and reviewed by the City prior to installation.

Planning Commission

The Planning Commission has recommended approval of the attached resolution with the conditions within the resolution.

Staff Comments

The property has already been developed. Because the proposed CUP is in an existing building that is not being expanded or physically changed, and as such does not require an as extensive review of the proposed CUP. Staff is supportive of the CUP, and recommends **APPROVAL** with the following conditions:

1) Painting of the additional parking stalls (24) along the south parking lot as approved in the original development.
2) Any applicable licensing and permits shall be obtained from the proper City, State, County, and Federal Governments as deemed necessary.
3) Signage to be applied for and reviewed by the City prior to installation.

RESOLUTION 2018-XXX

A RESOLUTION APPROVING THE CONDITIONAL USE PERMIT APPLICATION FOR WARREN & BRETT THUNSTROM TO OPERATE A MICROBREWERY AT 2 ENTERPRISE AVE NE SUITE A3

WHEREAS, Warren and Brett Thunstrom (applicants) have requested a Conditional Use Permit approval for the operation of a Microbrewery at 2 Enterprise Avenue NE Suite A3 in the City of Isanti (PID 16.132.0040); and,

WHEREAS, the property is located within the "B-2" General Business District and the "TH-65" Overlay District, of which requires a Conditional Use Permit to operate a Microbrewery in said zoning districts; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit on January 16, 2018; 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 Microbrewery located at the property described within this resolution, be hereby approved with the following conditions:

1) Install (paint) an additional 24 parking stalls along the south parking lot as approved in the original development.
2) Obtain any applicable licensing and permits from the proper City, County, State, and Federal Governments as deemed necessary.
3) Obtain sign permit approval from the City prior to any signage being installed.

Dated this 7th of February, 2018.
ATTEST:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/ City Clerk

FINDINGS OF FACT AND CONCLUSION

Conditional Use Permit Amendment
Warren & Brett Thunstrom - Microbrewery

February 7, 2018

Request

Request from Warren and Brett Thunstrom (applicants) for a Conditional Use Permit to operate a Microbrewery at the property addressed as 2 Enterprise Avenue NE Suite A3 (PID 16.132.0040) in the City of Isanti.

Findings of Fact

1. The applicants are requesting approval of a Conditional Use Permit for the property described under 'Request.'
2. The property is zoned "B-2" General Business District and included in the "TH-65" Highway 65 Overlay District.
3. The applicants submitted a Conditional Use Permit application on November 29, 2017. The received materials were deemed complete and paid on December 22, 2017.
4. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on January 16, 2018 at 7:00 p.m. at City Hall within the City Council Chambers.
5. Notice of the Conditional Use Permit application was published with the *Isanti County News* on January 3, 2018. Notices were sent to all property owners located within 350 feet of the aforementioned address.
6. Section 21, Article 2: Conditional Use Permits, Subdivision 3(D) of the Zoning Ordinance establishes factors that the judgement 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 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 goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans. *The proposed use for the site is 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 meets the purpose and intent of the "B-2" & "TH-65" zoning districts

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 proposed use is in a commercial and industrial area. Staff believes that will not be detrimental or endanger the public health, safety, morals, or comfort.

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.
Staff does not believe that the proposed use will be injurious to the use and enjoyment of the other properties within the immediate vicinity.

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 the surrounding properties. The use will be located within an existing structure.

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 currently available.

G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
The conditional use complies to all other regulations within the district in which it is located.

H. The conditional use complies with the general and specific performance standards as specified by within this Article.
The conditional use complies with the general and specific performance standards as specified within this article, as stated by this document.

2. Section 21, Article 2, Subd. 4 addresses performance standards for Conditional Use Permit. The standards and staff responses *(italicized)* are below:

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.
Staff believes that the existing street is of sufficient capacity to accommodate the type and volume of traffic as a result of this development.

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.
The proposed CUP will be in an existing building that already is designed for access and parking. All parking is met under 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.
Parking for this development does not impact pedestrian circulation.

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 off-street loading is provided in accordance 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.
This section is met.

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.
This area is surrounded by commercial and industrial uses. This section is met.

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.
This section is met.

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.
Existing lighting complies with our zoning code. This section is met.

I. The site drainage system shall be subject to the review and approval of the City Engineer.
This is an already developed site, existing stormwater management has been reviewed and approved.

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 already exists, and as such, is compliant with our zoning 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.
Existing garbage facilities will be used for trash and recycling purposes.

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.
The applicant will need to submit a sign permit for review and approval prior to any signage associated with this development being installed.

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 be required to obtain all proper licensing from the City, State, County, and Federal Governments as deemed necessary.

N. Any applicable business licenses mandated by City Code are approved and obtained.
The applicant may be required to obtain proper licensing from the City, State, County, and Federal Government as deemed necessary.

O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.
This property is in a commercial district, and as such, this section is non-applicable.

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.
This use complies with the performance standards of the zoning district.

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.
Any additional stipulations will be included in the final resolution passed by the City Council.

Decision

The City of Isanti Planning Commission reviewed the request after a public hearing was held on January 16, 2018. The meeting minutes, staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation: Motion by Collison, seconded by Lorinser to recommend approval of the Conditional Use Permit with conditions within the Resolution. Motion passed unanimously.

A Community For Generations.

Isanti

Request for City Council Action- MEMO

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

From: Finance Director Betker

Date: February 1, 2018

Subject: Resolution Approving Request for Proposals for Banking Services

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Background:

The current Banking Services Contract with Community Pride Bank expires on 3/31/2018. Attached is a Banking Services RFP for the Council's consideration. This is largely the same RFP the City used the last time proposals were requested, in 2014. The only change is the addition of the following text regarding interest rates.

1) *The City expects to have one checking account, one savings account and one to three additional savings accounts to be utilized when segregation of funds is required or desired by the City.*
2) *Interest on deposits will be calculated for the checking account and savings account(s) separately. The "Prime Rate" as reported in the Wall Street Journal should be the basis for determining interest on deposits.*
3) *Proposers should bid interest on deposits as a fixed percent below the benchmark rate. Bidders should also identify the floor, or lowest rate that the city will earn under any economic circumstances. For example if the benchmark is 3.25% and your institution bids 3% under the benchmark rate with a 0.10% floor you are agreeing to pay 0.25% on the identified deposits today and guarantee that no matter how low the benchmark goes the City will always receive at least 0.10% on the identified deposits. Bidders may bid different rates and floors for checking and savings accounts but are not required to do so.*

The proposed timeline as outlined in the RFP is as follows:

February 6, 2018	RFP Issued
February 16, 2018	Deadline for Written Questions
February 23, 2018	Responses Mailed
March 2, 2018	Proposals Due
March 8, 2018	Finance Committee Review
March 20, 2018	Award
April 1, 2018	Contract Begins

Request:
Consider Resolution Approving Request for Proposals for Banking Services

Attachments:

- Resolution 2018-XXX – Approving Request for Proposals for Banking Services
- Exhibit A – Banking Services RFP

RESOLUTION 2018-XXX

RESOLUTION APPROVING REQUEST FOR PROPOSALS FOR BANKING SERVICES

WHEREAS, the contract with Community Pride Bank, who provides banking services to the City of Isanti expires on March, 31st 2018; and,

WHEREAS, upon review by the Finance Committee, staff has prepared a Request for Proposals and timeline to procure banking services.

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

1. Approval of the Request for Proposals for Banking 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 banking institutions.

This Resolution is hereby approved by the Isanti City Council this 7th day of February, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

Exhibit A

CITY OF ISANTI
REQUEST FOR PROPOSAL
DEPOSITORY AND BANKING SERVICES

The City of Isanti is seeking proposals from qualified institutions to provide the highest quality depository and banking services at a competitive price. A proposer must be a federally or State of Minnesota chartered financial institution within the city limits of Isanti or surrounding area and must be able to comply with Minnesota Statutes Chapter 118A relating to Depositories of Public Funds.

BACKGROUND

The City of Isanti currently has two demand deposit accounts (general checking account and money market account).

The general checking account is used as the City's main account to receive deposits for credit card clearing from our liquor store and disburse revenues from City operations. The money market account receives daily deposits from our liquor store and other City revenues. On a monthly basis, approximately 250 vendor checks, payroll checks and EFTs are processed through the general account. Total amount of check dollar volume per month depends heavily on the level of our capital project activity. However, average total amount of checks clearing per month is approximately $825,000.00. Transfers are made periodically from our money market account to our general checking account to cover disbursements. The City also uses ACH or wire transactions to/from various sources each month.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

1. Copies and Closing Date

All proposals shall be clearly identified as Banking Services Proposal for the City of Isanti. Four copies of your proposal should be forwarded to the City at the following address by 4:30 p.m. on March 2, 2018:

City of Isanti
Attn: Mike Betker, Finance Director
110 1st Avenue NW
P.O. Box 428
Isanti, MN 55040
(763) 444-5512

Please respond only on the standard forms provided. Alternative proposals for a "better way" of providing a particular service may be attached; however, they will not necessarily be considered in the review and evaluation process. Proposals received after the stated deadline may not be considered by the City.

2. Public Information

All information submitted will be considered public information in accordance with Minnesota Statutes governing data practices. Upon submission, proposals become the property of the City and will not be returned to proposers. Copies of proposals will be available for viewing at City Hall.

3. Questions

The Finance Director will be the only contact and will respond only to questions in written form to clarify any matters related to this RFP. Submission of the written questions must be received at the City of Isanti, 110 1st Avenue NW, P.O. Box 428, Isanti, MN 55040, no later than February 16, 2018. The proposer's questions and the City's answers will become public record and will be sent to prospective applicants by February 23, 2018.

If clarification is needed by the Finance Director, questions will be submitted in written form only to the bank involved. Answers should be returned in writing to the Director of Finance within five (5) working days of receipt of the question. Written answers will become part of the proposal.

SCOPE OF SERVICES

1. Bank Services

The services required by the City of Isanti are listed in Section I of this document. Optional services desired are listed in Section II. Additional information required for submission in the proposal is listed in Section III.

SELECTION PROCESS AND CRITERIA

The Banking Services Contract is expected to be awarded by the Isanti City Council on or before March 20, 2018. The contract award will be based on the recommendation of the Isanti Finance Committee, the City Administrator and the Finance Director with the approval of the Isanti City Council.

The criteria for evaluation of proposals will be:

- Financial strength and capacity of the banking institution
- Availability and quality of services
- Service prices
- Completeness of the proposal

Proposal Calendar

February 6, 2018	RFP Issued
February 16, 2018	Deadline for Written Questions
February 23, 2018	Responses Mailed
March 2, 2018	Proposals Due
March 8, 2018	Finance Committee Review
March 20, 2018	Award
April 1, 2018	Contract Begins

TERMS AND CONDITIONS

It is expected that the selected institution will be designated as the City's depository for a three-year period commencing April 1, 2018, and ending on March 31, 2021, with the option to extend the contract period for an additional two-year term. If a banking institution does not execute an agreement within thirty (30) days after being notified of selection, the City may select another qualified proposing bank or call for new proposals.

This RFP and the bank's response, including all promises, warranties, commitments and representations made in the successful proposal will be binding and will become contractual obligations, and will be incorporated by

reference in the City's agreement with the bank. ACH and wire transfer agreements will be signed in conjunction with the execution of the banking services contract.

The City reserves the right to reject any or all proposals and the right to accept or reject any item or combination of items. The City also reserves the right to award an agreement to proposers of any single service or all optional services and to negotiate terms different from those specified in the proposals. Nothing herein will be construed to prohibit the City from maintaining accounts at other banks, including, but not limited to, certificates of deposit and special accounts. The City may cancel the contract upon a minimum of thirty (30) days written notice. The Depository may not cancel the contract for any reason except for failure of the City to fulfill its obligations.

1. New Services/ Services not covered under proposals

If the City adds additional accounts or services similar to those included in the original proposal, those new accounts or services will be provided under the same items and conditions as apply to the existing accounts. If federal regulations or other regulatory bodies require new accounts or impose other regulations, the bank will make those new services available at a negotiated rate between the City and the bank.

2. Access to Records and Cooperation

The bank will allow lawful and reasonable access to its records by officers of the City, the City's auditors, and state or federal auditors. The proposer will also cooperate in any prosecution for misuse of checks and misappropriation of funds.

3. Compensation

Compensation will be determined from the proposals provided and reflected in the agreement signed with the banking institution.

BANKING SERVICES PROPOSAL FORM

Please indicate the cost per unit or complete your answer in the space provided. If more space is needed, additional pages may be attached as long as they are clearly identified. If there are any services you provide that are not specified in the proposal and you think they would benefit the City, please list them along with the charge per item (on a monthly basis at the end of the form). If a banking service cannot be met, then enter "no proposal" (this may result in the proposal's nonacceptance or a reduction in evaluation points).

SECTION I. BANK SERVICES

Types of Services and Information Required Related to Bank Processing:

1. Availability of Funds

   What are bank cut off times and locations for same day clearing of items drawn on Isanti and Twin City Metropolitan Banks?

   What are times and locations where a final daily deposit will be accepted?

   Provide your funds availability schedule for electronic and paper transactions.

2. Returned Check Processing

   The City requires the bank to automatically process returned checks a second time. The City averages two returned items per month.

   What fees are charged?

3. Night Depository Services

   The bank will provide a night depository services as needed by the City. It is required that the bank supply locking depository bags to the City. The bank will process these bags by: 1) removing under dual control all contents of the bag, 2) counting under dual control all cash and checks received, 3) notifying the appropriate City office of any errors, and 4) preparing a receipt and sending it to the appropriate City office.

   What fees are charged?

4. Wire Transfer Services

The City electronically processes less than one outgoing wire per month and receives approximately one incoming wire per week.

What is the cost per incoming wire?

What is the cost per outgoing wire?

Do you have internet banking that would allow us to process our own outgoing wires and at what cost, if any?

5. Internal Transfers

The City currently transfers funds from the Money Market account to the General Checking account via internet.

What is the cost of this service?

Is there a limit on the number of transfers per month? If yes, how many transfers are allowed?

Is there a dollar limit per transfer? If yes, what is the limit?

6. Automated Clearing House

The proposer must have and maintain Automated Clearing House (ACH) originating bank capabilities. The proposer must conform to National Automated Clearing House Association (NACHA) and Uniform Commercial Code Article 4A (UCC4A) rules. Our ACH volume includes bi-weekly and quarterly payroll, monthly ACH for city services payments and ACH from other governmental entities.

Describe your ACH direct deposit payroll capabilities.

Through what media can you accept instructions for making ACH payments or originating ACH debits?

What are the ACH originated per item charge (debits and credits) and all related costs?

Describe the technical support available for this service.

7. Collateral

The bank must be able to provide sufficient collateral pledges or surety bonding for the account. Collateral is subject to change depending upon the deposit levels of the account (see Minnesota Statutes 118A). Bank is to review collateral requirements monthly and provide report to Finance Director.

What are the fees charged?

8. Balance Information and Reporting

The City currently obtains balances via the internet. Ledger balance, available balance, and collected balance are reported as well as detailed information listing debit and credit items. The City requires that statements process at the end of the last business day of the month.

What are the methods available to obtain daily balances?

Describe the detail of the information provided.

What hardware and software are needed to access the electronic reporting system?

Is it possible to view images of checks and deposits online?

What fees are charged?

9. Vault Services

The City orders approximately $6,000.00 of currency and coin on a monthly basis for our liquor store operations.

Please explain the process for ordering coin and the cost attached to this service.

What are the times and locations available for currency and coin ordering?

9. Credit Card Payments

The City currently accepts payments from its municipal liquor operations, utility billing operations, and other misc payments.

What would be the cost for accepting credit card settlements into our account?

10. Interest

What is reserve requirement for each account and is the reserve requirement deducted from the available balance before the earnings credit rate is calculated?

The City expects to have one checking account, one savings account and one to three additional savings accounts to be utilized when segregation of funds is required or desired by the City.

Interest on deposits will be calculated for the checking account and savings account(s) separately. The "Prime Rate" as reported in the Wall Street Journal should be the basis for determining interest on deposits.

Proposers should bid interest on deposits as a fixed percent below the benchmark rate. Bidders should also identify the floor, or lowest rate that the city will earn under any economic circumstances. For example if the benchmark is 3.25% and your institution bids 3% under the benchmark rate with a 0.10% floor you are agreeing to pay 0.25% on the identified deposits today and guarantee that no matter how low the benchmark goes the City will always receive at least 0.10% on the identified deposits. Bidders may bid different rates and floors for checking and savings accounts but are not required to do so.

11. Electronic Bank Statements

The City currently receives bank statements electronically.

What are the fees charged for this service?

12. City Credit Card

The City currently has a credit card with a limit of $5,000.

What are the fees charged for this service?

13. Other Charges

Please identify any other charges that may be applicable to our account.

Summary of Per Unit Charge Information

Deposit Services	Average Units/Month	Cost per Unit
Account Service Fee	2	_____
Debit Items (ACH)	20	_____
Credit Items (ACH & Credit Card Receipts)	150	_____
Check Clearing (Vendor, Payroll & EFT)	250	_____
Deposits	90	_____
Wires Sent	1	_____
Wires Received	5	_____
Stop Payments	1	_____

SECTION II. OPTIONAL SERVICES

1. Automatic Sweep

Do you offer an automatic sweep product to transfer end-of-day collected balances into an overnight investment account?

If yes, describe your operation and any limitations of your sweep account, as well as the cost attached to this service.

SECTION III. ADDITIONAL INFORMATION REQUESTED

1. Resource Personnel

Identify primary resource personnel and bank officers designated for the City's account.

2. References

List the names, phone numbers and contacts of three other public entities similar to the City of Isanti with whom you do business.

3. Required Reports

Submit your annual reports for the past two (2) years.

Submit your most current Community Reinvestment Act (CRA) Policy Statement.

This proposal must be executed in the firm name or corporate name of the proposer and signed by an officer or other authorized representative.

In witness whereof, this proposal is executed on _____, 20_____.

Financial Institution Name:_____

Address:_____

_____
Authorized Signature

_____
Type Name

_____
Title

_____
Phone Number

K.9.

A Community For Generations.
Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: February 6, 2018

SUBJECT: **RICHARD AVENUE SE PRELIMINARY ENGINEERING REPORT COST**

Background

With the vacation of Penny Lane, and the dedicated right of way of Richard Avenue along the west-side of the proposed hotel parcel, it's appropriate to have a preliminary engineering done to determine the cost of constructing the Richard Avenue extension.

Staff has asked Bolton & Menk to provide a proposal to perform the aforementioned engineering report. Their proposal was at an hourly rate, not to exceed $3,900.00.

Finance Committee reviewed the proposal at the regularly scheduled meeting on January 18, 2018, and has recommended approval.

Staff Recommendation

Staff recommends approval of the attached Resolution.

Attachments:

- Resolution 2018-XXX
- Memo from Bolton & Menk providing costs for engineering services

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 19, 2017

To: Ryan Kernosky, Community Development Director

From: Bradley C. DeWolf, P.E.

Subject: Richard Avenue Preliminary Engineering Report Fee Proposal
City of Isanti, MN

Bolton & Menk, Inc. is pleased to present this proposal to provide engineering services to create a preliminary engineering report for the extension of Richard Avenue.

It is our understanding the scope of work to be completed for the preliminary engineering report is as follows:

- Review record drawings to determine existing conditions
- Layout a figure of the preliminary geometrics of the proposed roadway and utilities
- Review site grading, hydraulics, and storm system requirements.
- Review sanitary sewer and watermain requirements.
- Calculate an Engineers Estimate for the project cost
- Create a final report summarizing these findings and making a recommendation as to the feasibility of constructing this project from an engineering standpoint.

Bolton & Menk proposes to complete the above engineering services for an hourly, not-to-exceed fee of $3,900.00.

Please contact me at (612) 756-1032 if you have any questions or need additional information.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2018-XXX

A RESOLUTION APPROVING A PRELIMINARY ENGINEERING REPORT FOR THE EXTENSION OF RICHARD AVENUE SE FROM BROADWAY STREET SE TO MAIN STREET E

WHEREAS, as part of the 2018 City Council Goals, the extension of Richard Avenue SE from Broadway Street SE to Main Street E was identified as a goal; and,

WHEREAS, City Staff has asked City Engineering firm Bolton & Menk to provide a proposal to perform the aforementioned engineering report.

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

1) The City Council Authorizes Bolton & Menk to begin the preliminary engineering report of the extension of Richard Avenue SE from Broadway Street SE to Main Street E in the dedicated Right of Way in the plat "Isanti Hotel Addition".
2) Cost for the preliminary engineering report shall not exceed $3,900.00 as provided in the proposal.

This Resolution is hereby approved by the Isanti City Council this 6th day of February, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 1/26/2018 - 1/26/2018

L.1.

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/18	01/26/2018	48078	2477	Absey Entertainment	101-20200	600.00
01/18	01/26/2018	48079	2030	ARTISAN BEER COMPANY	609-20200	143.50
01/18	01/26/2018	48080	53	BELLBOY CORPORATION	609-20200	3,923.50
01/18	01/26/2018	48081	9	BERNICKS PEPSI-COLA	609-20200	488.60
01/18	01/26/2018	48082	368	BILLS QUALITY CLEANING	101-20200	746.00
01/18	01/26/2018	48083	2319	BREAKTHRU BEVERAGE	609-20200	3,800.93
01/18	01/26/2018	48084	421	CARGILL INC	101-20200	9,345.35
01/18	01/26/2018	48085	851	CASH	101-20200	175.27
01/18	01/26/2018	48086	1198	CENTER POINT ENERGY	601-20200	3,899.94
01/18	01/26/2018	48087	1241	CENTRAL WOOD PRODUCTS	101-20200	30.00
01/18	01/26/2018	48088	1815	CENTURYLINK	609-20200	841.07
01/18	01/26/2018	48089	1822	CENTURYLINK BUSINESS SERVICES	101-20200	36.13
01/18	01/26/2018	48090	1472	CRAWFORDS EQUIPMENT INC	101-20200	114.46
01/18	01/26/2018	48091	8	DAHLHEIMER DISTRIBUTING CO	609-20200	5,820.82
01/18	01/26/2018	48092	897	DVS RENEWAL	101-20200	272.00
01/18	01/26/2018	48093	2478	EAST CENTRAL ENERGY	101-20200	43.85
01/18	01/26/2018	48094	55	ECM PUBLISHERS INC	101-20200	195.58
01/18	01/26/2018	48095	385	FEDERATED CO-OPS INC	101-20200	952.50
01/18	01/26/2018	48096	2118	FRANSEN, LINDA	101-20200	615.00
01/18	01/26/2018	48097	142	G & K SERVICES	101-20200	482.16
01/18	01/26/2018	48098	134	GOPHER STATE ONE-CALL INC	601-20200	50.00
01/18	01/26/2018	48099	1048	HENRYS WATERWORKS,INC.	601-20200	4,127.18
01/18	01/26/2018	48100	114	ISANTI COUNTY RECORDER	505-20200	46.00
01/18	01/26/2018	48101	1534	J. J. TAYLOR	609-20200	742.35
01/18	01/26/2018	48102	441	J.P.COOKE CO	101-20200	76.10
01/18	01/26/2018	48103	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,271.55
01/18	01/26/2018	48104	5	KAWALEK TRUCKING	609-20200	253.20
01/18	01/26/2018	48105	1789	MADDEN GALANTER HANSEN, LLP	101-20200	1,734.39
01/18	01/26/2018	48106	130	MARCO TECHNOLOGIES LLC	101-20200	551.25
01/18	01/26/2018	48107	17	MCDONALD DISTRIBUTING CO	609-20200	5,779.68
01/18	01/26/2018	48108	616	MENARDS - CAMBRIDGE	101-20200	134.93
01/18	01/26/2018	48109	281	MINNCO CREDIT UNION	101-20200	2,149.95
01/18	01/26/2018	48110	2208	MINNESOTA EQUIPMENT	101-20200	34.40
01/18	01/26/2018	48111	1628	MINNESOTA HOUSING FINANCE	101-20200	6,416.67
01/18	01/26/2018	48112	1604	MINNESOTA UI FUND	609-20200	920.57
01/18	01/26/2018	48113	33	MN CHIEFS OF POLICE	101-20200	410.00
01/18	01/26/2018	48114	2080	MVTL LABORATORIES INC	601-20200	535.93
01/18	01/26/2018	48115	1290	NAPA AUTO PARTS	101-20200	4,350.79
01/18	01/26/2018	48116	1165	NORTHLAND TRUST	602-20200	2,675.00
01/18	01/26/2018	48117	2066	NRPA	101-20200	170.00
01/18	01/26/2018	48118	2553	O'REILLY	101-20200	22.06
01/18	01/26/2018	48119	2581	PARKITECT	101-20200	275.67
01/18	01/26/2018	48120	617	PAUSTIS & SONS	609-20200	891.00
01/18	01/26/2018	48121	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,361.39
01/18	01/26/2018	48122	2073	PUDLICK, JACOB	603-20200	109.89
01/18	01/26/2018	48123	2473	RITEWAY BUSINESS FORMS	603-20200	1,742.41
01/18	01/26/2018	48124	2028	SELECTACCOUNT	861-20200	4,437.35
01/18	01/26/2018	48125	2396	SOUTHERN GLAZERS OF MN	609-20200	6,604.87
01/18	01/26/2018	48126	1361	STAPLES ADVANTAGE	101-20200	55.92
01/18	01/26/2018	48127	1926	STEARNS DHIA LABORATORIES	601-20200	57.00
01/18	01/26/2018	48128	2156	SUMMIT COMPANIES	609-20200	1,249.00
01/18	01/26/2018	48129	1959	THE MUSIC WORKS INC	101-20200	1,300.00
01/18	01/26/2018	48130	2172	TOSHIBA BUSINESS	108-20200	251.33

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/18	01/26/2018	48131	97	TOTAL CONTROL SYSTEMS INC	602-20200	1,606.00
01/18	01/26/2018	48132	1878	TOWMASTER	101-20200	100.90
01/18	01/26/2018	48133	427	VESSCO INC	601-20200	632.03
01/18	01/26/2018	48134	42	VIKING COCA-COLA BOTTLING CO	609-20200	158.42
01/18	01/26/2018	48135	1286	VINOCOPIA INC	609-20200	648.04
01/18	01/26/2018	48136	4	WATSON CO INC	101-20200	1,622.30
01/18	01/26/2018	48137	2475	White Bear IT Solutions, LLC	101-20200	309.99
01/18	01/26/2018	48138	780	WINE MERCHANTS	609-20200	125.00
01/18	01/26/2018	48139	1381	ZEMAN, VALERIE	101-20200	1,805.78
Grand Totals:						97,322.95

Dated: _____

Mayor: _____

City Council: _____

_____

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_____

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
02/18	02/02/2018	48140	26	AMERICAN PLANNING ASSOCIATION	101-20200	450.00
02/18	02/02/2018	48141	2545	AQUARIUS HOME SERVICES	609-20200	1,980.00
02/18	02/02/2018	48142	692	ARC IRRIGATION	104-20200	100.00
02/18	02/02/2018	48143	2582	ARTS & SCIENCE ACADEMY	101-20200	48.27
02/18	02/02/2018	48144	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	500.26
02/18	02/02/2018	48145	53	BELLBOY CORPORATION	609-20200	3,773.60
02/18	02/02/2018	48146	9	BERNICKS PEPSI-COLA	609-20200	956.60
02/18	02/02/2018	48147	1500	BOLTON & MENK INC	505-20200	4,767.00
02/18	02/02/2018	48148	2319	BREAKTHRU BEVERAGE	609-20200	826.93
02/18	02/02/2018	48149	120	CONNEXUS ENERGY	101-20200	17,933.64
02/18	02/02/2018	48150	918	CRYSTAL SPRINGS ICE	609-20200	174.66
02/18	02/02/2018	48151	8	DAHLHEIMER DISTRIBUTING CO	609-20200	23,673.47
02/18	02/02/2018	48152	1941	DELTA DENTAL	861-20200	2,477.10
02/18	02/02/2018	48153	1845	DEPT OF TRANSPORTATION	602-20200	124.00
02/18	02/02/2018	48154	55	ECM PUBLISHERS INC	101-20200	199.57
02/18	02/02/2018	48155	1635	FANTH, VICTOR	101-20200	250.00
02/18	02/02/2018	48156	1682	FERGUSON WATERWORKS	602-20200	72.67
02/18	02/02/2018	48157	1851	FLAHERTYS HAPPY TYME COMPANY	609-20200	213.75
02/18	02/02/2018	48158	2189	FORSTER, SHAYNA	101-20200	57.96
02/18	02/02/2018	48159	1535	GAU, ADAM	101-20200	191.32
02/18	02/02/2018	48160	424	H&L MESABI	101-20200	877.47
02/18	02/02/2018	48161	160	HAWKINS INC	602-20200	2,892.17
02/18	02/02/2018	48162	1891	ISANTI AREA JOINT	101-20200	56,128.35
02/18	02/02/2018	48163	1435	ISANTI TOWNSHIP	101-20200	880.08
02/18	02/02/2018	48164	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,034.47
02/18	02/02/2018	48165	5	KAWALEK TRUCKING	609-20200	122.80
02/18	02/02/2018	48166	1338	KNIFE RIVER	101-20200	554.40
02/18	02/02/2018	48167	1282	LEAF TOWING AND	220-20200	50.00
02/18	02/02/2018	48168	1353	MARVS AUTO REPAIR	101-20200	51.45
02/18	02/02/2018	48169	17	MCDONALD DISTRIBUTING CO	609-20200	17,858.30
02/18	02/02/2018	48170	2500	METRO SALES INC.	101-20200	66.70
02/18	02/02/2018	48171	1536	MINNESOTA DEED	219-20200	2,331.95
02/18	02/02/2018	48172	2080	MVTL LABORATORIES INC	602-20200	77.78
02/18	02/02/2018	48173	617	PAUSTIS & SONS	609-20200	152.76
02/18	02/02/2018	48174	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,538.06
02/18	02/02/2018	48175	2406	QUALITY FLOW SYSTEMS INC	602-20200	7,740.00
02/18	02/02/2018	48176	1113	RJM DISTRIBUTING INC	609-20200	329.70
02/18	02/02/2018	48177	2093	ROBY, ROBERT C.	101-20200	225.00
02/18	02/02/2018	48178	2028	SELECTACCOUNT	861-20200	558.65
02/18	02/02/2018	48179	2396	SOUTHERN GLAZERS OF MN	609-20200	1,746.19
02/18	02/02/2018	48180	450	STAR QUALITY GLASS	601-20200	28.39
02/18	02/02/2018	48181	1878	TOWMASTER	101-20200	213.79
02/18	02/02/2018	48182	686	VERIZON WIRELESS	101-20200	534.40
02/18	02/02/2018	48183	42	VIKING COCA-COLA BOTTLING CO	609-20200	422.45
02/18	02/02/2018	48184	1286	VINOCOPIA INC	609-20200	494.00
02/18	02/02/2018	48185	361	VINTAGE LOCK	101-20200	390.00
02/18	02/02/2018	48186	4	WATSON CO INC	609-20200	2,564.45
02/18	02/02/2018	48187	780	WINE MERCHANTS	609-20200	233.00
02/18	02/02/2018	48188	1210	WINTER EQUIPMENT	101-20200	379.06
02/18	02/02/2018	48189	2009	WOOD, JOSEPHINE	101-20200	234.32
Grand Totals:						163,480.94

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	82,247.54
Social Security & Medicare	4,495.91
Public Employees Retirement	7,969.57
Total City Expense	94,713.02

Pay Date 1/26/2018

Pay Period 2 (1/7-20/18)

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. 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 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 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

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
December 19, 2017

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:29 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, Jim Kennedy, and Jeff Miller.

Members Absent: None.

Staff Present: Ryan Kernosky, Community Development Director

1D. Agenda Modifications.

Director Kernosky stated that there were no Agenda Modifications, Motion by Lundeen, second by Collison to approve the Meeting Agenda. Motion was unanimously approved.

2. Approval of Minutes from November 21, 2017 Planning Commission Meeting

Motion by Lundeen, second by Collison to approve the Meeting Minutes. Motion was unanimously approved.

3. Public Hearing

A. Request from Kwik Trip, Inc. for approval of Preliminary Plat "Kwik Trip 1019" pertaining to PID 16.040.0830 & PID 16.053.0010.

Director Kernosky provided the Commission an overview of the request from Kwik Trip Inc. Mr. Kernosky stated that the applicant has a purchase agreement with the owner of the former Riverside Market. Mr. Kernosky continued to say that because the property was previously platted, a new plat is required because the use of the property uses both parcels. The request is to combine the two parcels into one large parcel.

Director Kernosky also stated that the County has reviewed the plat and requested that a 60 foot right of way off of CSAH 5 is dedicated to the county for a right turn lane. Staff is recommending approval with the conditions stipulated in the Resolution.

Mayor Wimmer opened the Public Hearing at 7:32 p.m.

Mayor Wimmer closed the Public Hearing at 7:32 p.m.

Mayor Wimmer stated that the plat is consistent with what the City was presented with earlier this year.

Mr. Bergely stated that the discussion about either a round-a-bout or a stop light has been brought up for the E Dual Blvd and CSAH 5 intersection. Those options are up to the County and at this time they don't believe that it's needed.

Motion by Lundeen, second by Lorinser to recommend approval of Resolution 2017-XXX approving the Preliminary Plat for Kwik Trip 1019 with conditions. Motion passed unanimously.

B. Request from Kwik Trip, Inc. for approval of a Conditional Use Permit and Site Plan/Building Appearance to construct a gas station, convenience store, and car wash on PID 16.040.0830 & PID 16.053.0010.

Director Kernosky provided an overview of the proposed site plan/building appearance and Conditional Use Permit for Kwik Trip. Mr. Kernosky stated that the standards for both the gas station, car wash, and convenience store meets the standards set forth in the zoning code. The property meets setback requirements. Staff is recommending approval with the conditions set forth in the Resolution.

Director Kernosky stated that the traffic light should be addressed in the future.

Mayor Wimmer stated that the structure on there will be removed at some point in the future. Dean George, representing Kwik Trip Inc, stated that demolition will happen sometime this winter, with construction commencing either late summer or early fall 2018. They hope to open the store by January 1, 2019.

Mayor Wimmer opened the public hearing at 7:39 p.m.

George Heman, 323 Palomino Road – Mr. Heman recommended that the entrance into the Kwik Trip should be moved to line up with Credit Union Drive to create a four-way intersection.

Mayor Wimmer stated that the City has been working on this issue with the County. The County will not install a controlled intersection without a four-way intersection, and that wouldn't happen until the City acquires right of way on the vacant parcel between the lift station and Minnco Credit Union.

Brian McKulla, 444 E Dual Blvd – Mr. McKulla stated that he was one of the owners at 444 E Dual Blvd, and that he supported the proposed Kwik Trip. Mr. McKulla stated the left and right turn lane on E Dual Blvd to CSAH 5 was poorly designed and should be looked at.

Mayor Wimmer closed the public hearing at 7:42 p.m.

Motion by Lundeen, second by Lorinser to recommend approval of Resolution 2017-XXX approving the site plan/building appearance and Conditional Use Permit with conditions. Motion passed unanimously.

4. Other Business.

A. None.

5. Other Communications.

A. None.

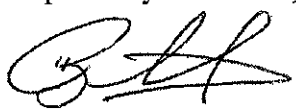
6. Adjournment

Motion by Lundeen, second by to Bergely to adjourn the December 19, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:45 p.m.

Dated at Isanti, Minnesota this 21st day of December, 2017.

Respectfully submitted,



Ryan Kernosky
Community Development Director

L.4.

RESOLUTION 2018-XXX

RESOLUTION ENDING PROBATIONARY PERIOD AND PROMOTION TO FULL TIME PERMANENT EMPLOYEE STATUS FOR ASSISTANT LIQUOR MANAGER KEITH LUSK

WHEREAS, the City offered employment to Mr. Keith Lusk as the Assistant Liquor Manager for the City of Isanti with a start date of July 19th, 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. Keith Lusk has successfully completed his probationary period and is recommended by his Supervisor, Liquor Store Manager John Jacobi, 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. Keith Lusk, effective from January 17th, 2018 obtains permanent status as a full-time employee of the City of Isanti in the position of Assistant Liquor Manager 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 7th day of February, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks

L.5.

MEMO

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

From: Katie Everett, Community Events and Parks Coordinator

Date: February 7, 2018

Subject: A Resolution Accepting Proposal for Mattson Tennis Court Resurfacing

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Background:
The Mattson Park tennis courts are cracked and in need of repair. In 2016, staff determined that the cracks are too large to be repaired and the courts will need to be resurfaced. Estimates for the work have been received from three companies as follows:

Lee Sports Surfacing LLC. 2 acrylic resurfacer coats 2 finish color coats	$15,200.00
Surface Pro 1 acrylic resurfacer coat 2 finish color coats	$14,227.00
Tennis Court Doctor 2 acrylic resurfacer coats 2 finish color coats (add $1000 to attached estimate for 2 color finish)	$15,880.00

All quotes received are updated from 2016 without site visits – staff request that a 15% contingency be added to the approved estimate.

Funds for tennis court resurfacing are budgeted in PRC-500 at $18,800. Due to the temperature requirements for this work, it will likely not be completed before the Spring 2018 school tennis season.

Finance Committee Recommendation
At its January 18, 2018 meeting, the Finance Committee discussed the bids received and recommends Lee Sports Surfacing LLC for the project.

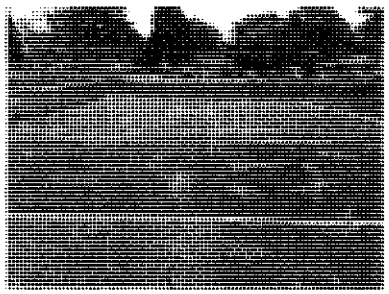
Requests:
Staff are requesting City Council consider approving the proposal from Lee Sports Surfacing LLC. to complete the work on the Mattson Park Tennis Courts. The funding source is budgeted in PRC (500) and will not exceed $17,480 (including 15% contingency).

Attachments:
- Resolution 2018 – XXX
- Lee Sports Surfacing LLC Estimate
- Surface Pro Estimate
- Tennis Court Doctor Estimate

Lee Sports Surfacing LLC

3027 Edgerton Street
Little Canada, MN 55117
p. 612 597-0544 f. 651 846-4999
naturlee@gmail.com

To:	Katie Everett
Company:	City of Isanti
Re:	Mattson Park Tennis Court Repairs and Resurfacing
Date:	January 14, 2018



Lee Sports quotes the following price for the repairs and resurfacing of one double tennis court located in Mattson Park, City of Isanti. I have included an option to repair 200 lineal feet of structural cracks long term with the Armor Crack Repair System.

Nova Premium Tennis Court Products

- Pressure wash court surface (5000psi) removing loose and delaminated material, scrub all spots and stains with a special cleaning solution (bleach and TSP) removing moss and mildew.
- Flood courts and locate any areas holding more then 1/8" standing water and patch marked areas with acrylic deep patching material.
- Fill cracks with acrylic patching material.
  Note: Rubberized Acrylic crack sealants are a short term solution to cracking. Cracks will return as a hair line crack as soon as the first freeze thaw cycle or large swing in temps, there is absolutely no guarantee on repaired cracks. The Armor Crack Repair system is the only long term solution to repairing structural cracking.
  http://www.armorcrackrepair.com *So if your tired of the cracks always returning apply the Armor Crack Repair System and see your courts, crack free for years to come. We have provided of price for this option.*
- Apply two coats of acrylic leveling material.
- Apply two texture coat of Nova acrylic tennis court paint.
- Line stripe tennis courts to USTA specifications.

Price: $11,500.00
Armor Crack Repair System Upgrade Add: $3,700.00

All work would conform to the American Sports Builders Association specifications (http://sportsbuilders.org/index.php).

Thank you for the opportunity to submit this quotation. If you have any questions or need additional information, please feel free to call me at (612) 597-0544.

Sincerely,

Nat Lee
President

NOVA SPORTS U.S.A. CERTIFIED INSTALLER
ARMOR TENNIS COURT CRACK REPAIR SYSTEM
American Sports Builders Association
TIA TENNIS INDUSTRY ASSOCIATION
USTA

Proposal

SURFACE PRO
Athletic Court Repair and Resurfacing

3731 Thurston Ave
Suite 103
Anoka Mn 55303
612-245-0750

www.surfacepromn.com

Date: 1/8/2018

Proposal Submitted To:
Contact Name Katie Everett
Contact Number 763-444-5512
Email: isantiparks@cityofisanti.us
Job Site Name Mattson Park
Job Site Address 311 5th Ave NW Isanti

We hereby bid to complete the following project:

Repair and resurface 2 tennis courts

Surface Inspection and Cleaning:
- Tennis courts will be cleaned thoroughly to remove all dirt and residue from the surface.
- Clear entire court of debris.
- Power wash all loose materials and debris from every part of the surface.

**Note: this process will take an on site water supply*

Court Inspection:
- Chips, Cracks, Dings- These areas will be repaired with portland and binder filler, applying pressure with a tool, such as a putty knife or trowel.This is done to insure that material comes in contact with all surfaces of the crack or void. The filler will be allowed to set a minimum of one hour. If material shrinks below grade level, material will be reapplied in the same manner and allowed to set.

Birdbaths (an area 1/8" under a 10' straight edge):
- Birdbaths- These areas will be patched with Bond Coat mix. Areas to be repaired shall be dampened with water before spreading the mixture into the depression. After the mixture has attained an initial set, it will be troweled or broomed so that it is even and feathers into the adjacent surface.
- The mixture will then be allowed to dry prior to application of coatings. This process shall be repeated until the area is completely full and level. After material is cured, these areas shall be rubbed down to a rough finish with a rubbing brick.

Surfacing/Resurfacing:
- One squeegee coat of Acrylic Resurfacer (ACR) will be applied in strict accordance with the SportMaster product specifications and guidelines. Surface coats will be applied at the manufacturer's recommended rates per square yard for each coat.
- Apply two squeegee coats of SportMaster Color-plus Acrylic Tennis Court Paint in strict accordance with the SportMaster product specifications and guidelines. Acrylic paint coats will be applied at the manufacturer's recommended rates per square yard for each coat.

Line Painting
- Lines will be painted with acrylic white line paint according to USTA specifications.

Notes:
- Repair Approximately 250 feet of structure cracks
- 2 birdbaths near the practice wall
- Entire surface of courts is dirty
- Several small pits
- Red outside green pads
- One side of the courts gets no sun (lots of pine trees)

Total including all materials and labor for project. $14,227.00

Payment information

Payment of 50% at start project (To be received by Surface Pro LLC before starting project)
Final payment of 50% upon completion.

Warranty and Notes:

- All workmanship is warrantied for two years from all de-lamination or pealing due to unclean surface before application.
- Surface Pro LLC is not responsible for de-lamination due to water intrusion or underground root or hydro pressure.
- Crack-filling does not imply crack elimination. Hairline cracks will reappear. This is normal, it is called reflection.
- Surface Pro LLC is not responsible for existing grades and drainage or compacting existing base.
- Cracks, if not patched, will continue to expand over a period of time and conventional repair methods may become unavailable.
- Surface Pro LLC is not responsible for cracks returning after repair.
- A monthly finance charge of 2% will be added to any payments past due.

*This estimate is based solely on the contractor's observations at the time of entering into this contract. If additional concealed conditions are discovered once the work has commenced, which were not visible at the time of entering into this contract, Contractor will identify the unforeseen conditions and notify the Customer of any additional costs, if any.
*Customer agrees to pay for all unexpected or unanticipated extra costs, including but not limited to, soil corrections, protection of the project from weather conditions and all other similar costs. Customer will be responsible for all additional costs and time for work due to concealed conditions. Such conditions may also extend the time for completion of the work under this contract.
*Estimate does not include any allowance for hazardous waste removal. All hazardous waste removal will be treated as an unforeseen condition.
*The construction site will be a dangerous area. Customer waives all claims against builder for injuries or damages that customer or any member of customers family, friends, or guests may suffer while on or around the property during construction due to these and other hazards.
*All unforeseen conditions will be treated on a time and materials basis at the rate of $60.00/ hour plus materials.

- We will remove all waste generated from our work.

- Contractor is not responsible for pets not properly restrained leaving the property.

-Direct contact with your job supervisor will be available to you at all times should you have any questions or concerns.

-All material is guaranteed to be as specified, and the above work to be performed in a

substantial, workman-like manner with payments made as follows.

Pre -Lien Notice

a. Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.

b. Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

Respectfully submitted,

Mike Langmade

This proposal may be withdrawn by us if not accepted within 30 days. Any alteration or deviation from above specifications involving extra costs will be executed only upon written order (minimum change order cost is $100.00), and will become an extra charge over and above the proposal price. All agreements are contingent upon accidents, or delays beyond our control.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature_____ Date_____

Tennis Court Doctor

• tenniscourtdoctor@hotmail.com •

January 9, 2018

City of Isanti – Mattson Park Tennis Court Resurfacing

c/o Katie Everett, Community Events and Parks Coordinator

THE TENNIS COURT DOCTOR WILL FURNISH ALL MATERIALS, LABOR, AND APPLY OUR OVER 35 YEARS WORTH OF RESURFACING EXPERIENCE TO DO THE FOLLOWING WORK ON THE SET OF TWO TENNIS COURTS LOCATED AT MATTSON PARK (311 5TH AVE NW):

WE INSTALL 100% FULL ACRYLIC TENNIS COURT SURFACES

WE WILL NOT USE ASPHALT EMULSIONS OR BLENDED RESURFACER COATS THAT WILL PEEL

TENNIS COURT INSPECTION & PREPARATION:

A. *POWER WASH COMPLETE SURFACE WITH SURFACE CLEANERS*
- *OWNER TO PROVIDE WATER*

B. *CLEAN & FILL ALL STRUCTURAL CRACKS*
- *ACRYLIC FILLER*

C. *PROVIDE ONE BIRD BATH APPLICATION TO LOW AREAS (> 3/16")*
- *WILL LESSEN THE PONDING BUT WILL NOT ELIMINATE THE STANDING WATER*

ACRYLIC TENNIS COURT SURFACING SYSTEM INSTALLATION (1,440 SY):

A. *APPLY TWO SAND-FILLED 100% ACRYLIC RESURFACER COATS OVER THE COURT SURFACE*
- *SPECIFICALLY DESIGNED TO BOND THE ACRYLIC COLOR COATING SYSTEM TO THE EXISTING SURFACE*

B. *APPLY TWO ACRYLIC FINISH COLOR COATS OVER THE TENNIS COURT SURFACE*
- *COLOR: DARK GREEN **

C. *TAPE & HAND USTA TENNIS PAINT PLAYING LINES TO REGULATION*
- *PAYMENT DUE DAY OF STRIPING*

TOTAL COST: ..... **$14,880.00** *

* *TWO COLOR SYSTEM: ADD $500.00 PER COURT* *

SIGNATURE: _____ DATE: _____

- EXPIRATION – Proposals will remain valid for no more than 15 days unless signed/dated and returned.
- Existing structural cracks will re-open as hair line cracks due to asphalt shifting resulting from fluctuations in climate.

CORDIALLY,

RICHARD A. KUNZ
The Tennis Court Doctor
FED ID #41-1510332
MN ID #3245928

1122 16th Ave SE • #9 • Minneapolis, Minnesota 55414
Phone: (763) 545-7946 • Mobile: (612) 501-8264
Website: TennisCourtDoctor.com

RESOLUTION 2018 - XXX

A RESOLUTION ACCEPTING PROPOSAL FOR MATTSON TENNIS COURT RESURFACING

WHEREAS, the Mattson Park tennis court surfaces are cracked and in need of repair; and,

WHEREAS, the courts are in such condition that a complete resurfacing is required; and,

WHEREAS, staff have received estimates from three contractors as follows:

Contractor	**Total Bid**
Lee Sports Surfacing LLC	$15,200.00
Surface Pro	$14,227.00
Tennis Court Doctor	$15,880.00

WHEREAS, at its January 18, 2018 meeting, the Finance Committee reviewed the bids and recommends City Council approval of the Lee Sports Surfacing LLC bid for the work at Mattson Park; and,

WHEREAS, the 2018 Parks, Recreation, and Culture Capital Outlay (PRC-500) budget includes $18,800 for Mattson Tennis Court Resurfacing; and,

WHEREAS, all estimates were updated from 2016 without site visits, so a 15% contingency will be added to the estimate amount;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the proposal from Lee Sports Surfacing LLC for the resurfacing of the Mattson Park Tennis Courts;

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota that the funding source for the resurfacing in the amount not to exceed $17,480 will be 101-45300-500.

This Resolution is hereby approved by the Isanti City Council this 7th day of February, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

L.6.

RESOLUTION NO. 2018-

RESOLUTION APPROVING A CHECK BE WRITTEN TO ARTS AND SCIENCE ACADEMY 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 Arts and Science Academy to volunteer at the January 19, 2018 movie; and,

WHEREAS, the profit from the January 19, 2018 movie night was $48.27; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that a check will be written to Arts and Science Academy in the amount of $48.27.

This resolution was duly adopted by the Isanti City Council this 7th day of February, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/ City Clerk

L.7.

RESOLUTION 2018 - XXX

A RESOLUTION ACCEPTING PROPOSAL 5K RACE TIMING FOR CELEBRATE ISANTI 2018

WHEREAS, the 5K run/walk portion of Celebrate Isanti will be in its fourth year in 2018; and,

WHEREAS, as participant numbers increase, City staff have determined that contracting with a race management company will be in the best interests of the event; and,

WHEREAS, staff have received a proposal for the event from Anderson Race Management for $1,200 plus mileage from Eagan, Minnesota; and,

WHEREAS, the funding for race timing is included in the 2018 Summer Event budget (PRC-497); and,

WHEREAS, at its January 17, 2018 meeting, the Finance Committee discussed the proposal and recommends accepting Anderson Race Management services for Celebrate Isanti 2018;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the proposal from Anderson Race Management for the 5K run/walk at Celebrate Isanti on August 11, 2018;

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota that the funding source for the race timing will be 101-45300-497.

This Resolution is hereby approved by the Isanti City Council this 7th day of February, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
January 16, 2018

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:12 p.m.

B. Pledge of Allegiance.

The Pledge of Allegiance was recited.

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; Clark Joslin, City Attorney; Gene Hill, Police Chief

1D. Agenda Modifications.

Director Kernosky stated that there were no Agenda Modifications, the meeting proceeded with the published agenda.

2. Organization of Advisory Bodies as per the City Code of Ordinances, Chapter 8

Motion by Lundeen, second by Bergely to reappoint the existing officers as follows:

Chairman: Mayor George Wimmer
Vice-Chairman: Councilman Steve Lundeen
Secretary: Director Ryan Kernosky

Motion passed unanimously.

Motion by Lundeen, seconded by Bergely to adopt the 2018 Planning Commission Meeting Dates, motion passed unanimously.

3. Approval of Minutes from December 19, 2017 Planning Commission Meeting

Motion by Lundeen, seconded by Bergely to approve the December 19, 2017 Planning Commission Meeting Minutes, motion passed unanimously.

4 Review of Conflict of Interest Policy

City Attorney Clark Joslin provided copies of the City's conflict of interest policy, and provided a presentation on the City of Isanti's conflict of interest policy to members of the City Planning Commission.

5. Public Hearing

A. Conditional Use Permit request from Warren and Brett Thunstrom to operate a Microbrewery at 2 Enterprise Avenue NE Suite A3 (PID 16.132.0040

Mayor Wimmer opened the Public Hearing at 7:20 p.m.

Director Kernosky provided the Commission an overview of the request from Warren & Brett Thunstrom to operate a Microbrewery at 2 Enterprise Avenue NE Suite A3. Because the subject parcel falls within the B-2 and TH-65 overly zoning districts, 'Microbrewery' is a conditional use in the aforementioned districts. Director Kernosky stated that the Conditional Use Permit is consistent with the Conditional Use Permit standards set forth within the zoning code, and is consistent with the City's Comprehensive Plan. Director Kernosky stated that staff is recommending approval with the conditions set forth in the attached Resolution.

No one spoke at the public hearing.

Mayor Wimmer closed the Public Hearing at 7:22 p.m.

Commissioner Bergely asked whether or not the applicant was able to answer any questions. Mayor Wimmer yielded the floor to Warren Thunstrom and asked him a number of questions regarding the Conditional Use Permit. Mr. Thunstrom stated he had no concerns regarding the conditions placed on the land-use permit.

Commissioner Bergely asked if a restaurant was going to be apart of this project, Mr. Thunstrom responded and stated that there were no plans to have a restaurant. Mayor Wimmer asked Mr. Thunstrom to provide the Commission with details on the differences between a microbrewery and a brewpub.

Mr. Thunstrom stated they were still working on obtaining licensing from the various jurisdictions.

Motion by Collison, seconded by Lorinser to recommend approval of the Conditional Use Permit with conditions within the Resolution. Motion passed unanimously.

6. Discussion Items.

A. 2017 Community Development Department Report

Director Kernosky provided a report on the activities within the Community Development Department in 2017. He stated that 91 new homes were constructed in 2017, and reduced our vacant lot inventory to 145 single-family lots. He continued to state that 755 code violations were citied in 2017, with the majority of those violations being for long grass and illegal parking of vehicles. Finally, he reviewed the 2017 City Council Goals, stating that the annexation project is near completion, and that the 2028 Comprehensive Plan update is getting ready for 2019/2020 budget cycle, and that the City continues to have high requirements for quality of projects.

Mayor Wimmer stated that we are still working on finding a quality candidate for the Building Official position. The City is working with MNSpect, LLC on a potential long-term contract.

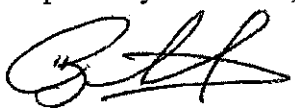
6. Adjournment

Motion by Lundeen, second by to Bergely to adjourn the January 16, 2018 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:28 p.m.

Dated at Isanti, Minnesota this 17th day of January, 2017.

Respectfully submitted,



Ryan Kernosky
Community Development Director

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
January 23, 2018
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, Clark Joslin, City Attorney
Others Present:	Julie Robillard,

D. Agenda Modifications.
Zdon asked if there were any agenda modifications. Witte stated that he would like to discuss snow clearing on trails in the City. Mayor Wimmer stated that could be discussed under the Parks Updates item. The board agreed. Mayor Wimmer made a motion to approve the agenda; second by Johnson. The January 23, 2018 Parks, Recreation, and Culture Board Agenda was unanimously approved.

2. Organization of Advisory Bodies per Chapter 8 of the Isanti City Code

A. Oath of Office for New Parks, Recreation, and Culture Board Member
Garvey stated the Oath of Office.

B. Chair of Parks, Recreation, and Culture Board
Mayor Wimmer nominated Aaron Zdon for Chair. Garvey seconded the nomination. Zdon was unanimously approved as Chair.

C. Vice-Chair of Parks, Recreation, and Culture Board
Mayor Wimmer nominated Jennifer Garvey for Vice-Chair. Johnson seconded the nomination. Garvey was unanimously approved as Vice-Chair.

D. Secretary of Parks, Recreation and Culture Board
Mayor Wimmer nominated City Staff; Zdon seconded the nomination. City Staff was unanimously approved as Secretary.

E. Approve Parks, Recreation, and Culture Board Meeting Dates
Wimmer made a motion to approve the 4th Tuesday of each month with no meeting in December as the meeting dates for Parks, Recreation, and Culture Board in 2018; second by Johnson. The meeting dates were unanimously approved.

F. Discussion of Parks, Recreation, and Culture Board Member Involvement with other Boards
Everett stated that this has been a standard item for the January agenda in the past. The Board determined that it is not applicable and can be removed for the future.

G. Review of Conflict of Interest Policy – Resolution No. 2018-008
City Attorney Clark Joslin reviewed the policy with the board members. Joslin stated that the purpose of the policy is to assure that the business of the city that comes before any board or commission is subject to the provisions of the policy and state law which prohibit any public officials from acting on matters on which they may have a conflict of interest. He explained what a conflict of interest is and gave the examples. He stated that if the board members ever had a question about a situation that may be a conflict of interest, they can check online at the League

of Minnesota Cities or feel free to call him as City Attorney and he will help them to find the answer. Joslin also explained the Open Meeting Law to the board; whenever there is a quorum present outside of a meeting there should not be any discussions on any issues that may come before the board. Similarly, it is not permissible for one member to call another member to discuss a matter of business and encourage that they call another member; this is a way to circumvent the Open Meeting Law and is not allowed.

2. Approval of Minutes from November 28, 2017 Parks, Recreation, and Culture Board Meeting

Motion by Johnson; second by Witte. Minutes were unanimously approved.

3. Schedule Annual Park Tour

Everett explained that this typically is done in April, this year that will be April 24th. Wimmer made a motion to approve the April meeting as the park tour date; second by Garvey. Motion unanimously approved.

4. Rock Program – Julie Robillard, Cambridge-Isanti Schools

Julie Robillard, Isanti township resident and School District representative, came to the podium to address the board. Robillard explained that she came to the board to ask permission to use the City Parks for a project she'd like to start. Her daughter attends Southwest Minnesota State where they have a project that is wildly popular. They paint rocks and hide them in the parks; people find them and take pictures of them and post them to their rock page and then rehide it. There are businesses in town that have a special rock and then something they do with it; they have a Hy-Vee grocery store so the kids can bring in the rock and get a free cookie or something. She explained that when she was there to visit over the summer there were hundreds of families in the parks doing this. She is interested in trying this here as well. She explained that they would also put the Facebook page on the back of the rocks so people knew where to find them online. She has also spoken with Isanti County Parks and City of Cambridge and everyone is on board to get a Cambridge-Isanti rock program started. Zdon asked who would paint the rocks. Robillard explained that she works for the school district for Moving Forward which is a program for special needs kids that have graduated from high school but have not yet moved on to a working position. They volunteer to get work experience. Those kids have been painting. Some homeschool families have been painting rocks as well, and the recreation person at River Hills and Grace Point Crossing will be getting rocks so that the residents can paint as well. Depending on the weather, they are hoping to start in March or April. They will kick off the Facebook page; they're hoping to get it posted to the County Parks Facebook page and hoping that the Mayor will put out a blurb on his page. There will also be an article in the newspaper. Her kids will go out and hide them initially and the community will take over after that. Robillard will manage the Facebook page. Johnson asked for clarification if her kids are painting the rocks and he finds one does he re-hide it. Robillard explained that yes, he could re-hide it or he could keep it if he really liked it. Witte asked if Facebook would be the only social media outlet used. Robillard confirmed that it would; she will pin rules to the top of the page. The rules would include no hiding in grass for lawn maintenance and safety so the rocks don't fly out from the mowers. She explained that the rocks for smaller kids are hidden in plain sight; so they are hoping to use playground equipment and in bushes in landscaping or crooks of trees. Isanti County would like a rule that the rocks are painted with only appropriate images (nothing religious and all age appropriate). Wimmer stated that he and Everett had met with the other family interested in doing this program and what they discussed was that everything on the rocks would have to be appropriate and that getting business approval if their landscaping is going to be used. Additionally making sure that people know if they want to paint rocks how to get them stamped as part of the program. Robillard stated that will just be putting the Facebook on them; she hasn't set up the page yet but will do that once she has the rules from everyone. She also stated that Isanti County would like to post at the larger parks something that states that if people find a rock they can post it to the Facebook page to advertise the program. They are also hoping to use the bike path

too, maybe on the bridge or where the benches are. Some of the rules from Cambridge are to not hide down by the river for safety. Witte asked how long Marshall has been doing this; Robillard stated that they started last year. Their program is progressing, they started with rocks and then in the winter they did small pieces of wood that kids used as ornaments on trees. She stated that they don't have snow in Marshall right now, so they're still out finding rocks.

Zdon asked what the board needs to do for approval. Wimmer stated that the board would give a recommendation and City Council would have to give approval for them to be placed in the parks. Council would want to look at the rules; they'd want some of the same things that the County is looking for like keeping everything appropriate. He stated that giving a pitch to the Chamber may also be a good idea because there are a number of businesses that may embrace it. The Chamber here is the North 65 Chamber, so it's not just one city and actually fits well with what Robillard is trying to accomplish. Johnson stated that he thinks it's a great idea; and as long as we have the rules and are emphasizing that 7:00 am to 10:00 pm are the park hours. Witte asked how many rocks they plan to start with. Robillard explained there are a lot of parks to hide them in, but they hope to get at least 5 rocks in most parks. There are a lot of rocks to paint which is why she has so many people involved. Wimmer stated that there are 40-50 depending on what you count as a park between the county and city parks.

Mayor Wimmer made a motion to make a recommendation to City Council to approve the rock program; second by Johnson. Vote was unanimously approved.

5. Winter Event – Jeff Johnson

Johnson explained that he has done quite a bit of legwork on the idea of Bentleyville in Isanti. He actually talked to the guy that builds Bentleyville, another holiday lights company, and a gentleman that grasped the idea of building it for us. He has a lot of questions that he asked. Bentleyville is now 15 years old; he's been there twice and remembers it like yesterday because it's a pretty cool place. He recognized that it will start out slow and it might be kind of rough. Bentleyville started with 10-12 major sponsors; today they have 150. He asked the gentleman that he spoke with, Tim, and asked him to pull up a map and they talked about Bluebird Park as a location and Tim stated it was a great location. Tim said it would probably start around 5 to 10 acres and grow from there. The price tag he found was $600,000 on lights alone, over 15 years it's been $2 million. The light structures are iron structures that are painted and the lights are put on them. They did have a significant amount of loss until 2013, and now they are tripling that amount. If it is done right, in hopes we could turn out that way. Tim stated that $30,000-$50,000 should be sufficient to start. That is just for lights. He also mentioned that we need volunteers to work the event. Johnson reached out to see if there was any interest and the Lions and the VFW jumped on board. The big thing that Tim said was electric cords and checking the codes where that is concerned. Tim also recommended that if we are going to buy the displays that we go oversees or he recommended Temple Display. Tim said that Bentleyville uses the displays 3 to 5 seasons and then they replace them; so we could also grab on to somebody's recycled stuff for cheaper. Witte asked what they do with them now. Johnson stated that they scrap them, so why not grab on to something like that. He said that Minnesota Power has a kickback program if you use LED lights. Zdon stated that we'd have to use LED. Bentleyville in the first year with their 5 to 10 acres, Minnesota Power gave them $25,000. Johnson stated that because his goal is to fill the hotel, why not get a kickback from the hotel. If people tell the hotel that they're staying the night to see the holiday light festival; the hotel then kicks the program a small percentage. These are all ideas. Johnson stated Bentleyville is spending $40,000 a year on hot cocoa, $30,000 on popcorn, $20,000 on hats. After 15 years, they can do all of this. It's a lot of giveaways. Witte asked if all of this is given away. Johnson confirmed that it is all free. When they started there wasn't any of that; you paid $5 for parking and saw your free light display. Johnson stated this is obviously the way we'd have to go; he doesn't see any other way we'd survive. We would work something out with whomever decides to run this for us. He said he found a gentleman from Duluth jumped on it immediately and said he'd build it in Isanti. Johnson said that he clarified with that person that he isn't just looking for someone to build it, we also need someone to run the whole thing. Johnson said that he has done the

legwork and has everything at his fingertips. He thinks if he hands it to the right people it will take off. He stated that with the information he has, all he'd ask is that it's brought to the Council. Zdon asked for clarification if it was Tim that runs Bentleyville that said he'd be interested in running it. Johnson said no, it was another person from Duluth Event Lighting.

Zdon asked Mayor Wimmer, for arguments sake, if someone wanted to spearhead this, if it would be a Special Event Permit or how it would work. He would imagine they'd be using the park for a month. Johnson stated that Bentleyville goes from the weekend after Thanksgiving to the weekend after Christmas. Garvey stated that they'll also have to do prep and tear down, so she would estimate 6-8 weeks. Mayor Wimmer stated that first we'd have to see it all in writing so we can make a judgement on it. When you say "hand off" if it's something that would be done by a private group, that private group would put together that proposal and make the presentation to the Council. That's how rodeo is done, BMX, soccer, that's how all of those big events are done. That sounds kind of like what this what Johnson is leaning toward. Then it would be a Special Event Permit situation. Zdon asked if a Special Event Permit could cover that length of time. Wimmer stated that it could; Zdon clarified that there aren't any bi-laws that say you can't have a six week event. Wimmer stated that again, if it's going to be a private entity that's doing it, he's assuming that it will have to be funded whether that's with sponsorship or cost to get in. When you do that in Bluebird Park, it would be difficult to have the park shut down for everything else but that. You have skating going on, other events going on. Bentleyville takes over the whole area. The benefit they have is that they have those parking garages right there. A lot of people will go up for a weekend or overnight. We would have to see on paper how they would propose to do it. For them to be able to do that, they'd have to come out and look at the site. Zdon stated that people would have to pay for admission; there'd have to be a gate or a thing of lights you walk through, they wouldn't be paying for parking. Johnson said that Bentleyville does paid parking. Zdon stated that you can't do that in the City park; there's no way to tell who is coming to park to go to this or to go skating or using the park for something. That's what we've done for BMX and other events. Wimmer stated that Chippewa Falls, Wisconsin has a smaller version of Bentleyville. It's still pretty elaborate, they take over a whole park. There it's donation only. You park in the park for free and then there's a donation bucket. To charge for parking within the park, we don't do that for those facilities. If it's something that would limit or eliminate the ability to use the other facilities in the park, that would, Wimmer thinks, a hindrance. It all depends on how they are going to do it. Zdon said he would think they'd start with the open bowl space, that's about 5 acres right there. Wimmer explained that how Special Event Permits work is there is an event map and an idea of the event impact. He and Everett are working with the rodeo for overflow parking, so there's a map of that whole area of town with the different parking, shuttling, horse trailers, etc. It's pretty elaborate. The rodeo has been doing this for decades, obviously, and it's getting bigger and kind of bursting from its seams. Those organizations are responsible for getting it all together, presenting it to us, and then we evaluate it. The Special Event permit goes through a number of departments here, including PD, as well as the Fire District. Everybody has to sign off on it that they've seen it and if there are any issues they'd have. When BMX does some of their big events, we block off that road. It's important for emergency services to know that so if an ambulance is coming through they know where they'll need to go. The permit process tries to cover all those things that come in to play. Everett stated that she can get Johnson that permit application so he knows what kind of information we look for. Zdon stated to summarize that Johnson can keep working on it and try to get someone to commit to taking it over, unless he wants to do it. Johnson said he can't. Zdon stated that whoever takes that over, would then get the benefits of whatever admissions and he would just have the Special Event Permit with us. Wimmer stated the first step is really getting down on paper what they think the impact would be. We don't want to get them so far down the road and then there's some hurdle that we have to get solved. It's best to kind of be talking about these things as they go. Johnson stated that putting together a proposal looks like it's the next step. Zdon agreed, and adding that looking at the power supply and all of those things. Everett stated that there are currently two outlets at Bluebird and each one can carry one bounce house before the circuit is blown. Zdon said those are things that can be addressed. Wimmer agreed and stated that when Wake Park was over there, they had to pay and upgrade all that electrical. It's all

ridiculously expensive. Johnson stated that he heard numbers of Bentleyville over the last 15 years and it was jaw dropping. Wimmer stated that Duluth, because they're so tourism driven, has passed some new sales taxes. What we're looking at doing, if we do get a hotel is a lodging tax. Then that money can be used to marketing and promoting any of those types of activities that get bodies into that facility. That's what those larger areas are using to grow these types of events. Then you get sponsors who want to give money to it because you get thousands of people coming to see it. It's one of those chicken and egg kinds of things – you need money to prime the pump, but you to have a good event that people are going to want to go to, so they have to kind of grow hand-in-hand. This is something that could be a really good thing. If there's somebody who's willing to put a plan on paper, that's the first test to see if they're real or not. If you get someone to do that, that's probably half the battle right there. We just need to see what the impact would be; everything from duration to facilities to power and how many port-a-potties would have to be brought in and how does that work in winter. All of those things that when you go to one of these events you don't notice until something doesn't work.

6. Middle School Tennis Court Reservation

Everett explained that the contract will be up after the Spring season. Right now, they are paying $400 per season. The last few contracts we've been going up by $25 an then those contracts are good for 2 years. Wimmer recommended going at least $500 per season. We're putting in $15,000 right now on those courts. It's still a great deal. When we first started it was set low just to get it in their mindset that these are something that need to be paid for. If you go to use a School District building or facility, there's a lot of cost for that including paying for a janitor to be on staff. They are well aware of the cost of doing business. The one way you can look it is that $500 is not that much, the other way is that's a 25% increase from what we have previously. Johnson asked if they started at $350. Everett said she thought that back in the day they actually started at $300 or $325. Johnson said that 10 years later, we're at $500, that's still a good deal. Wimmer stated that he wants to keep accelerating this so we're getting a little bit for the usage out of it. They are using it for a couple hours kind of in prime time. We want to have a good partnership with the school district and have a good place for the kids to play, Wimmer doesn't want to lose sight of that. Johnson said he's seen the public use it quite often. Wimmer stated that he has heard some consternation that on beautiful days people can't use it because the court is taken. One of the things we could also start looking at is that we have another court over at Academy Park. They like this court because they can have the kids walk there and then there's no transportation cost. Everett added that there are also two courts here and there's only one at Academy Park. Garvey asked if Everett knows how many days per week they're using the courts. Everett stated they use it Monday through Thursday. Garvey asked if they use it for both games and practice. Everett said she didn't know for sure, but she's never seen any buses or anything there so she would have to think it's only practice. Zdon stated that he would think games would be at the high school. Zdon stated that he thinks $500 per season is fair, especially with the $15,000 resurfacing this year. He asked when the last work was done; Wimmer stated he thought it was '03 or '04. Zdon stated that then it works out to about $1,000 per year just in surface upkeep.

Johnson made a motion to recommend $500 per season for use of the Mattson Tennis Courts; second by Witte, vote unanimously approved.

Everett also gave a quick update that the Finance Committee has recommended a contractor for the resurfacing which will go to City Council on February 7th. Because the courts need to be around 50 degrees overnight, it likely won't happen before the Spring season, but hopefully right after that so they can be open most of the summer.

7. 2018 Farmers' Market Rules

Everett stated that for the most part these will stay the same. There are actually a lot of Farmers' Market rules that are state mandated and we couldn't change them if we wanted to. Anything that has to do with food has a lot of extra regulation. There are just a couple of things for us to think about that Everett has seen different at other markets. A language change for our membership. Over the last couple of years, we

have gotten more and more vendors who only come every other week because they rotate with other markets or things like that. Everett hasn't required them to come to the first four because then they wouldn't come at all. She recommended changing this to stated that instead of all vendors being required to come to the first four that full season vendors are there. The reason we have that rule at all is so that the first few weeks we are establishing that our market is something our customers will want to come to all season. If we open the market and we have two vendors there, customers give up right away. Everett has seen that it doesn't necessarily apply very well to all vendors; some people don't have anything to sell the first four weeks.

Everett stated that we have a rule about having to weigh down tents. It's a rule from when we were on the pavement at the old location. Now we're on grass, so people really have no excuse. As we get more and more new vendors they are inexperienced with pop up tents. Everett spends a lot of time helping to set those up and then realizing they don't have weights with them. Almost all of those tents come with stakes. Staking them down is what she usually recommends. Other markets have requirements for how much weight is required because some people will toss a backpack on a corner and the tent will still blow away. The recommended change is to require 40 pounds.

Everett stated that the last change is open for more discussion. In the past, we have had a business of the week booth. Since Everett took over, she has not had any businesses do this. The sponsorship program does include the chance for the sponsors to come for a day to have a booth to promote themselves and their common interest with the market. Last year, we had two different kids under 18 that wanted to start selling things at the market. Everett talked to the Minnesota Farmers Market Association about what kinds of rules there are about ages for being able to have a booth by yourself. What she did last year was to tell them they could come and just have a parent there with them. Minnesota Farmers Market Association says that there is no rule and they can have a booth at any age, and some markets have started having a youth booth. The kids can come in for free and the goal is to encourage kids to start getting into it. It sounds like it's a lot of 4-Hers that are expanding their fair projects and things. Wimmer stated that he's not a huge fan of doing it for free that way you can get the ones that are going to do it seriously, and they will be making money. That's the kind of person you want to attract; then they have a little skin the game too. Wimmer stated that he would also be concerned with that worst case scenario, if you have someone younger and they're not quite used to doing that kind of thing and someone tries to talk them down or something, we don't want to have something negative to happen. Wimmer stated he doesn't think there should be an age limit for vendors, but would want to have a responsible adult present. Garvey agreed that wording should be added. Witte asked for clarification that they'd have to pay the membership fee of $10 and if they wanted to continue pay the $10 fee for the days they'll be there. Everett stated that if someone wants to only come one day, it ends up costing them $20; $10 for the membership fee and $10 for a single day booth fee. There are discounts if they want to come the full season or half season. Wimmer stated that the fee is there for the same reason that we charge at the community garden; it's to get people to have some skin the game so that people don't take it seriously. It also teaches the kids a life lesson that things cost money.

Everett stated that she will run them through Council with that change to the ages. Mayor Wimmer made a motion to recommend Council approve the rule changes; second by Garvey, unanimously approved.

8. 2018 Parks Publication Drafts

Everett explained that each member has updated color copies of the documents. She explained that the past Parks Brochures had a lot of redundant information from one year to the next, so in the 8x8 booklet she has combine all of the parks directory information that will be the same year over year. That information will be distributed at events or to new residents and can also be placed on the website so that people know what facilities we have here and what there is going on. Then we're not paying to print that same thing over and over again. To convey the information that does change, we have the handy foldable calendars. They will go out with Spring Isantian that goes out the beginning of March. They'll be printed

on the same paper as the old Parks Brochure so they'll be glossy and a little bit heavier than the copy paper. The goal is that people will keep them handy all year. They can hang up the calendar on their fridge or keep in their pocket and know what's going on. Johnson stated that he still has the 2017 brochure. Everett explained that the full page calendar has the overview of events and the back has a little bit more detail. For all of the big events that we do, Everett puts out all kinds of there marketing materials as well, but this is kind of a primer of what we've got going on.

Wimmer asked if Everett could give an update on Celebrate Isanti. Everett explained that Celebrate Isanti will be August 11th and we will be working with Anderson Race Management for timing of the 5K for us. That can help boost participation and will make it easier for us to manage. The experience for the runners will be much more fluid to get them registered and the timing at the end. We still will have places. Wimmer stated that we had about twice as many last year as we did the year before; Zdon stated that it will continue to grow. Everett stated that the race will continue to be free; there is money built into the budget for the event to bring someone in to help with that.

Everett asked the board if they had any other comments or questions on the brochures, otherwise they will be printed very soon. Wimmer stated that the golf course was added since the packet was put together because it is now part of the City.

9. Parks Updates

Everett stated that movie nights have been a success this year. We had 39 come for Arts and Science Academy's night. It was one of those days that it was really nice out so she wasn't sure if anyone would come to watch a movie. A point of discussion for the board is that Arts and Science Academy put their name in the hat to come back in February, but we also have a new girl scout troop. All of those girls are from Cambridge. She wasn't sure who would have priority, the Isanti group coming back or the outside group for the first time. She told both of those groups she would let them know by the beginning of February. Potentially, a new Isanti group still could come in. The rules do not clearly state which would have priority. Wimmer stated that we'd have to give precedent to the Isanti group because it's Isanti funded. Zdon asked if Heavenly Sunshine is in one yet; Everett stated that they're signed up for Secret Life of Pets. Garvey asked if we'd need to bring it back to the board to change the rules; Everett stated we would. Garvey said that we should do that so the rules are more clear, and we should also have some sort of a deadline. Everett stated when the rules were established we didn't have groups every time, but it's nice to give groups time to advertise and get people excited about it. Waiting to the last minute isn't great for anyone. Everett said that she'll bring the rules back in February.

Everett explained that the Street Dance bands have been booked. June 23rd we'll have Maiden Dixie, July 14 Jonah and the Whales are coming back, and August 11, which is also Celebrate Isanti, we'll have Bad Girlfriends. We have all of those contracts and we're getting them paid, so the bands are good to go. Everett explained that all of the bands have websites, so the board can go listen to them.

Everett explained that Celebrate Isanti is August 11, and all of the main events will be the same with the 5K run/walk and family bike ride. We'll have the kids festival in Bluebird Park; we bring in County Public Safety people, we'll work on having some Public Works people there as well this year with some of their big equipment to show people what keeps the town running that people never see, as well as lots of the community groups. We'll also have the car show with Rum River Rods going on on Main Street, and the Street Dance to close out the event. Hopefully we continue to grow each of the parts of that event from year to year too.

Everett stated that she is starting a new program each month called Curious Creatures. We had been having the first Saturday of every month Nature Detectives meet over at the Community Center. We tried it for 3 or 4 years and it just wasn't catching on; people are super busy on Saturdays. Everett is going to try a parent/child program and put it in the parks. We'll get people at our parks, and it kind of opens up

the nature world too to be able to do some really cool things while we're in the parks. Those will rotate between Bluebird Park, River Bluff Preserve, and Mattson Park so they're kind of distributed around town so they're easy for different people to get to as well. The program is free for Isanti residents. Winter is a hard sell to get people to come outside, so it might take a while to get this going.

Everett stated that the job posting for the Parks Intern is up on the website now. We're looking for a college student who is interested in going into Recreation Management or Parks and Rec field, or a communications person would be great to help with marketing. They'll help with all of the things Everett does in the summer. They'll help with parks maintenance at the community garden, inspections of the playgrounds, helping at events, farmers' market, etc. That person will be very busy.

Everett stated that we are very close to finally getting Academy Park. She checked in earlier today and they are waiting for someone from Highland Bank to give them the okay to go ahead with the title. We will hopefully get there very soon. Everett stated that something that didn't make it onto the list was that we have to update the portable bathroom contract this year, and she needs to know if we'll put one at Academy Park. Johnson stated that there isn't a bathroom accessible to the public anywhere over there. Wimmer stated that it's a public park so we'll need to have one. Zdon asked if there are any portables in any of the parks right now. Everett and Wimmer stated that there are not. Everett explained that we pull them out the end of October, usually before Halloween. Zdon said that he's had some people ask him why there's never any in the winter. Everett stated that she doesn't know that they'd get used enough to justify having them out there, and they may freeze. Zdon stated that when they use them at work they don't freeze because of the chemicals. He just asked because he's gotten the question before. Everett stated that in the winter, the board can direct people to the public restrooms at Bluebird on the Indoor Arena because those are open.

Everett explained that we just had the goal setting meeting. Staff gave an update to Council that the dog park is partly budgeted this year and we're planning to finish budgeting for that in 2019. One of the Council members also asked us to look into potentially getting a sledding hill somewhere in the City. He mentioned Bluebird Park. The City is very flat, but we may also look at the hill that's at the soccer complex. The top of that hill are our retention ponds so there may be some challenges there as well. Wimmer stated that we will not be doing it Bluebird, but he stated that he was brainstorming with the City Administrator and City Attorney after the meeting about different locations. The original proposal for Bluebird wouldn't be feasible because we'd need so many changes. He stated that we could potentially take a look at the area at River Bluff near the stairs. We'd first have to see if the DNR would allow us to do it. It's got a nice hill for sledding and a flat clearing so you don't hit anything at the bottom. The other locations have differing logistical issues that way. Obviously we'd need to have enough snow. Witte stated that it's a very steep hill. Wimmer agreed and stated we'd have to have a path that was obviously cleared. But we'd have to look at any erosion issues, and again if the DNR would let us do it. The only area we totally control would be off of the ponds at Public Works, but that goes down into the soccer fields, so they'd have to be okay with what may or may not happen to the fields. Zdon stated that it's a pretty good hill there but at the top there's no where to go because of the fence. Wimmer stated that we used to have one at the middle school as well as a skating rink, but the school said they didn't want any of that stuff there anymore.

Garvey stated that she had a couple of questions. Going back to the Street Dances, when Everett advertises when she says what band it is does it ever say what type of music genre? Everett said no, they're typically advertised as a group in any paid advertising. That's kind of the most efficient way to do that so we just list band titles. Everett stated the sponsor that creates the big flyers takes the band's marketing things and creates those and you can usually get an idea from that what type of music they are, but that's the most specific we usually get. Wimmer stated that so many of the bands that we get are also such a cross over, the country groups still play some rock and that type of thing.

Witte stated that he wasn't sure who maintains the Bike/Walk Trail, but he's been trying to run over there lately but there's always snow and ice. Wimmer stated that we don't plow it, and that's on purpose. One reason is so that people could ski or snowshoe; the other is that from a maintenance stand point, snowmobiles aren't allowed but if someone did drive across it they would damage it.

Garvey stated that she had one other question, going back to the intern. She asked if Everett had gone to any of the universities or anything like that. Everett stated that she hasn't done anything yet, it just went up the end of last week. Garvey stated she didn't know if that's something they've done in the past; Everett stated that we can definitely do it. Wimmer stated that this is our first Park and Rec intern, but we've done marketing interns before.

Johnson asked who we have that maintains the ice rink for the public. Everett answered Public Works.

10. 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 7:20 p.m.

Dated at Isanti, Minnesota this 23rd day of January, 2018.

Respectfully submitted,

Katie Everett

Katie Everett
Community Events and Parks Coordinator

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, FEBRUARY 7, 2018 – 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 16, 2018 – Regular Meeting of the City Council
2. January 22, 2018 – Goal Setting Meeting of the City Council

G. Citizens Input

H. Announcements

1. CITY OFFICES CLOSED	Monday, February 19, 2018 *(In Observance of President's Day)*
2. City Council Meeting	Tuesday, February 20, 2018 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, February 20, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*
4. Park, Recreation, and Culture Board Meeting	Tuesday, February 27, 2018 at 6:00 p.m.

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Resolution 2018-XXX Approving hiring of full-time Police Officer (*Mayor Wimmer*)
    a. Oath of Office
2. Resolution 2018-XXX Approving 2018 Farmers Market Rules and Regulations
3. Resolution 2018-XXX Approving Residential Rain Garden Incentive Program Updates
4. Resolution 2018-XXX Accepting Donation of Custom Bike Rack from Parkitect to City of Isanti
5. Resolution 2018-XXX Approving Painted Rock Program in Isanti City Parks (*Julie Robillard*)

City Attorney Clark Joslin
6. Resolution 2018-XXX Approving City Council Goals for Year 2018

City Administrator Don Lorsung
7. Resolution 2018-XXX Approving Conditional Use Permit Application for Warren & Brett Thunstrom to Operate a Microbrewery at 2 Enterprise Ave NE Suite A3
8. Resolution 2018-XXX Approving Request for Proposals for Banking Services

City Engineer Brad DeWolf
9. Resolution 2018-XXX Approving a Preliminary Engineering Report for the Extension of Richard Avenue SE from Broadway Street SE to Main Street E

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $260,803.89 and Payroll in the amount of $94,713.02
2. Final Minutes of the November 28, 2017 Park, Recreation and Culture Board Meeting
3. Final Minutes of the December 19, 2017 Planning Commission Meeting
4. Resolution 2018-XXX Approving Permanent Hire of Assistant Liquor Store Manager Keith Lusk
5. Resolution 2018-XXX Accepting Proposal for Mattson Tennis Court Resurfacing
6. Resolution 2018-XXX Approving a Check be Written to Arts and Science Academy for Volunteering at the Community Movie Night
7. Resolution 2018-XXX Accepting Proposal for 5K Race Timing for Celebrate Isanti 2018

M. Other Communications

1. Draft Minutes of the January 16, 2018 Planning Commission Meeting
2. Draft Minutes of the January 23, 2018 Meeting of the Park, Recreation and Culture Board

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 deemed appropriate to the matter discussed in closed session.

Adjournment

F.1.

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JANUARY 16, 2018 – 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, Community Events & Parks Coordinator Katie Everett, and Assistant City Engineer Jason Cook

Others Present: Jeff Johnson, Jill Reller, Mark Reller, Warren Thunstrom, Brett Thunstrom, Elizabeth Anderson, George Hemen, Isanti County Sheriff Chris Caulk, Isanti County Commissioner Mike Warring

D. Adopt Agenda

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

E. Proclamations/Commendations/Certificate Awards

None.

F. Approve City Council Minutes

1. January 2, 2018 - Regular Meeting of the City Council

Motion by Lorinser, second by Collison to approve minutes as presented. Motion carried.

G. Citizens Input

None.

H. Announcements

1.	City Council Goal Setting Session	Monday, January 22, 2018 at 8:00 a.m.
2.	Park, Recreation, & Culture Board Meeting	Tuesday, January 23, 2018 at 6:00 p.m.
3.	City Council Meeting	Wednesday, February 7, 2018 at 7:00 p.m. (*Due to Election Caucus*)
4.	Economic Development Authority	Wednesday, February 7, 2018 (*Immediately following City Council Meeting*)

I. Council Committee Reports

None.

J. Public Hearings

None.

K. Business Items

1. Interview Applicants for the Vacant Term Seat for Economic Development Authority Board

Applicants Jeff Johnson and Jill Reller, both residents of the City of Isanti, were interviewed for the open Economic Development Authority Board seat. Both were asked questions specific to the Board. Mr. Johnson is currently serving on the Park, Recreation, & Culture Board; Ms. Reller does not serve on any City Committee or Board.

a. **Resolution 2018-016** to Appoint Candidate to Fill Vacant Economic Development Authority Board Seat

Motion by Lorinser, second by Collison to appoint Jill Reller to the open EDA seat. Motion carried.

2. **Resolution 2018-017** Approving a Special Event Permit Request for Celebrate Isanti 2018

Motion by Bergley, second by Lundeen to approve the resolution. Motion carried.

3. **Resolution 2018-018** Approving a Special Event Permit Request for the 2018 Downtown Street Dances

Motion by Lundeen, second by Bergley to approve the resolution. Motion carried.

City Administrator Don Lorsung

4. **Ordinance No. 686** Approving the City of Isanti, Minnesota Annexing Land Located in Isanti Township, Isanti County, Minnesota Pursuant to Minnesota Statutes § 414.033 Subd. 3, Permitting Annexation by Ordinance

There is no opposition from Isanti Township to the annexation.

Motion by Lorinser, second by Collison to approve Ordinance No. 686 as presented. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $ 694,696.21 and Payroll in the amount of $91,397.19
2. Final Meeting Minutes for the December 5, 2017 Economic Development Authority Meeting
3. **Resolution 2018-019** Setting City Council Committee Meetings for Year 2018
4. **Resolution 2018-020** Approving the hiring of Caleb Molitor as Full-Time PW Maintenance Tech I
5. **Resolution 2018-021** Approving Gambling Permit for Ruffed Grouse Society – Rum River Chapter
6. **Resolution 2018-022** Approving the New Parks Rec and Culture Intern Job Description

Motion by Bergley, second by Lorinser to approve Consent Agenda as presented. Motion carried.

M. Other Communications

1. Draft Meeting Minutes of the January 2, 2018 Economic Development Authority Meeting
2. December and Annual 2017 Police Department Reports
3. December and Annual 2017 Code Enforcement Officer Report
4. December Building Inspector Report
5. January Engineering Project Status Report.

Adjournment

Motion to adjourn by Bergley, second by Lorinser. Motion carried. The meeting was adjourned at 7:09 p.m.

Respectfully Submitted,

Jeannifer Anderson

Jeannifer Anderson
Administrative Data Clerk

F.2.

MINUTES OF THE CITY COUNCIL
GOAL SETTING SESSION
CITY OF ISANTI
January 22, 2018

The meeting was called to order at 8:00 a.m.

Members Present: Mayor George Wimmer, Councilmembers Dan Collison, Ross Lorinser, and Paul Bergley

Members Absent: Councilor Steve Lundeen

Staff Present: City Attorney Clark Joslin as Facilitator, City Administrator Don Lorsung, Human Resources/City Clerk Katie Brooks, Finance Director Mike Betker, Liquor Store Manager John Jacobi, Economic Development Director Sean Sullivan, Community Development Director Ryan Kernosky, Public Services Director/Assistant City Administrator Josi Wood, Community Events/Parks Coordinator Katie Everett, and Police Chief Gene Hill

Others Present: Glenn Farrell

City Attorney Joslin welcomed the City Council and staff to the Goal Setting meeting and gave a brief introduction regarding the Goal Setting Session Agenda.

Overview of Prior Years Goals
Joslin reviewed the top goals from 2017 and briefly reviewed the status of each of them. The 2017 goals were as follows:

2017

- Annexation of Surrounded Properties
- Dog Park
- Outdoor Hockey Rink
- Park Dedication Fund Use
- City Comprehensive Plan Update
- 2017 Pavement Management Program
- Palomino Road Reconstruction
- Railroad Avenue Sidewalk/Trail
- 2017 Liquor Store Tasting Event
- Setting a Future Target Date for Discussion of a New Liquor Store Project.
- Public Works and Police Department Storage

Earlier years Goals were listed in the handouts and briefly reviewed. The earlier years' 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

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

Mayor Wimmer felt the budget is on track per prior budget projections.

Review of 2018 Projects/Goals

a. City Website

Economic Development Director Sean Sullivan reviewed the history of the City website planning. Mayor Wimmer pointed out that in term of marketing the City, it is important to have a good site. Councilmember Lorinser thought that while there is a lot of information on the website, it isn't always easily attainable. Discussion about the importance of having a robust City web-site and the importance it plays for the residents and continued economic development growth continued among the Council and City staff. In terms of neighboring cities, the City's website is lagging behind and is not user friendly. Councilmember Collison asked about the availability of a mobile app for the City. Mr. Sullivan responded that he has briefly looked into it and there are options available. Discussion consensus was that the City's technology needs to be updated.

b. Equipment for City Council Communications

The Mayor mentioned that the current system is not efficient and needs to be updated. The current system is from 2005 and requires frequent tech upkeep. Audio file retrieval is slow and outdated. In the interest of going paperless, the use of emails for Councilmembers for City communication and moving to the use of tablets was discussed. This would eliminate the use of paper and staff resources to put packets together while also streamlining the process. Councilmember Lorinser added that he would like to see about getting cameras in the Council Chamber to stream meetings. Mayor Wimmer agreed since video streaming is much easier now than in the past. However, policy would need to be discussed to ensure that the recorded meetings reflect the set Council Agenda items.

c. 20 Year Capital Improvement

Financial Director Mike Betker pointed out that it is good to understand that although you can't say with certainty where you will be in 20 years, you will have a ball-park idea so incremental changes can gradually be made over time. Discussion of the capital improvement plan briefly included the need for additional storage space for the City in the future due to growth, but Mayor Wimmer noted that there was nothing new that wasn't in the plan already and hadn't already been previously discussed. This project is needed and initial work has started.

d. Administrator Transition

The Mayor informed the Council that throughout 2018, City Administrator Don Lorsung will begin transitioning duties to the Assistant City Administrator Josi Wood as part of the long-term staffing plan. By 2019 Ms. Wood would begin working as the City Administrator with Mr. Lorsung taking on Assistant City Administrator and Assistant City Clerk duties along with special projects that the City would otherwise need to pay an outside source for. Part of the staffing plan also includes bringing in a two-year Tech Engineer position to help supervise projects that are currently contracted out. It would not be an increase of dollars but rather a reallocation of currently

contracted engineering costs which would also provide additional staff capacity. This position would possibly take duties of the Public Services Director.

e. Emergency Generators

This is a serious need in case of a major power outage. Public Services Director/Assistant City Administrator Josi Wood said there is a generator at the water treatment plant and the main lift but that is all. This will keep most of the sanitary sewer services working temporarily but the lift stations will quickly fill up. There are two other critical lift stations but only one large portable generator available. Two more generators are needed, an additional one for the lift stations and another to supply a building facility with power if needed, either City Hall or the Police Department.

Police Chief Gene Hill said they have received quotes from Cummins and CAT, with the cheapest generator starting at $26,000 but that doesn't include transfer switches, automatic starts, or installation. Another option would be purchasing units through the Wildfire Land Services with the MN DNR. The generators are used units from the Federal government and are tested and operational before they leave the DNR for approximately $750.00 each. Transfer switches and installation would be an additional $5,000 and can be done through a City contracted electrician.

Discussion included the different power supply capacities the City would require and what is available from the DNR. Chief Hill noted the DNR generators are mil-spec and so are designed to sit outside and be easily moved with a forklift. He then suggested the best solution for the City would be to get the generators through the DNR and have an electrician wire them in. Discussion continued about making sure any available generators had the correct power adapters to so they could be safely used in an emergency.

Councilman Collison asked if a generator at City Hall could also power the Community Center. City Administrator Lorsung responded that issue had been discussed as there is a need for emergency shelter for people and there are very limited resources in the City as the schools do not have back-up generators and cannot be a resource for shelter.

Councilman Collison pointed out that maintenance would need to be considered for the units also. There is a recommended weekly and twice a year comprehensive maintenance protocol that needs to be taken into consideration also.

f. Multi-use Skating Rink

Mayor Wimmer suggested a model similar to North Branch for an outdoor recreational park with a flat, multi-use surface next to the BMX building. Public Services Director Wood said lights and water would be the most significant cost. Discussion among the City Council and staff included options for lighting and filling the skating rink, types of uses including pleasure skating and sport-related, and the likely need for re-grading of the area due to the current slope of the area. Mayor Wimmer said there is cost to it but it seems it would be beneficial.

Glenn Farrell, 200 1st Avenue NW, asked if the Fire Department had a water tanker that could be used to fill the skating rink. Mayor Wimmer agreed but added that the City would be billed for the use of the Fire Department's equipment. Mr. Farrell then suggested the option of buying a water tank with a skid that could be loaded onto a truck bed. Mayor Wimmer thanked Mr. Farrell for his suggestions.

g. Street Extensions – Richard Avenue SE & 5th Avenue NE

There is a study that has been done for 5th Avenue NE and one will be done for Richard Avenue SE to determine the total cost. Currently the Richard Avenue improvement would be on hold until the hotel project moves forward. Penny Lane has already been vacated. Ideally the street extensions and the hotel project construction would happen simultaneously.

h. Liquor Store Tastings (off-site)

Liquor Store Manager John Jacobi discussed the possibility of local businesses hosting off-site liquor tastings. He said it is not possible for the liquor store to provide this service due to liquor liability laws according to the director of the Minnesota Municipal Beverage Association. However, if a business wanted to pay for the hiring of a caterer with the correct licenses and provide insurance, the caterer's license would then allow the liquor store to come in and provide the service. Mayor Wimmer questioned if it would generate enough revenues for the liquor store to recoup expense of doing this. Mr. Jacobi was uncertain but he did not believe it would. It was also discussed that recent liquor store tastings held inside of the liquor store itself had generated more revenue and repeat sales than tastings held off-site.

i. Traffic Issues with Heritage Boulevard

In anticipation of Kwik-Trip coming into Isanti, the traffic situation on Heritage Boulevard was discussed. Heritage Boulevard is an Isanti County road and the City will have to work with both the county and MN DOT to make any changes to Heritage Boulevard. Community Development Director Ryan Kernosky outlined a brief summary of options that have been brought to the county. Additional discussion continued between City Council and staff about alternatives ideas that may optimize traffic flow on Heritage Boulevard.

j. Sledding Hill at Bluebird Park

Councilman Collison would like a sledding hill as he feels it would be a nice amenity for the City. He offered a potential location as Bluebird Park. Councilmembers and City staff discussed where the best location would be with other City locations offered as potential possibilities. Discussions continued regarding safety concerns, such as lighting and City liability issues, how a sledding hill could potentially be engineered, landscaping and topography, and maintenance of both a potential sledding hill and surrounding properties. All agreed that a sledding hill would be a nice addition to the City. It was decided that the Park, Recreation, and Culture Board should discuss the issue to see whether they feel it is feasible to pursue as a possible project, and if so where the best location would be.

k. Fluoride Information Added to Water Bill

Councilman Bergley put forth adding information to the monthly City water bills that fluoride is added to the City water supply. He referred to water bills in Austin, Texas that offer the same information since it is the only chemical added to the water for a medical treatment. He felt it would inform residents of why fluoride is added to the water. Mayor Wimmer felt that addition would cause unwarranted concern to residents as to why the City felt it was necessary to include that information on the water bills. It was mentioned that the information of what chemicals are added to the water are posted in the Consumer Confidence Report on the City website and annually in the official City newspaper.

l. City Hall Water Bottle Refill Station

Mayor Wimmer feels that adding a water bottle refill station would be a good step for the City as it would be greener, would get rid of so many disposable plastic bottle, and would help with our

Greenstep's best practices. The water bottle refill stations would be available to the public at City Hall also. Chief Hill suggested additional sites of the Community Center and both the Police and Fire Departments as well. Councilman Lorinser thought the BMX track would be another good site and added that he believes the refill stations would be utilized by many. Discussions included that there would be initial installation costs and routine cleaning and maintenance required as well.

m. 2018 Pavement Management Program

City Administrator Lorsung commented that planned sealcoating will be proceeding in the Northwest part of the City and could be expanded upon depending on the budget.

n. Continue Marketing Plan and Economic Development Efforts to Diversify and Increase Tax Base

Mayor Wimmer said the Marketing and Development efforts will continue moving forward.

o. Maintain City and Development Standards

Mayor Wimmer noted dramatic progress in median household income over the period of 2000-2016. The City of Isanti has gone from the lowest per capita income levels to the highest in that time period. This allows the City to attract a whole different set of businesses and the ability for the City to grow, offer more services, and be less dependent upon outside financial assistance. These overall changing trends helps for continued future growth in the economic well-being of the City and its residents. The Mayor believes this helps everyone with increased property values and opens the door to many other community amenities. Councilmember Lorinser agreed that this type of planning is beneficial and it should continue.

Mayor Wimmer summarized what had been discussed during the Goal Setting Session. Goals will be assigned to the appropriate Committees and Boards to move forward for Council's consideration.

Adjournment

Motion by Lorinser, second by Collison to adjourn. The meeting was adjourned at 9:57 a.m.

Respectfully submitted,

Clark A. Joslin, Facilitator
Isanti City Attorney

K.1.

A Community For Generations.

Isanti

MEMO

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

From: Katie Brooks, Human Resources / City Clerk

Date: January 2, 2018

Subject: Recommendation Offering the Position of Full-time Police Officer to Tanner Hagen

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Request:

City Council approved to advertise and seek candidates to fill a vacant full-time Police Officer position. Through review of all the candidates, it is recommended to approve Mr. Tanner Hagen for the full-time Police Officer position.

Attachment:

- Oath of Office
- Resolution 2017-XXX - Approving Hiring Tanner Hagen for position of full-time Police Officer

OATH OF OFFICE

STATE OF MINNESOTA)

COUNTY OF ISANTI)

CITY OF ISANTI)

I, Tanner Hagen, as a law enforcement officer solemnly swear to uphold the constitution of the United States and of the State of Minnesota;

That I will bear true faith and allegiance to the same;

That I will enforce the laws of the United States, of the State of Minnesota, and of the City of Isanti impartially;

That I will work in partnership with the citizens of the City of Isanti toward providing a safe environment and enhancing the quality of life consistent with the values of our community;

That I will adhere to the ethical values of professionalism, integrity, responsiveness, sensitivity, respect and openness;

That I take this obligation freely, without any mental reservation or purpose of evasion;

and that I will faithfully discharge my lawful duties as a City of Isanti Police Officer. So help me God.

_____ _____

Signature Date

Subscribed and sworn to before me this 7th day of February, 2018.

_____

Katie Brooks, Human Resource / City Clerk

RESOLUTION 2018-XXX

RESOLUTION OFFERING THE POSITION OF FULL-TIME POLICE OFFICER TANNER HAGEN

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 Full-Time Police Officer position; and

WHEREAS, the Interviewing Panel selected Tanner Hagen as the most qualified candidate for the open Full-Time Police Officer 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 Full-Time Police Officer position to Tanner Hagen for the City of Isanti and that he shall be eligible to start in that position on or after February 7th, 2018.
2. That Tanner Hagen shall start at Step 1 of the Wage Scale at $27.51 per hour.
3. That Tanner Hagen shall be on probationary status per the Personnel Policy in the position of the Full-Time Police Officer position effective February 7th, 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 7th day of February, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

K.2.

Request for City Council Action

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

From: Katie Everett, Community Events and Parks Coordinator

Date: February 7, 2018

Subject: Resolution Approving 2018 Farmers' Market Rules and Regulations

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Background:
At its January 23rd, 2018 meeting, the Parks, Recreation, and Culture Board discussed updates to the Isanti Family Farmers' Market Rules and Regulations for 2018. In 2017, staff received requests from vendors under the age of 18 to have a booth at the market. The rules have not addressed any age requirements in the past; in 2017, staff allowed minor vendors with an accompanying adult during the market. The PRC Board recommends specifying in the rules that vendors under 18 are allowed but must have a responsible adult (over 18) present during the market. These vendors will pay the same fees and be subject to the same requirements as all other vendors. This language has been added to the Rules and Regulations as follows:

8. Membership

A. Eligibility

vii. Vendors under 18 years of age are welcome but must have a responsible adult (18 years or older) present during market hours.

Other small changes to the Rules and Regulations are as follows:

8. Membership

A. Eligibility

iv. ~~Vendors~~ Full Season vendors are required to be present during the first four (4) consecutive Fridays of the market season.

12. Booth/Stall Allocation & Requirements

J. All tent-type stalls/booths are required to be staked or weighted down with at least 40 pounds in case of wind or storms.

The vendor fees for 2018 will remain the same: $10 annual membership fee, $10 daily booth fee, $60 half season booth fee (9 days), $100 full season booth fee (19 days). The Market season will be every Friday from 2:00-6:00 pm from May 25 through September 28.

Upon approval, staff will update IsantiFamilyFarmersMarket.org with the 2018 application materials. Applications will also be available at City Hall.

Staff Request:
Staff is requesting Council approval of the changes to the Rules and Regulations for the Isanti Family Farmers' Market for 2018.

Attachments:

- Resolution 2018 – XXX
- Farmers' Market Rules and Regulations
- Farmers' Market Vendor Application

RESOLUTION NO. 2018-XXX

RESOLUTION APPROVING 2018 FARMERS MARKET RULES AND REGULATIONS

WHEREAS, the Isanti Family Farmers Market Rules and Regulations are subject to review by the Parks, Recreation, and Culture Board; and,

WHEREAS, at its January 23, 2018 meeting the Parks, Recreation, and Culture Board discussed updates to the existing rules; and,

WHEREAS, the updated Isanti Family Farmers Market Rules and Regulations are attached to this resolution as "Exhibit A";

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the updated Isanti Family Farmers Market Rules and Regulations as attached as "Exhibit A."

This resolution was duly adopted by the Isanti City Council this 7th day of February, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Exhibit A

2018 Rules & Regulations

City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
Market Manager – Katie Everett
Office: 763-444-5512 Cell: 763-772-5856 Email: isantiparks@cityofisanti.us

1. Name: Isanti Family Farmer's Market (The "IFFM")

A. Shall be open to producers and vendors that live within a 50 mile radius of Isanti, MN or as approved by the Market Manager.

B. A Farmers' Market consists of two or more producers, selling produce or food that they raised or created directly to individual customers at a defined location on a periodic basis.

C. Definitions:

i. A ***vendor*** is the retail seller at a stall, booth or tent. Both farmers and non-farmers selling at a farmers' market are vendors.

ii. A ***producer*** refers to the farmer, grower, baker, maker of homemade foods, arranger of flowers, etc. selling at a farmers' market.

iii. A ***member*** is a vendor who is an official market participant (member of the market's association of vendors).

2. Mission Statement

The Isanti Family Farmers' Market serves as a community gathering place for consumers to purchase locally grown and handmade products that promote healthy lifestyles while sustaining local agriculture; to stimulate public interest and knowledge; to increase local consumption of local products; and to educate the next generation about food production. It is a market in which farmers, growers and producers sell their own products direct to the consumer, thereby creating a direct relationship. This market will emphasize quality, freshness, wholesomeness and creative marketing.

3. Supporting Structure

A. Funding is provided by the Isanti Parks, Recreation and Culture Department.

4. Governance

A. IFFM is governed by the City of Isanti Parks, Recreation and Culture Board and/or Market Manager.

B. The City of Isanti Parks, Recreation and Culture Board and/or Market Manager monitors the effectiveness, quality, efficiency, and financial stability of the farmer's market as a means of ensuring accountability to vendors, the community, and the vendor association.

C. The City of Isanti Parks, Recreation and Culture Board and/or Market Manager enforces the rules and regulations

of the farmers' market.

D. The IFFM will not discriminate against any person based on race, color, creed, national origin, sex, age, disability or sexual orientation.

5. Purpose

A. This Vendor Rules & Regulation handout is intended to describe the organization and administration of the Isanti Family Farmer's Market. It details rules and regulations to be followed by the Market Manager, vendors and management of the IFFM. The City of Isanti Parks, Recreation and Culture Board and/or Market Manager shall deal with any issue not covered in this handbook.

6. Use

A. The use of the IFFM is restricted to the sale of local products from within a 50 mile radius of Isanti, MN. Special exceptions may be allowed from time to time, upon the approval of the IFFM Market Manager in response to local supply and productivity.

7. Market Location & Season

A. Located at 400 West Dual Blvd, Isanti, MN 55040 – next to Isanti Liquor off Heritage Blvd.

B. Dates: Every Friday, beginning May 25, 2018 through September 28, 2018

C. Time: 2:00 – 6:00 pm

D. Mailing Address: 110 1st Avenue NW, PO Box 428, Isanti, MN 55040

E. Attn: Katie Everett OR Market Manager

F. Phone inquiries can be made: 763.444.5512 (Office) or 763-772-5856 (Katie's Cell)

G. Email: isantiparks@cityofisanti.us

H. Website: www.isantifamilyfarmersmarket.org

8. Membership

A. **Eligibility:** All Producers and Vendors are welcome upon receipt of approved application. The Market Manager has the right to refuse admittance if a Producer or Vendor does not follow market rules:

i. Grower, Producer, Crafter, Local Business or Artisan residing within 50 mile radius of Isanti, MN or has permission from Market Manager.

ii. Member has paid applicable fees and completed application.

iii. No one will be accepted into the market without a completed application and all necessary state permits, licenses, and payment of annual dues, plus stall fee.

iv. Full Season vendors are required to be present during the first four (4) consecutive Fridays of the market season.

v. New and continuing applications will include copies of all appropriate licenses.

vi. Membership fees will not be refunded if expelled from the IFFM.

vii. Vendors are responsible for acquiring the appropriate licenses, when applicable, and tax forms.

viii. Vendors under 18 years of age are welcome but must have a responsible adult (18 years or older) present during market hours.

B. **Member Expectations:** The supporting members, as a whole, should feel free to comment to the City of Isanti Park, Recreation and Culture Board and/or IFFM Market Manager with respect to:

i. The overall management, operation and administration of the market.
ii. The improvement of the market, site, vendor layout, and other physical improvements.
iii. The regulation of the market, including the hours of operation, designation of stall space, charging of market fees, sanitation, posting of signs and other matters of interest to the public or vendors.
iv. The advocacy and support of the market and development of continuing advertising and promotional programs for the market.

9. Fee Structure

A. All applications will need to be reviewed prior to acceptance to the IFFM. Notification given for acceptance can be done the day of market if all information is provided.

B. Payment of fees required with application submission.

C. Fees will be refunded if not accepted by Park, Recreation and Culture Board or Market Manager of IFFM.

D. Annual Membership Fee: $10, Annual Booth Fee $100, Half Season Booth Fee $60, Daily Booth Fee $10.

E. Vendor fees are NON-REFUNDABLE after May 25.

10. Vendor Agreement

A. **Application Process:** All applicants for membership must complete a signed Vendor Application. The Vendor Agreement also lists all the products (by category and sub-category) that are approved for sale at the market.

B. **Applicant:** The Applicant Vendor is the grower, producer, crafter, local business or artisan resident admitted to the membership. Vendors should list ALL other family members or production employees who are to participate in the booth/stall during the current season.

C. **Review & Jurying**: All products to be offered for sale must be approved by the Market Manager. The IFFM Market Manager reserves the right to refuse acceptance of any applicant vendor or vendor product that is not in keeping with the rules, regulations or standards of IFFM.

D. **Authority**: The IFFM Market Manager reserves the right to cancel any Vendor Application. Failure to comply with the aforementioned documents is grounds for termination of vendor membership and termination of the Vendor Application.

E. **Warnings**: The Market Manager will issue warnings to vendors not in compliance with these responsibilities. After a total of 3 such warnings have been recorded, the vendor will be asked to explain to the IFFM Market Manager and/or City of Isanti Parks, Recreation and Culture Board why the Vendor Application should not be terminated.

11. Product Categories

A. Vendors who wish to participate in the IFFM must submit a Vendor Application packet including a product list by category to the best of their ability. It is the vendor's responsibility to ensure that all products in each category comply with current MDA and USDA regulations and are properly identified and labeled. This market is being established as an outlet for local agriculture, produce and craft products to help promote sustainable farming, rural enterprise and local commerce.

12. Booth/Stall Allocation & Requirements

A. Space is allocated by the market manager to paid-up, full-season vendors first. The priority for remaining space is given by preference to paid-up, half-season vendors secondly and then to new members thereafter.

B. Vendor space is limited to 10x10 stalls. (Some stalls may be larger)

C. Disputes over stall spaces will be settled by the Market Manager. All such decisions are subject to appeal to the City of Isanti Parks, Recreation and Culture Board.

D. Customer parking will be clearly designated by conspicuous signs and arranged to ensure safety and market visibility.

E. Market vendors are encouraged to display their name or farm name at the front of the booth that identifies their farm or business.

F. Vendors are responsible for providing all display materials for their respective booth/stall, including but not limited to tables, racks, awnings, chairs, etc.

G. Vendors are responsible for setting up and tearing down all display materials.

H. The market manager may require that unsafe or unsightly materials be removed from the booth/stall area.

I. The IFFM accepts no responsibility for damage or loss to display materials.

J. All tent-type stalls/booths are required to be staked or weighted down with at least 40 pounds in case of wind or storms.

K. Vendors are encouraged to keep their booth stall open for the entire market day hours and should not begin teardown before the designated market closing time unless approved by Market Manager.

13. Vendor Expectations

A. At least one vendor (under definitions above) as listed on the Vendor Application must be present to sell at a market day unless approved otherwise by Market Manager.

B. No vehicles will be allowed inside defined Farmers Market Area during open hours of operation of 2:00 to 6:00 PM. Vendors and vehicles will be allowed in the Market Area before and after the market is open for set-up and tear down of vendors.

C. Vendors (under definitions above) may employ or provide a salesperson that is hired solely for market sales in a booth/stall. All salespersons in a booth/stall must be accompanied by a vendor who is listed on the Vendor Application or approved by Market Manager.

D. Vendors shall be open and ready for business at start of market and no later. Vendors arriving late will be assigned a stall by the market manager from the available vacant space, if any remains. The market manager may reassign any stall not occupied 10 min prior to opening of market. A vendor shall make every effort to notify the market manager as soon as possible if they are not going to be in attendance that week.

E. Vendors are responsible for their own booths/stalls and will leave their site clean and in a condition suitable to the City and the property owners.

F. Hawking and false advertising is forbidden.

I. Sales must be conducted in an orderly and businesslike way. Each vendor is responsible for handling and safely keeping their cash box or other monetary container.

J. Vendors will not start selling products before the designated time of the market start. No presales or pre-bagging are allowed, as this is unfair practice for those customers that cannot come prior to Market start.

K. Vendors should load and unload in such a way as to avoid obstructing the flow of traffic and the work of other vendors.

L. All items offered for sale must have pricing displayed clearly for each item or group of items. Pricing should be clear and legible.

M. Vendors are encouraged NOT to practice "distress pricing" for the express purpose of undercutting other vendors with same or similar products. When the market manager perceives "distress pricing" is occurring, the IFFM Board reserves the right to impose pricing ranges or to cancel any Vendor Application.

N. Each vendor is responsible for his/her sales tax collection, where applicable.

O. The City of Isanti, City of Isanti Parks, Recreation and Culture Board and the IFFM Market Manager are not liable for any injury, illness, theft, loss, or damage of any kind to either the buyer or seller, or their property, arising out of or pertaining to preparation for, participation in, or use or consumption of products bought, sold, or provided at the IFFM. By participating in the IFFM, seller further agrees to indemnify and hold the City of Isanti, City of Isanti Parks, Recreation and Culture Board and the Market Manager harmless for and against any claims for such injury, illness, theft, loss or damage. Insurance coverage is the responsibility of the individual vendor. The IFFM bears no responsibility for any vendor's property at the market.

P. All vendors are strongly encouraged to carry their own general liability and product liability insurance, as the City of Isanti, City of Isanti Parks, Recreation and Culture Board and Market Manager does not provide coverage.

Q. IFFM Rules are subject to change. Changes to IFFM rules will be communicated to vendors in writing.

14. Market Miscellaneous

A. Walkways between vendor spaces must be kept open.

B. Selling is allowed only in designated areas.

C. No part of the market may be used for overnight storage.

D. No alcoholic beverages or unauthorized weapons are allowed in the market or on the market grounds.

E. Vendors do reserve the right to ask customers to not smoke around their booth/stall.

H. At the end of the market day, all refuse must be placed in the bins provided. Garbage and recycling bins will be provided by the market manager and removed at the end of each market day. For produce and food vendors, it is especially critical to clean up scraps of any such refuse material from the ground due to the risk of encouraging vermin.

I. No smoking in vendor booth areas per City Ordinance. Smoking areas off-site include the public parking areas. Please ask for other nearby locations.

J. The only animals allowed in the farmer's market area of operation are police dogs or service animals, such as patrol or disability service dogs – per MN Department of Health.

15. Food Safety and Sales

A. All processed foods offered for sale must be protected from contamination.

B. Containers, wrappings and gloves must be single-use only where applicable.

C. Review MDA, FDA, DHS and USDA requirements frequently if any questions remain.

D. The Minnesota Department of Health (MDH) contacts for Isanti County are Crystal Elva (651-201-3981, crystal.elva@state.mn.us) and James Noyola (651-201-4929, james.noyola@state.mn.us).

16. Community Booths

A. A community booth/stall is available to charity and non-profit organizations at no cost for promotional or educational purposes. Any group interested in using that stall shall contact the Market Manager at least one (1) week prior to the assigned day.

B. A Local Business of the Week Booth will be provided at no cost to a local business. Interested businesses should contact the Market Manager for scheduling. This booth will give a local business an opportunity to educate the public as to what products and services this business provides.

C. All IFFM rules and regulations apply to the vendor and persons residing in that stall.

K.3.

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events and Parks Coordinator

Date: February 7, 2018

Subject: Resolution Approving Residential Rain Garden Incentive Program Updates

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Background:
City staff have worked with Isanti Soil and Water Conservation District (SWCD) staff to make participation in the City's Residential Rain Garden Incentive Program more accessible for residents. In 2018, all residents interested in participating in the incentive program will have the opportunity to schedule a site evaluation with Isanti SWCD staff. The Isanti SWCD staff will help determine if the property is a good candidate for a rain garden. Residents will then have the option to complete the rest of the program on their own or continue with design assistance from Isanti SWCD. Residents committed to completing the rain garden project will receive assistance with location, sizing, and plant selection. Residents will still be responsible for installation of the garden (either completed by them or a contractor). These projects will be eligible for 50% reimbursement, up to $500, for materials and installation costs (no change from 2017). The application period will be May 1 – June 1, 2018. The updated application will be posted on the City website and will be available at City Hall. A quick fact sheet has been created and is attached for Council review.

In addition to assistance with the Rain Garden Incentive Program application process, the City of Isanti and Isanti SWCD will be offering an informational Rain Garden Workshop on Thursday, April 19th at 6:00 pm. The three-part workshop will focus on Rain Garden Basics, Rain Garden Design, and the Incentive Program. The workshop is free to attend and open to all Isanti County residents.

Staff Request:
Staff is requesting that City Council approve the updates to the Residential Rain Garden Incentive Program including the partnership with Isanti Soil and Water Conservation District for consultation and design services.

Attachments:
- Resolution 2018 – XXX
- Rain Garden Quick Facts Sheet
- Rain Garden Workshop Flyer

RAIN GARDEN INCENTIVE PROGRAM

QUICK FACTS

Rain Gardens are great tools to manage stormwater, create pollinator habitat, and boost aesthetic appeal of a property. The City of Isanti's Rain Garden Incentive Program helps make installing a native rain garden easy!

1. Workshop

Attend the Rain Garden workshop to learn about why rain gardens are important, effective rain garden design, and how to participate in the program.
Workshop optional but encouraged.

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2. Application

Two options available:

Do It Yourself - submit project plans and cost estimate prior to installation. *Free site consultations available.*

Professional Design Assistance* - schedule a site consultation, and Isanti Soil and Water Conservation will submit the application for you.
**Limited availability*

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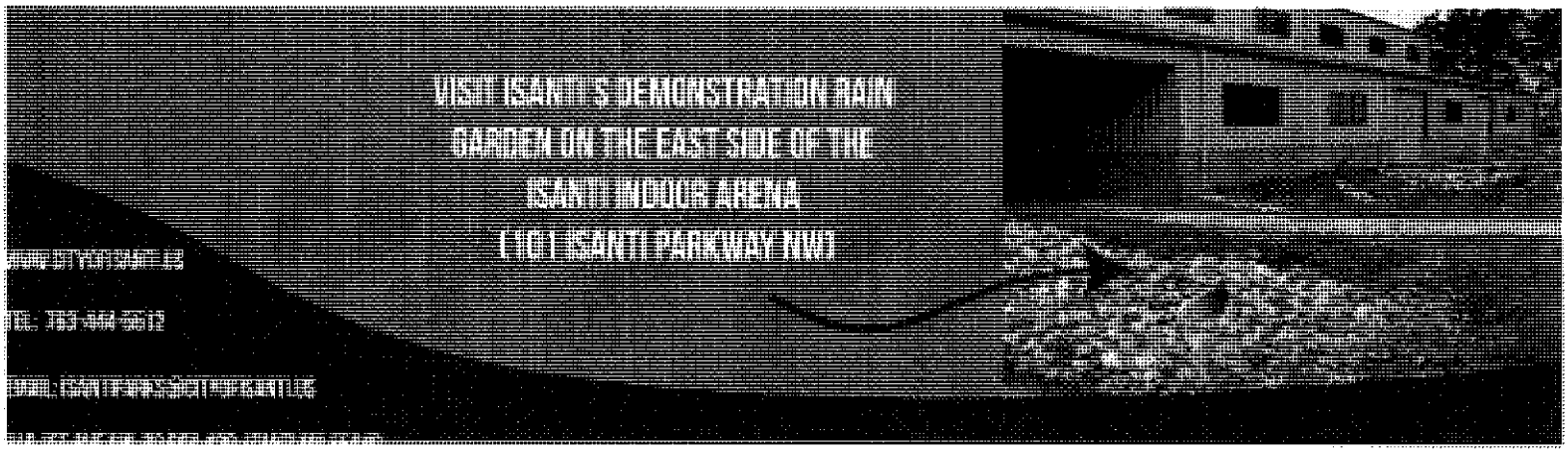
3. Install

Install your rain garden per approved plan and submit required documents for reimbursement.



RAIN GARDEN WORKSHOP

APRIL 19, 2018

Isanti City Hall

110 1st Ave NW, Isanti

6:00 - 8:00 PM

Hosted By:

A Community For Generations.
Isanti

and

ISANTI SOIL AND WATER CONSERVATION DISTRICT

Attend this FREE, 3-part workshop:

Part 1 - Rain Garden Basics
6:00-6:30 pm
What are rain gardens, and how do they work?

Part 2 - Rain Garden Design
6:30-7:30 pm
Learn about site selection, plant options, and garden design from the experts

Part 3 - Incentive Program
7:30-8:00 pm
City of Isanti residents can learn how to participate in the Rain Garden Incentive Program to gain design help and financial assistance.

Open to all Isanti County residents

RESOLUTION NO. 2018-XXX

A RESOLUTION APPROVING RESIDENTIAL RAIN GARDEN INCENTIVE PROGRAM UPDATES

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 per Resolution 2016-274; 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 the Stormwater Fund (603-49500-495); and,

WHEREAS, Isanti Soil and Water Conservation District may provide site consultation to all residents interested in participating in the incentive program with the option to provide garden design for committed participants; 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 2018 City of Isanti Residential Rain Garden Incentive Program updates.

This resolution was duly adopted by the Isanti City Council this 7th day of February, 2018.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

K.4.

Request for City Council Action

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

From: **Katie Everett, Community Events & Parks Coordinator**

Date: **February 7, 2018**

Subject: A Resolution Accepting Donation of Custom Bike Rack from Parkitect to City of Isanti

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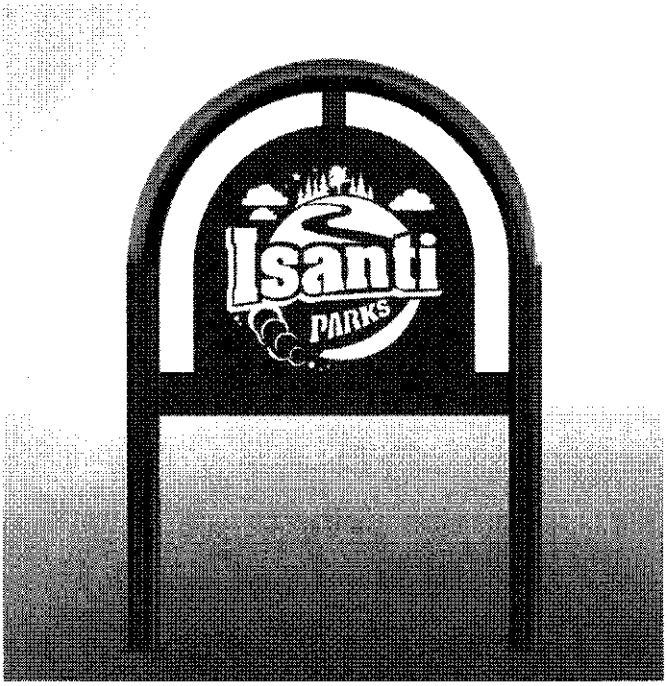
Background

City staff have worked with Isanti-based Parkitect to design custom bike racks for the City's use at public facilities. Parkitect designed and dontated a two-bike rack (pictured below):



The value of the donated bike rack is $144.42. City staff will install the bike rack at a City park in the spring. Parkitect may feature the bike rack in its marketing materials in the future.

Staff Request

City staff is requesting that Council formally accept the donation of this custom bike rack from Parkitect.

Attachments

- Resolution No. 2018-XXX

RESOLUTION NO. 2018-

A RESOLUTION ACCEPTING DONATION OF CUSTOM BIKE RACK FROM PARKITECT TO CITY OF ISANTI

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, on January 17, 2018, Parkitect donated a custom Isanti Parks bike rack; and,

WHEREAS, the total monetary value of the donation is $144.42; and,

WHEREAS, the City of Isanti will install the bike rack at one of its City parks; and,

WHEREAS, Parkitect may use the bike rack for its marketing purposes in the future;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of Isanti, Minnesota accepts the above custom bike rack donation from Parkitect.

This Resolution hereby approved by the Isanti City Council this 7th day of February, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

Request for City Council Action

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

From: **Katie Everett, Community Events & Parks Coordinator**

Date: **February 7, 2018**

Subject: A Resolution Approving Painted Rock Program in Isanti City Parks

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Background

Cambridge-Isanti School District staff have expressed interest in launching a painted rock hunt program at parks throughout Isanti County. Students from the District's Moving Forward program, as well as residents at senior care facilities and home school families, will be painting rocks over the winter months that will be hidden within the parks. Area residents and visitors will then be encouraged to visit the parks to search for the rocks; once participants find the rocks, they can post a picture of the rock to a Facebook page managed by School District staff, Robillard, and re-hide the rock, or they can keep the rock. The Facebook page will include rules for the program to address to appropriate content the rocks, areas where they are allowed to be hidden, etc. The program has already been approved by Isanti County Parks and the City of Cambridge.

Parks, Recreation, and Culture Board Recommendation

School District staff, Julie Robillard, attended the January 23rd Parks, Recreation, and Culture Board meeting to discuss the program. The PRC Board recommends that City Council approve the use of Isanti's parks for this purpose. The Board suggested that the program also be present to the North 65 Chamber to encourage business involvement.

Staff Request

City staff is requesting that Council approve the painted rock program use inside Isanti's parks.

Attachments

- Resolution No. 2018-XXX

RESOLUTION NO. 2018-XXX

RESOLUTION APPROVING PAINTED ROCK PROGRAM IN ISANTI CITY PARKS

WHEREAS, school district staff have approached the City of Isanti requesting permission to hide painted rocks for the public to find in City parks; and,

WHEREAS, at its January 23, 2018 meeting, the Parks, Recreation, and Culture Board discussed this use and recommended City Council approval; and,

WHEREAS, the program will include a public Facebook page managed by the program coordinators; and,

WHEARAS, the Facebook page will list rules regarding the content on the painted rocks and acceptable hiding places for rocks that are approved by the City of Isanti, Isanti County, and the City of Cambridge; and,

WHEREAS, the City of Isanti will continue to monitor this program within the parks and reserves the right to provoke this permission if the program is found to become a nuisance;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the painted rock program use within Isanti City Parks.

This resolution was duly adopted by the Isanti City Council this 7th day of February, 2018

_____
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: Clark Joslin, City Attorney
Don Lorsung, City Administrator

Date: January 31, 2018

Subject: 2018 City Council Goals

The City Council met on Monday, January 22, 2018 at a Goal Setting Workshop to review past and present goals of the City Council and to establish goals for the year 2018. 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 2018 are as follows:

1. City Website
2. Equipment for City Council Communications
3. 20 Year Capital Improvement Plan
4. Administrator Transition
5. Emergency Generators
6. Multi-use Skating Rink
7. Street Extensions – Richard Avenue SE & 5th Avenue NE
8. Traffic Issues on Heritage Boulevard
9. Sliding Hill
10. City Facility Water Bottle Refill Stations
11. 2018 Pavement Management Program
12. Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
13. Maintain City and Development Standards

RESOLUTION 2018-XXX

RESOLUTION APPROVING GOALS FOR YEAR 2018

WHEREAS, annually the City Council sets goals for the current year; and

WHEREAS, City Council met on January 22, 2018 to establish goals for year 2018; and

WHEREAS, goals for year 2018 were established which include the following items:

1. City Website
2. Equipment for City Council Communications
3. 20 Year Capital Improvement Plan
4. Administrator Transition
5. Emergency Generators
6. Multi-use Skating Rink
7. Street Extensions – Richard Avenue SE & 5th Avenue NE
8. Traffic Issues on Heritage Boulevard
9. Sliding Hill
10. City Facility Water Bottle Refill Stations
11. 2018 Pavement Management Program
12. Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
13. Maintain City and Development Standards

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

1. Approve year 2018 goals and assign the 2018 goals; as per Attachment A.

This resolution was duly adopted by the Isanti City Council this 7th day of February, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

ATTACHMENT A

2018 Isanti City Council Goals

1. City Website

    a. City Council, DOAC (Staff – Economic Development Director Sullivan, Community Development Director Kernosky, City Administrator Don Lorsung)

2. Equipment for City Council Communications

    a. City Council, Finance Committee (Staff – Human Resources/City Clerk Brooks, Finance Director Betker, City Administrator Lorsung) Timeline: In-process

3. 20 Year Capital Improvement Program

    a. City Council, Finance Committee (Staff – Finance Director Betker, Public Services Director/Assistant City Administrator Wood, City Engineer DeWolf, Department Heads, City Administrator Lorsung) Timeline: In-process

4. Administrator Transition

    a. City Council, Finance & Personnel Committee (Staff – Human Resources/City Clerk Brooks, Finance Director Betker, City Administrator Lorsung, Public Services Director/Assistant City Administrator Woods. Timeline: 2019 Budget

5. Emergency Generators

    a. City Council, Finance Committee (Staff – Police Chief Hill, Public Services Director/Assistant City Administrator Wood, Finance Director Betker, and City Administrator Don Lorsung) Timeline: On-going

6. Multi-use Skating Rink

    a. City Council, Parks, Recreation & Culture Board (Staff – Community Events & Parks Coordinator Everett, and Public Services Director/Assistant City Administrator Wood)

7. Street Extensions – Richard Avenue SE & 5th Avenue NE

    a. City Council/Finance Committee (Staff – City Engineer DeWolf, Public Services Director/Assistant City Administrator Wood, Finance Director Betker, and City Administrator Don Lorsung) Timeline: Engineering Study In-process and Improvements are Project related

8. Traffic Issues on Heritage Boulevard

    a. City Council, Public Works Committee (Staff – City Engineer DeWolf, Public Services Director/Assistant City Administrator Wood, and City Administrator Lorsung) Timeline: On-going

9. Sliding Hill

    a. City Council, Parks, Recreation & Culture Board (Staff – Community Events & Parks Coordinator Everett, and Public Services Director/Assistant City Administrator Wood)

10. City Facility Water Bottle Refill Stations

    a. City Council, Finance Committee (Staff – Public Services Director Wood, Community Events and Parks Coordinator Everett, Police Chief Hill, Finance Director Betker, and City Administrator Don Lorsung) Timeline: 2019 Budget

11. 2018 Pavement Management Program

    a. City Council, Finance Committee (City Engineer DeWolf, Public Services Director/Assistant City Administrator Wood, Finance Director Betker and City Administrator Lorsung) Timeline: Complete Fall 2018

12. 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

13. Maintain City and Development Standards

    a. City Council, DOAC Committee (Community Development Director Kernosky) Timeline: On-going

K.7.

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: February 7, 2018

SUBJECT: **CONDITIONAL USE PERMIT FOR WARREN AND BRETT THUNSTROM TO OPERATE A MICROBREWERY AT 2 ENTERPRISE AVENUE NE**

Background

A Conditional Use Permit Application (CUP) has been submitted to the Community Development Department by Warren and Brett Thunstrom to open and operate a Microbrewery at 2 Enterprise Avenue Suite A3 (PID 16.132.0040). Pursuant to Isanti Zoning Ordinance Section11, Article 5, Subd. 4(U), a CUP is required to operate a Microbrewery in the TH-65 Overlay District.

Zoning Ordinance Requirement

Zoning: The subject property is located at 2 Enterprise Ave NE, and is part of a larger building. This property falls within the TH-65 Overlay District of the B-2 Zoning Code. 'Microbrewery' is a Conditional Use in the TH-65 Overlay District.

Parking and Traffic: The parcel is already developed. According to the applicant, there will be up to 50 seats for patrons and up to four employees at a given time. Sit-down restaurants require one stall per 3 seats and 1 space per employee. In this case, 20 stalls would be required.

Signage: The applicant has provided intended signage, but no formal submittal on signage has been received.

Conditional Use Permit Standards

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 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 goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.

The proposed use for the site is 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 meets the purpose and intent of the "B-2" & "TH-65" zoning districts

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 proposed use is in a commercial and industrial area. Staff believes that will not be detrimental or endanger the public health, safety, morals, or comfort.

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.
Staff does not believe that the proposed use will be injurious to the use and enjoyment of the other properties within the immediate vicinity.

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 the surrounding properties. The use will be located within an existing structure.

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 currently available.

G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
The conditional use complies to all other regulations within the district in which it is located.

H. The conditional use complies with the general and specific performance standards as specified by within this Article.
The conditional use complies with the general and specific performance standards as specified within this article, as stated by this document.

Section 21, Article 2, Subd. 4 addresses performance standards for Conditional Use Permit. The standards and staff responses *(italicized)* are below:

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.
Staff believes that the existing street is of sufficient capacity to accommodate the type and volume of traffic as a result of this development.

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.
The proposed CUP will be in an existing building that already is designed for access and parking. All parking is met under 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.
Parking for this development does not impact pedestrian circulation.

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 off-street loading is provided in accordance 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.
This section is met.

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.
This area is surrounded by commercial and industrial uses. This section is met.

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.
This section is met.

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.
Existing lighting complies with our zoning code. This section is met.

I. The site drainage system shall be subject to the review and approval of the City Engineer.
This is an already developed site, existing stormwater management has been reviewed and approved.

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 already exists, and as such, is compliant with our zoning 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.
Existing garbage facilities will be used for trash and recycling purposes.

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.
The applicant will need to submit a sign permit for review and approval prior to any signage associated with this development being installed.

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 be required to obtain all proper licensing from the City, State, County, and Federal Governments as deemed necessary.

N. Any applicable business licenses mandated by City Code are approved and obtained.
The applicant may be required to obtain proper licensing from the City, State, County, and Federal Government as deemed necessary.

O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.
This property is in a commercial district, and as such, this section is non-applicable.

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.
This use complies with the performance standards of the zoning district.

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.
Any additional stipulations will be included in the final resolution passed by the City Council.

Comprehensive Plan

The City of Isanti 2008 Comprehensive Plan Update identifies this parcel as 'general commercial,' which is defined as:

The purpose of this category 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, convenience stores, gas stations and other auto-oriented businesses. Limited office and service uses are appropriate in these areas as well, depending on scale and location.

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 maintaining 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 must 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.

Public Notice

Notice of public hearing was published on January 3, 2018 in the *Isanti County News.* All property owners within 350' of the subject parcel received notice of public hearing from the Community Development Department. The Isanti City Planning Commission held a public hearing on January 16, 2018.

Public Comment

At the time of writing this memo, no public comment for or against the project have been provided to my office.

Development and Operations Advisory Committee Comments

The Development and Operations Advisory Committee reviewed the CUP during the December 7, 2017 committee meeting. They recommended the following conditions:

1) Painting of the additional parking stalls (24) along the south parking lot as approved in the original development.
2) Signage to be applied for and reviewed by the City prior to installation.

Planning Commission

The Planning Commission has recommended approval of the attached resolution with the conditions within the resolution.

Staff Comments

The property has already been developed. Because the proposed CUP is in an existing building that is not being expanded or physically changed, and as such does not require an as extensive review of the proposed CUP. Staff is supportive of the CUP, and recommends **APPROVAL** with the following conditions:

1) Painting of the additional parking stalls (24) along the south parking lot as approved in the original development.
2) Any applicable licensing and permits shall be obtained from the proper City, State, County, and Federal Governments as deemed necessary.
3) Signage to be applied for and reviewed by the City prior to installation.

RESOLUTION 2018-XXX

A RESOLUTION APPROVING THE CONDITIONAL USE PERMIT APPLICATION FOR WARREN & BRETT THUNSTROM TO OPERATE A MICROBREWERY AT 2 ENTERPRISE AVE NE SUITE A3

WHEREAS, Warren and Brett Thunstrom (applicants) have requested a Conditional Use Permit approval for the operation of a Microbrewery at 2 Enterprise Avenue NE Suite A3 in the City of Isanti (PID 16.132.0040); and,

WHEREAS, the property is located within the "B-2" General Business District and the "TH-65" Overlay District, of which requires a Conditional Use Permit to operate a Microbrewery in said zoning districts; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit on January 16, 2018; 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 Microbrewery located at the property described within this resolution, be hereby approved with the following conditions:

1) Install (paint) an additional 24 parking stalls along the south parking lot as approved in the original development.
2) Obtain any applicable licensing and permits from the proper City, County, State, and Federal Governments as deemed necessary.
3) Obtain sign permit approval from the City prior to any signage being installed.

Dated this 7th of February, 2018.
ATTEST:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/ City Clerk

FINDINGS OF FACT AND CONCLUSION

Conditional Use Permit Amendment
Warren & Brett Thunstrom - Microbrewery

February 7, 2018

Request

Request from Warren and Brett Thunstrom (applicants) for a Conditional Use Permit to operate a Microbrewery at the property addressed as 2 Enterprise Avenue NE Suite A3 (PID 16.132.0040) in the City of Isanti.

Findings of Fact

1. The applicants are requesting approval of a Conditional Use Permit for the property described under 'Request.'
2. The property is zoned "B-2" General Business District and included in the "TH-65" Highway 65 Overlay District.
3. The applicants submitted a Conditional Use Permit application on November 29, 2017. The received materials were deemed complete and paid on December 22, 2017.
4. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on January 16, 2018 at 7:00 p.m. at City Hall within the City Council Chambers.
5. Notice of the Conditional Use Permit application was published with the *Isanti County News* on January 3, 2018. Notices were sent to all property owners located within 350 feet of the aforementioned address.
6. Section 21, Article 2: Conditional Use Permits, Subdivision 3(D) of the Zoning Ordinance establishes factors that the judgement 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 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 goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans. *The proposed use for the site is 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 meets the purpose and intent of the "B-2" & "TH-65" zoning districts

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 proposed use is in a commercial and industrial area. Staff believes that will not be detrimental or endanger the public health, safety, morals, or comfort.

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.
Staff does not believe that the proposed use will be injurious to the use and enjoyment of the other properties within the immediate vicinity.

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 the surrounding properties. The use will be located within an existing structure.

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 currently available.

G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
The conditional use complies to all other regulations within the district in which it is located.

H. The conditional use complies with the general and specific performance standards as specified by within this Article.
The conditional use complies with the general and specific performance standards as specified within this article, as stated by this document.

2. Section 21, Article 2, Subd. 4 addresses performance standards for Conditional Use Permit. The standards and staff responses *(italicized)* are below:

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.
Staff believes that the existing street is of sufficient capacity to accommodate the type and volume of traffic as a result of this development.

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.
The proposed CUP will be in an existing building that already is designed for access and parking. All parking is met under 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.
Parking for this development does not impact pedestrian circulation.

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 off-street loading is provided in accordance 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.
This section is met.

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.
This area is surrounded by commercial and industrial uses. This section is met.

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.
This section is met.

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.
Existing lighting complies with our zoning code. This section is met.

I. The site drainage system shall be subject to the review and approval of the City Engineer.
This is an already developed site, existing stormwater management has been reviewed and approved.

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 already exists, and as such, is compliant with our zoning 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.
Existing garbage facilities will be used for trash and recycling purposes.

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.
The applicant will need to submit a sign permit for review and approval prior to any signage associated with this development being installed.

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 be required to obtain all proper licensing from the City, State, County, and Federal Governments as deemed necessary.

N. Any applicable business licenses mandated by City Code are approved and obtained.
The applicant may be required to obtain proper licensing from the City, State, County, and Federal Government as deemed necessary.

O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.
This property is in a commercial district, and as such, this section is non-applicable.

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.
This use complies with the performance standards of the zoning district.

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.
Any additional stipulations will be included in the final resolution passed by the City Council.

Decision

The City of Isanti Planning Commission reviewed the request after a public hearing was held on January 16, 2018. The meeting minutes, staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation: Motion by Collison, seconded by Lorinser to recommend approval of the Conditional Use Permit with conditions within the Resolution. Motion passed unanimously.

A Community For Generations.

Isanti

Request for City Council Action- MEMO

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

From: Finance Director Betker

Date: February 1, 2018

Subject: Resolution Approving Request for Proposals for Banking Services

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Background:

The current Banking Services Contract with Community Pride Bank expires on 3/31/2018. Attached is a Banking Services RFP for the Council's consideration. This is largely the same RFP the City used the last time proposals were requested, in 2014. The only change is the addition of the following text regarding interest rates.

1) *The City expects to have one checking account, one savings account and one to three additional savings accounts to be utilized when segregation of funds is required or desired by the City.*
2) *Interest on deposits will be calculated for the checking account and savings account(s) separately. The "Prime Rate" as reported in the Wall Street Journal should be the basis for determining interest on deposits.*
3) *Proposers should bid interest on deposits as a fixed percent below the benchmark rate. Bidders should also identify the floor, or lowest rate that the city will earn under any economic circumstances. For example if the benchmark is 3.25% and your institution bids 3% under the benchmark rate with a 0.10% floor you are agreeing to pay 0.25% on the identified deposits today and guarantee that no matter how low the benchmark goes the City will always receive at least 0.10% on the identified deposits. Bidders may bid different rates and floors for checking and savings accounts but are not required to do so.*

The proposed timeline as outlined in the RFP is as follows:

February 6, 2018	RFP Issued
February 16, 2018	Deadline for Written Questions
February 23, 2018	Responses Mailed
March 2, 2018	Proposals Due
March 8, 2018	Finance Committee Review
March 20, 2018	Award
April 1, 2018	Contract Begins

Request:
Consider Resolution Approving Request for Proposals for Banking Services

Attachments:

- Resolution 2018-XXX – Approving Request for Proposals for Banking Services
- Exhibit A – Banking Services RFP

RESOLUTION 2018-XXX

RESOLUTION APPROVING REQUEST FOR PROPOSALS FOR BANKING SERVICES

WHEREAS, the contract with Community Pride Bank, who provides banking services to the City of Isanti expires on March, 31st 2018; and,

WHEREAS, upon review by the Finance Committee, staff has prepared a Request for Proposals and timeline to procure banking services.

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

1. Approval of the Request for Proposals for Banking 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 banking institutions.

This Resolution is hereby approved by the Isanti City Council this 7th day of February, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

Exhibit A

CITY OF ISANTI
REQUEST FOR PROPOSAL
DEPOSITORY AND BANKING SERVICES

The City of Isanti is seeking proposals from qualified institutions to provide the highest quality depository and banking services at a competitive price. A proposer must be a federally or State of Minnesota chartered financial institution within the city limits of Isanti or surrounding area and must be able to comply with Minnesota Statutes Chapter 118A relating to Depositories of Public Funds.

BACKGROUND

The City of Isanti currently has two demand deposit accounts (general checking account and money market account).

The general checking account is used as the City's main account to receive deposits for credit card clearing from our liquor store and disburse revenues from City operations. The money market account receives daily deposits from our liquor store and other City revenues. On a monthly basis, approximately 250 vendor checks, payroll checks and EFTs are processed through the general account. Total amount of check dollar volume per month depends heavily on the level of our capital project activity. However, average total amount of checks clearing per month is approximately $825,000.00. Transfers are made periodically from our money market account to our general checking account to cover disbursements. The City also uses ACH or wire transactions to/from various sources each month.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

1. Copies and Closing Date

All proposals shall be clearly identified as Banking Services Proposal for the City of Isanti. Four copies of your proposal should be forwarded to the City at the following address by 4:30 p.m. on March 2, 2018:

City of Isanti
Attn: Mike Betker, Finance Director
110 1st Avenue NW
P.O. Box 428
Isanti, MN 55040
(763) 444-5512

Please respond only on the standard forms provided. Alternative proposals for a "better way" of providing a particular service may be attached; however, they will not necessarily be considered in the review and evaluation process. Proposals received after the stated deadline may not be considered by the City.

2. Public Information

All information submitted will be considered public information in accordance with Minnesota Statutes governing data practices. Upon submission, proposals become the property of the City and will not be returned to proposers. Copies of proposals will be available for viewing at City Hall.

3. Questions

The Finance Director will be the only contact and will respond only to questions in written form to clarify any matters related to this RFP. Submission of the written questions must be received at the City of Isanti, 110 1st Avenue NW, P.O. Box 428, Isanti, MN 55040, no later than February 16, 2018. The proposer's questions and the City's answers will become public record and will be sent to prospective applicants by February 23, 2018.

If clarification is needed by the Finance Director, questions will be submitted in written form only to the bank involved. Answers should be returned in writing to the Director of Finance within five (5) working days of receipt of the question. Written answers will become part of the proposal.

SCOPE OF SERVICES

1. Bank Services

The services required by the City of Isanti are listed in Section I of this document. Optional services desired are listed in Section II. Additional information required for submission in the proposal is listed in Section III.

SELECTION PROCESS AND CRITERIA

The Banking Services Contract is expected to be awarded by the Isanti City Council on or before March 20, 2018. The contract award will be based on the recommendation of the Isanti Finance Committee, the City Administrator and the Finance Director with the approval of the Isanti City Council.

The criteria for evaluation of proposals will be:

- Financial strength and capacity of the banking institution
- Availability and quality of services
- Service prices
- Completeness of the proposal

Proposal Calendar

February 6, 2018	RFP Issued
February 16, 2018	Deadline for Written Questions
February 23, 2018	Responses Mailed
March 2, 2018	Proposals Due
March 8, 2018	Finance Committee Review
March 20, 2018	Award
April 1, 2018	Contract Begins

TERMS AND CONDITIONS

It is expected that the selected institution will be designated as the City's depository for a three-year period commencing April 1, 2018, and ending on March 31, 2021, with the option to extend the contract period for an additional two-year term. If a banking institution does not execute an agreement within thirty (30) days after being notified of selection, the City may select another qualified proposing bank or call for new proposals.

This RFP and the bank's response, including all promises, warranties, commitments and representations made in the successful proposal will be binding and will become contractual obligations, and will be incorporated by

reference in the City's agreement with the bank. ACH and wire transfer agreements will be signed in conjunction with the execution of the banking services contract.

The City reserves the right to reject any or all proposals and the right to accept or reject any item or combination of items. The City also reserves the right to award an agreement to proposers of any single service or all optional services and to negotiate terms different from those specified in the proposals. Nothing herein will be construed to prohibit the City from maintaining accounts at other banks, including, but not limited to, certificates of deposit and special accounts. The City may cancel the contract upon a minimum of thirty (30) days written notice. The Depository may not cancel the contract for any reason except for failure of the City to fulfill its obligations.

1. New Services/ Services not covered under proposals

If the City adds additional accounts or services similar to those included in the original proposal, those new accounts or services will be provided under the same items and conditions as apply to the existing accounts. If federal regulations or other regulatory bodies require new accounts or impose other regulations, the bank will make those new services available at a negotiated rate between the City and the bank.

2. Access to Records and Cooperation

The bank will allow lawful and reasonable access to its records by officers of the City, the City's auditors, and state or federal auditors. The proposer will also cooperate in any prosecution for misuse of checks and misappropriation of funds.

3. Compensation

Compensation will be determined from the proposals provided and reflected in the agreement signed with the banking institution.

BANKING SERVICES PROPOSAL FORM

Please indicate the cost per unit or complete your answer in the space provided. If more space is needed, additional pages may be attached as long as they are clearly identified. If there are any services you provide that are not specified in the proposal and you think they would benefit the City, please list them along with the charge per item (on a monthly basis at the end of the form). If a banking service cannot be met, then enter "no proposal" (this may result in the proposal's nonacceptance or a reduction in evaluation points).

SECTION I. BANK SERVICES

Types of Services and Information Required Related to Bank Processing:

1. Availability of Funds

   What are bank cut off times and locations for same day clearing of items drawn on Isanti and Twin City Metropolitan Banks?

   What are times and locations where a final daily deposit will be accepted?

   Provide your funds availability schedule for electronic and paper transactions.

2. Returned Check Processing

   The City requires the bank to automatically process returned checks a second time. The City averages two returned items per month.

   What fees are charged?

3. Night Depository Services

   The bank will provide a night depository services as needed by the City. It is required that the bank supply locking depository bags to the City. The bank will process these bags by: 1) removing under dual control all contents of the bag, 2) counting under dual control all cash and checks received, 3) notifying the appropriate City office of any errors, and 4) preparing a receipt and sending it to the appropriate City office.

   What fees are charged?

4. Wire Transfer Services

The City electronically processes less than one outgoing wire per month and receives approximately one incoming wire per week.

What is the cost per incoming wire?

What is the cost per outgoing wire?

Do you have internet banking that would allow us to process our own outgoing wires and at what cost, if any?

5. Internal Transfers

The City currently transfers funds from the Money Market account to the General Checking account via internet.

What is the cost of this service?

Is there a limit on the number of transfers per month? If yes, how many transfers are allowed?

Is there a dollar limit per transfer? If yes, what is the limit?

6. Automated Clearing House

The proposer must have and maintain Automated Clearing House (ACH) originating bank capabilities. The proposer must conform to National Automated Clearing House Association (NACHA) and Uniform Commercial Code Article 4A (UCC4A) rules. Our ACH volume includes bi-weekly and quarterly payroll, monthly ACH for city services payments and ACH from other governmental entities.

Describe your ACH direct deposit payroll capabilities.

Through what media can you accept instructions for making ACH payments or originating ACH debits?

What are the ACH originated per item charge (debits and credits) and all related costs?

Describe the technical support available for this service.

7. Collateral

The bank must be able to provide sufficient collateral pledges or surety bonding for the account. Collateral is subject to change depending upon the deposit levels of the account (see Minnesota Statutes 118A). Bank is to review collateral requirements monthly and provide report to Finance Director.

What are the fees charged?

8. Balance Information and Reporting

The City currently obtains balances via the internet. Ledger balance, available balance, and collected balance are reported as well as detailed information listing debit and credit items. The City requires that statements process at the end of the last business day of the month.

What are the methods available to obtain daily balances?

Describe the detail of the information provided.

What hardware and software are needed to access the electronic reporting system?

Is it possible to view images of checks and deposits online?

What fees are charged?

9. Vault Services

The City orders approximately $6,000.00 of currency and coin on a monthly basis for our liquor store operations.

Please explain the process for ordering coin and the cost attached to this service.

What are the times and locations available for currency and coin ordering?

9. Credit Card Payments

The City currently accepts payments from its municipal liquor operations, utility billing operations, and other misc payments.

What would be the cost for accepting credit card settlements into our account?

10. Interest

What is reserve requirement for each account and is the reserve requirement deducted from the available balance before the earnings credit rate is calculated?

The City expects to have one checking account, one savings account and one to three additional savings accounts to be utilized when segregation of funds is required or desired by the City.

Interest on deposits will be calculated for the checking account and savings account(s) separately. The "Prime Rate" as reported in the Wall Street Journal should be the basis for determining interest on deposits.

Proposers should bid interest on deposits as a fixed percent below the benchmark rate. Bidders should also identify the floor, or lowest rate that the city will earn under any economic circumstances. For example if the benchmark is 3.25% and your institution bids 3% under the benchmark rate with a 0.10% floor you are agreeing to pay 0.25% on the identified deposits today and guarantee that no matter how low the benchmark goes the City will always receive at least 0.10% on the identified deposits. Bidders may bid different rates and floors for checking and savings accounts but are not required to do so.

11. Electronic Bank Statements

The City currently receives bank statements electronically.

What are the fees charged for this service?

12. City Credit Card

The City currently has a credit card with a limit of $5,000.

What are the fees charged for this service?

13. Other Charges

Please identify any other charges that may be applicable to our account.

Summary of Per Unit Charge Information

Deposit Services	Average Units/Month	Cost per Unit
Account Service Fee	2	_____
Debit Items (ACH)	20	_____
Credit Items (ACH & Credit Card Receipts)	150	_____
Check Clearing (Vendor, Payroll & EFT)	250	_____
Deposits	90	_____
Wires Sent	1	_____
Wires Received	5	_____
Stop Payments	1	_____

SECTION II. OPTIONAL SERVICES

1. Automatic Sweep

Do you offer an automatic sweep product to transfer end-of-day collected balances into an overnight investment account?

If yes, describe your operation and any limitations of your sweep account, as well as the cost attached to this service.

SECTION III. ADDITIONAL INFORMATION REQUESTED

1. Resource Personnel

Identify primary resource personnel and bank officers designated for the City's account.

2. References

List the names, phone numbers and contacts of three other public entities similar to the City of Isanti with whom you do business.

3. Required Reports

Submit your annual reports for the past two (2) years.

Submit your most current Community Reinvestment Act (CRA) Policy Statement.

This proposal must be executed in the firm name or corporate name of the proposer and signed by an officer or other authorized representative.

In witness whereof, this proposal is executed on _____, 20_____.

Financial Institution Name:_____

Address:_____

_____
Authorized Signature

_____
Type Name

_____
Title

_____
Phone Number

K.9.

A Community For Generations.
Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: February 6, 2018

SUBJECT: **RICHARD AVENUE SE PRELIMINARY ENGINEERING REPORT COST**

Background

With the vacation of Penny Lane, and the dedicated right of way of Richard Avenue along the west-side of the proposed hotel parcel, it's appropriate to have a preliminary engineering done to determine the cost of constructing the Richard Avenue extension.

Staff has asked Bolton & Menk to provide a proposal to perform the aforementioned engineering report. Their proposal was at an hourly rate, not to exceed $3,900.00.

Finance Committee reviewed the proposal at the regularly scheduled meeting on January 18, 2018, and has recommended approval.

Staff Recommendation

Staff recommends approval of the attached Resolution.

Attachments:

- Resolution 2018-XXX
- Memo from Bolton & Menk providing costs for engineering services

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 19, 2017

To: Ryan Kernosky, Community Development Director

From: Bradley C. DeWolf, P.E.

Subject: Richard Avenue Preliminary Engineering Report Fee Proposal
City of Isanti, MN

Bolton & Menk, Inc. is pleased to present this proposal to provide engineering services to create a preliminary engineering report for the extension of Richard Avenue.

It is our understanding the scope of work to be completed for the preliminary engineering report is as follows:

- Review record drawings to determine existing conditions
- Layout a figure of the preliminary geometrics of the proposed roadway and utilities
- Review site grading, hydraulics, and storm system requirements.
- Review sanitary sewer and watermain requirements.
- Calculate an Engineers Estimate for the project cost
- Create a final report summarizing these findings and making a recommendation as to the feasibility of constructing this project from an engineering standpoint.

Bolton & Menk proposes to complete the above engineering services for an hourly, not-to-exceed fee of $3,900.00.

Please contact me at (612) 756-1032 if you have any questions or need additional information.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2018-XXX

A RESOLUTION APPROVING A PRELIMINARY ENGINEERING REPORT FOR THE EXTENSION OF RICHARD AVENUE SE FROM BROADWAY STREET SE TO MAIN STREET E

WHEREAS, as part of the 2018 City Council Goals, the extension of Richard Avenue SE from Broadway Street SE to Main Street E was identified as a goal; and,

WHEREAS, City Staff has asked City Engineering firm Bolton & Menk to provide a proposal to perform the aforementioned engineering report.

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

1) The City Council Authorizes Bolton & Menk to begin the preliminary engineering report of the extension of Richard Avenue SE from Broadway Street SE to Main Street E in the dedicated Right of Way in the plat "Isanti Hotel Addition".
2) Cost for the preliminary engineering report shall not exceed $3,900.00 as provided in the proposal.

This Resolution is hereby approved by the Isanti City Council this 6th day of February, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 1/26/2018 - 1/26/2018

L.1.

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/18	01/26/2018	48078	2477	Absey Entertainment	101-20200	600.00
01/18	01/26/2018	48079	2030	ARTISAN BEER COMPANY	609-20200	143.50
01/18	01/26/2018	48080	53	BELLBOY CORPORATION	609-20200	3,923.50
01/18	01/26/2018	48081	9	BERNICKS PEPSI-COLA	609-20200	488.60
01/18	01/26/2018	48082	368	BILLS QUALITY CLEANING	101-20200	746.00
01/18	01/26/2018	48083	2319	BREAKTHRU BEVERAGE	609-20200	3,800.93
01/18	01/26/2018	48084	421	CARGILL INC	101-20200	9,345.35
01/18	01/26/2018	48085	851	CASH	101-20200	175.27
01/18	01/26/2018	48086	1198	CENTER POINT ENERGY	601-20200	3,899.94
01/18	01/26/2018	48087	1241	CENTRAL WOOD PRODUCTS	101-20200	30.00
01/18	01/26/2018	48088	1815	CENTURYLINK	609-20200	841.07
01/18	01/26/2018	48089	1822	CENTURYLINK BUSINESS SERVICES	101-20200	36.13
01/18	01/26/2018	48090	1472	CRAWFORDS EQUIPMENT INC	101-20200	114.46
01/18	01/26/2018	48091	8	DAHLHEIMER DISTRIBUTING CO	609-20200	5,820.82
01/18	01/26/2018	48092	897	DVS RENEWAL	101-20200	272.00
01/18	01/26/2018	48093	2478	EAST CENTRAL ENERGY	101-20200	43.85
01/18	01/26/2018	48094	55	ECM PUBLISHERS INC	101-20200	195.58
01/18	01/26/2018	48095	385	FEDERATED CO-OPS INC	101-20200	952.50
01/18	01/26/2018	48096	2118	FRANSEN, LINDA	101-20200	615.00
01/18	01/26/2018	48097	142	G & K SERVICES	101-20200	482.16
01/18	01/26/2018	48098	134	GOPHER STATE ONE-CALL INC	601-20200	50.00
01/18	01/26/2018	48099	1048	HENRYS WATERWORKS,INC.	601-20200	4,127.18
01/18	01/26/2018	48100	114	ISANTI COUNTY RECORDER	505-20200	46.00
01/18	01/26/2018	48101	1534	J. J. TAYLOR	609-20200	742.35
01/18	01/26/2018	48102	441	J.P.COOKE CO	101-20200	76.10
01/18	01/26/2018	48103	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,271.55
01/18	01/26/2018	48104	5	KAWALEK TRUCKING	609-20200	253.20
01/18	01/26/2018	48105	1789	MADDEN GALANTER HANSEN, LLP	101-20200	1,734.39
01/18	01/26/2018	48106	130	MARCO TECHNOLOGIES LLC	101-20200	551.25
01/18	01/26/2018	48107	17	MCDONALD DISTRIBUTING CO	609-20200	5,779.68
01/18	01/26/2018	48108	616	MENARDS - CAMBRIDGE	101-20200	134.93
01/18	01/26/2018	48109	281	MINNCO CREDIT UNION	101-20200	2,149.95
01/18	01/26/2018	48110	2208	MINNESOTA EQUIPMENT	101-20200	34.40
01/18	01/26/2018	48111	1628	MINNESOTA HOUSING FINANCE	101-20200	6,416.67
01/18	01/26/2018	48112	1604	MINNESOTA UI FUND	609-20200	920.57
01/18	01/26/2018	48113	33	MN CHIEFS OF POLICE	101-20200	410.00
01/18	01/26/2018	48114	2080	MVTL LABORATORIES INC	601-20200	535.93
01/18	01/26/2018	48115	1290	NAPA AUTO PARTS	101-20200	4,350.79
01/18	01/26/2018	48116	1165	NORTHLAND TRUST	602-20200	2,675.00
01/18	01/26/2018	48117	2066	NRPA	101-20200	170.00
01/18	01/26/2018	48118	2553	O'REILLY	101-20200	22.06
01/18	01/26/2018	48119	2581	PARKITECT	101-20200	275.67
01/18	01/26/2018	48120	617	PAUSTIS & SONS	609-20200	891.00
01/18	01/26/2018	48121	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,361.39
01/18	01/26/2018	48122	2073	PUDLICK, JACOB	603-20200	109.89
01/18	01/26/2018	48123	2473	RITEWAY BUSINESS FORMS	603-20200	1,742.41
01/18	01/26/2018	48124	2028	SELECTACCOUNT	861-20200	4,437.35
01/18	01/26/2018	48125	2396	SOUTHERN GLAZERS OF MN	609-20200	6,604.87
01/18	01/26/2018	48126	1361	STAPLES ADVANTAGE	101-20200	55.92
01/18	01/26/2018	48127	1926	STEARNS DHIA LABORATORIES	601-20200	57.00
01/18	01/26/2018	48128	2156	SUMMIT COMPANIES	609-20200	1,249.00
01/18	01/26/2018	48129	1959	THE MUSIC WORKS INC	101-20200	1,300.00
01/18	01/26/2018	48130	2172	TOSHIBA BUSINESS	108-20200	251.33

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/18	01/26/2018	48131	97	TOTAL CONTROL SYSTEMS INC	602-20200	1,606.00
01/18	01/26/2018	48132	1878	TOWMASTER	101-20200	100.90
01/18	01/26/2018	48133	427	VESSCO INC	601-20200	632.03
01/18	01/26/2018	48134	42	VIKING COCA-COLA BOTTLING CO	609-20200	158.42
01/18	01/26/2018	48135	1286	VINOCOPIA INC	609-20200	648.04
01/18	01/26/2018	48136	4	WATSON CO INC	101-20200	1,622.30
01/18	01/26/2018	48137	2475	White Bear IT Solutions, LLC	101-20200	309.99
01/18	01/26/2018	48138	780	WINE MERCHANTS	609-20200	125.00
01/18	01/26/2018	48139	1381	ZEMAN, VALERIE	101-20200	1,805.78
Grand Totals:						97,322.95

Dated: _____

Mayor: _____

City Council: _____

_____

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_____

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
02/18	02/02/2018	48140	26	AMERICAN PLANNING ASSOCIATION	101-20200	450.00
02/18	02/02/2018	48141	2545	AQUARIUS HOME SERVICES	609-20200	1,980.00
02/18	02/02/2018	48142	692	ARC IRRIGATION	104-20200	100.00
02/18	02/02/2018	48143	2582	ARTS & SCIENCE ACADEMY	101-20200	48.27
02/18	02/02/2018	48144	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	500.26
02/18	02/02/2018	48145	53	BELLBOY CORPORATION	609-20200	3,773.60
02/18	02/02/2018	48146	9	BERNICKS PEPSI-COLA	609-20200	956.60
02/18	02/02/2018	48147	1500	BOLTON & MENK INC	505-20200	4,767.00
02/18	02/02/2018	48148	2319	BREAKTHRU BEVERAGE	609-20200	826.93
02/18	02/02/2018	48149	120	CONNEXUS ENERGY	101-20200	17,933.64
02/18	02/02/2018	48150	918	CRYSTAL SPRINGS ICE	609-20200	174.66
02/18	02/02/2018	48151	8	DAHLHEIMER DISTRIBUTING CO	609-20200	23,673.47
02/18	02/02/2018	48152	1941	DELTA DENTAL	861-20200	2,477.10
02/18	02/02/2018	48153	1845	DEPT OF TRANSPORTATION	602-20200	124.00
02/18	02/02/2018	48154	55	ECM PUBLISHERS INC	101-20200	199.57
02/18	02/02/2018	48155	1635	FANTH, VICTOR	101-20200	250.00
02/18	02/02/2018	48156	1682	FERGUSON WATERWORKS	602-20200	72.67
02/18	02/02/2018	48157	1851	FLAHERTYS HAPPY TYME COMPANY	609-20200	213.75
02/18	02/02/2018	48158	2189	FORSTER, SHAYNA	101-20200	57.96
02/18	02/02/2018	48159	1535	GAU, ADAM	101-20200	191.32
02/18	02/02/2018	48160	424	H&L MESABI	101-20200	877.47
02/18	02/02/2018	48161	160	HAWKINS INC	602-20200	2,892.17
02/18	02/02/2018	48162	1891	ISANTI AREA JOINT	101-20200	56,128.35
02/18	02/02/2018	48163	1435	ISANTI TOWNSHIP	101-20200	880.08
02/18	02/02/2018	48164	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,034.47
02/18	02/02/2018	48165	5	KAWALEK TRUCKING	609-20200	122.80
02/18	02/02/2018	48166	1338	KNIFE RIVER	101-20200	554.40
02/18	02/02/2018	48167	1282	LEAF TOWING AND	220-20200	50.00
02/18	02/02/2018	48168	1353	MARVS AUTO REPAIR	101-20200	51.45
02/18	02/02/2018	48169	17	MCDONALD DISTRIBUTING CO	609-20200	17,858.30
02/18	02/02/2018	48170	2500	METRO SALES INC.	101-20200	66.70
02/18	02/02/2018	48171	1536	MINNESOTA DEED	219-20200	2,331.95
02/18	02/02/2018	48172	2080	MVTL LABORATORIES INC	602-20200	77.78
02/18	02/02/2018	48173	617	PAUSTIS & SONS	609-20200	152.76
02/18	02/02/2018	48174	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,538.06
02/18	02/02/2018	48175	2406	QUALITY FLOW SYSTEMS INC	602-20200	7,740.00
02/18	02/02/2018	48176	1113	RJM DISTRIBUTING INC	609-20200	329.70
02/18	02/02/2018	48177	2093	ROBY, ROBERT C.	101-20200	225.00
02/18	02/02/2018	48178	2028	SELECTACCOUNT	861-20200	558.65
02/18	02/02/2018	48179	2396	SOUTHERN GLAZERS OF MN	609-20200	1,746.19
02/18	02/02/2018	48180	450	STAR QUALITY GLASS	601-20200	28.39
02/18	02/02/2018	48181	1878	TOWMASTER	101-20200	213.79
02/18	02/02/2018	48182	686	VERIZON WIRELESS	101-20200	534.40
02/18	02/02/2018	48183	42	VIKING COCA-COLA BOTTLING CO	609-20200	422.45
02/18	02/02/2018	48184	1286	VINOCOPIA INC	609-20200	494.00
02/18	02/02/2018	48185	361	VINTAGE LOCK	101-20200	390.00
02/18	02/02/2018	48186	4	WATSON CO INC	609-20200	2,564.45
02/18	02/02/2018	48187	780	WINE MERCHANTS	609-20200	233.00
02/18	02/02/2018	48188	1210	WINTER EQUIPMENT	101-20200	379.06
02/18	02/02/2018	48189	2009	WOOD, JOSEPHINE	101-20200	234.32
Grand Totals:						163,480.94

M = Manual Check, V = Void Check

Dated: _____

Mayor: _____

City Council: _____

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_____

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_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

City of Isanti

Gross Payroll	82,247.54
Social Security & Medicare	4,495.91
Public Employees Retirement	7,969.57
Total City Expense	94,713.02

Pay Date 1/26/2018

Pay Period 2 (1/7-20/18)

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. 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 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 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

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
December 19, 2017

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:29 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, Jim Kennedy, and Jeff Miller.

Members Absent: None.

Staff Present: Ryan Kernosky, Community Development Director

1D. Agenda Modifications.

Director Kernosky stated that there were no Agenda Modifications, Motion by Lundeen, second by Collison to approve the Meeting Agenda. Motion was unanimously approved.

2. Approval of Minutes from November 21, 2017 Planning Commission Meeting

Motion by Lundeen, second by Collison to approve the Meeting Minutes. Motion was unanimously approved.

3. Public Hearing

A. Request from Kwik Trip, Inc. for approval of Preliminary Plat "Kwik Trip 1019" pertaining to PID 16.040.0830 & PID 16.053.0010.

Director Kernosky provided the Commission an overview of the request from Kwik Trip Inc. Mr. Kernosky stated that the applicant has a purchase agreement with the owner of the former Riverside Market. Mr. Kernosky continued to say that because the property was previously platted, a new plat is required because the use of the property uses both parcels. The request is to combine the two parcels into one large parcel.

Director Kernosky also stated that the County has reviewed the plat and requested that a 60 foot right of way off of CSAH 5 is dedicated to the county for a right turn lane. Staff is recommending approval with the conditions stipulated in the Resolution.

Mayor Wimmer opened the Public Hearing at 7:32 p.m.

Mayor Wimmer closed the Public Hearing at 7:32 p.m.

Mayor Wimmer stated that the plat is consistent with what the City was presented with earlier this year.

Mr. Bergely stated that the discussion about either a round-a-bout or a stop light has been brought up for the E Dual Blvd and CSAH 5 intersection. Those options are up to the County and at this time they don't believe that it's needed.

Motion by Lundeen, second by Lorinser to recommend approval of Resolution 2017-XXX approving the Preliminary Plat for Kwik Trip 1019 with conditions. Motion passed unanimously.

B. Request from Kwik Trip, Inc. for approval of a Conditional Use Permit and Site Plan/Building Appearance to construct a gas station, convenience store, and car wash on PID 16.040.0830 & PID 16.053.0010.

Director Kernosky provided an overview of the proposed site plan/building appearance and Conditional Use Permit for Kwik Trip. Mr. Kernosky stated that the standards for both the gas station, car wash, and convenience store meets the standards set forth in the zoning code. The property meets setback requirements. Staff is recommending approval with the conditions set forth in the Resolution.

Director Kernosky stated that the traffic light should be addressed in the future.

Mayor Wimmer stated that the structure on there will be removed at some point in the future. Dean George, representing Kwik Trip Inc, stated that demolition will happen sometime this winter, with construction commencing either late summer or early fall 2018. They hope to open the store by January 1, 2019.

Mayor Wimmer opened the public hearing at 7:39 p.m.

George Heman, 323 Palomino Road – Mr. Heman recommended that the entrance into the Kwik Trip should be moved to line up with Credit Union Drive to create a four-way intersection.

Mayor Wimmer stated that the City has been working on this issue with the County. The County will not install a controlled intersection without a four-way intersection, and that wouldn't happen until the City acquires right of way on the vacant parcel between the lift station and Minnco Credit Union.

Brian McKulla, 444 E Dual Blvd – Mr. McKulla stated that he was one of the owners at 444 E Dual Blvd, and that he supported the proposed Kwik Trip. Mr. McKulla stated the left and right turn lane on E Dual Blvd to CSAH 5 was poorly designed and should be looked at.

Mayor Wimmer closed the public hearing at 7:42 p.m.

Motion by Lundeen, second by Lorinser to recommend approval of Resolution 2017-XXX approving the site plan/building appearance and Conditional Use Permit with conditions. Motion passed unanimously.

4. Other Business.

A. None.

5. Other Communications.

A. None.

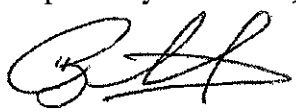
6. Adjournment

Motion by Lundeen, second by to Bergely to adjourn the December 19, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:45 p.m.

Dated at Isanti, Minnesota this 21st day of December, 2017.

Respectfully submitted,



Ryan Kernosky
Community Development Director

L.4.

RESOLUTION 2018-XXX

RESOLUTION ENDING PROBATIONARY PERIOD AND PROMOTION TO FULL TIME PERMANENT EMPLOYEE STATUS FOR ASSISTANT LIQUOR MANAGER KEITH LUSK

WHEREAS, the City offered employment to Mr. Keith Lusk as the Assistant Liquor Manager for the City of Isanti with a start date of July 19th, 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. Keith Lusk has successfully completed his probationary period and is recommended by his Supervisor, Liquor Store Manager John Jacobi, 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. Keith Lusk, effective from January 17th, 2018 obtains permanent status as a full-time employee of the City of Isanti in the position of Assistant Liquor Manager 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 7th day of February, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks

L.5.

MEMO

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

From: Katie Everett, Community Events and Parks Coordinator

Date: February 7, 2018

Subject: A Resolution Accepting Proposal for Mattson Tennis Court Resurfacing

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Background:
The Mattson Park tennis courts are cracked and in need of repair. In 2016, staff determined that the cracks are too large to be repaired and the courts will need to be resurfaced. Estimates for the work have been received from three companies as follows:

Lee Sports Surfacing LLC. 2 acrylic resurfacer coats 2 finish color coats	$15,200.00
Surface Pro 1 acrylic resurfacer coat 2 finish color coats	$14,227.00
Tennis Court Doctor 2 acrylic resurfacer coats 2 finish color coats (add $1000 to attached estimate for 2 color finish)	$15,880.00

All quotes received are updated from 2016 without site visits – staff request that a 15% contingency be added to the approved estimate.

Funds for tennis court resurfacing are budgeted in PRC-500 at $18,800. Due to the temperature requirements for this work, it will likely not be completed before the Spring 2018 school tennis season.

Finance Committee Recommendation
At its January 18, 2018 meeting, the Finance Committee discussed the bids received and recommends Lee Sports Surfacing LLC for the project.

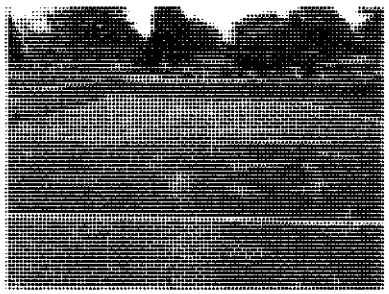
Requests:
Staff are requesting City Council consider approving the proposal from Lee Sports Surfacing LLC. to complete the work on the Mattson Park Tennis Courts. The funding source is budgeted in PRC (500) and will not exceed $17,480 (including 15% contingency).

Attachments:
- Resolution 2018 – XXX
- Lee Sports Surfacing LLC Estimate
- Surface Pro Estimate
- Tennis Court Doctor Estimate

Lee Sports Surfacing LLC

3027 Edgerton Street
Little Canada, MN 55117
p. 612 597-0544 f. 651 846-4999
naturlee@gmail.com

To:	Katie Everett
Company:	City of Isanti
Re:	Mattson Park Tennis Court Repairs and Resurfacing
Date:	January 14, 2018



Lee Sports quotes the following price for the repairs and resurfacing of one double tennis court located in Mattson Park, City of Isanti. I have included an option to repair 200 lineal feet of structural cracks long term with the Armor Crack Repair System.

Nova Premium Tennis Court Products

- Pressure wash court surface (5000psi) removing loose and delaminated material, scrub all spots and stains with a special cleaning solution (bleach and TSP) removing moss and mildew.
- Flood courts and locate any areas holding more then 1/8" standing water and patch marked areas with acrylic deep patching material.
- Fill cracks with acrylic patching material.
  Note: Rubberized Acrylic crack sealants are a short term solution to cracking. Cracks will return as a hair line crack as soon as the first freeze thaw cycle or large swing in temps, there is absolutely no guarantee on repaired cracks. The Armor Crack Repair system is the only long term solution to repairing structural cracking.
  http://www.armorcrackrepair.com *So if your tired of the cracks always returning apply the Armor Crack Repair System and see your courts, crack free for years to come. We have provided of price for this option.*
- Apply two coats of acrylic leveling material.
- Apply two texture coat of Nova acrylic tennis court paint.
- Line stripe tennis courts to USTA specifications.

Price: $11,500.00
Armor Crack Repair System Upgrade Add: $3,700.00

All work would conform to the American Sports Builders Association specifications (http://sportsbuilders.org/index.php).

Thank you for the opportunity to submit this quotation. If you have any questions or need additional information, please feel free to call me at (612) 597-0544.

Sincerely,

Nat Lee
President

NOVA SPORTS U.S.A. CERTIFIED INSTALLER
ARMOR TENNIS COURT CRACK REPAIR SYSTEM
American Sports Builders Association
TIA TENNIS INDUSTRY ASSOCIATION
USTA

Proposal

SURFACE PRO
Athletic Court Repair and Resurfacing

3731 Thurston Ave
Suite 103
Anoka Mn 55303
612-245-0750

www.surfacepromn.com

Date: 1/8/2018

Proposal Submitted To:
Contact Name Katie Everett
Contact Number 763-444-5512
Email: isantiparks@cityofisanti.us
Job Site Name Mattson Park
Job Site Address 311 5th Ave NW Isanti

We hereby bid to complete the following project:

Repair and resurface 2 tennis courts

Surface Inspection and Cleaning:
- Tennis courts will be cleaned thoroughly to remove all dirt and residue from the surface.
- Clear entire court of debris.
- Power wash all loose materials and debris from every part of the surface.

**Note: this process will take an on site water supply*

Court Inspection:
- Chips, Cracks, Dings- These areas will be repaired with portland and binder filler, applying pressure with a tool, such as a putty knife or trowel.This is done to insure that material comes in contact with all surfaces of the crack or void. The filler will be allowed to set a minimum of one hour. If material shrinks below grade level, material will be reapplied in the same manner and allowed to set.

Birdbaths (an area 1/8" under a 10' straight edge):
- Birdbaths- These areas will be patched with Bond Coat mix. Areas to be repaired shall be dampened with water before spreading the mixture into the depression. After the mixture has attained an initial set, it will be troweled or broomed so that it is even and feathers into the adjacent surface.
- The mixture will then be allowed to dry prior to application of coatings. This process shall be repeated until the area is completely full and level. After material is cured, these areas shall be rubbed down to a rough finish with a rubbing brick.

Surfacing/Resurfacing:
- One squeegee coat of Acrylic Resurfacer (ACR) will be applied in strict accordance with the SportMaster product specifications and guidelines. Surface coats will be applied at the manufacturer's recommended rates per square yard for each coat.
- Apply two squeegee coats of SportMaster Color-plus Acrylic Tennis Court Paint in strict accordance with the SportMaster product specifications and guidelines. Acrylic paint coats will be applied at the manufacturer's recommended rates per square yard for each coat.

Line Painting
- Lines will be painted with acrylic white line paint according to USTA specifications.

Notes:
- Repair Approximately 250 feet of structure cracks
- 2 birdbaths near the practice wall
- Entire surface of courts is dirty
- Several small pits
- Red outside green pads
- One side of the courts gets no sun (lots of pine trees)

Total including all materials and labor for project. $14,227.00

Payment information

Payment of 50% at start project (To be received by Surface Pro LLC before starting project)
Final payment of 50% upon completion.

Warranty and Notes:

- All workmanship is warrantied for two years from all de-lamination or pealing due to unclean surface before application.
- Surface Pro LLC is not responsible for de-lamination due to water intrusion or underground root or hydro pressure.
- Crack-filling does not imply crack elimination. Hairline cracks will reappear. This is normal, it is called reflection.
- Surface Pro LLC is not responsible for existing grades and drainage or compacting existing base.
- Cracks, if not patched, will continue to expand over a period of time and conventional repair methods may become unavailable.
- Surface Pro LLC is not responsible for cracks returning after repair.
- A monthly finance charge of 2% will be added to any payments past due.

*This estimate is based solely on the contractor's observations at the time of entering into this contract. If additional concealed conditions are discovered once the work has commenced, which were not visible at the time of entering into this contract, Contractor will identify the unforeseen conditions and notify the Customer of any additional costs, if any.
*Customer agrees to pay for all unexpected or unanticipated extra costs, including but not limited to, soil corrections, protection of the project from weather conditions and all other similar costs. Customer will be responsible for all additional costs and time for work due to concealed conditions. Such conditions may also extend the time for completion of the work under this contract.
*Estimate does not include any allowance for hazardous waste removal. All hazardous waste removal will be treated as an unforeseen condition.
*The construction site will be a dangerous area. Customer waives all claims against builder for injuries or damages that customer or any member of customers family, friends, or guests may suffer while on or around the property during construction due to these and other hazards.
*All unforeseen conditions will be treated on a time and materials basis at the rate of $60.00/ hour plus materials.

- We will remove all waste generated from our work.

- Contractor is not responsible for pets not properly restrained leaving the property.

-Direct contact with your job supervisor will be available to you at all times should you have any questions or concerns.

-All material is guaranteed to be as specified, and the above work to be performed in a

substantial, workman-like manner with payments made as follows.

Pre -Lien Notice

a. Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.

b. Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

Respectfully submitted,

Mike Langmade

This proposal may be withdrawn by us if not accepted within 30 days. Any alteration or deviation from above specifications involving extra costs will be executed only upon written order (minimum change order cost is $100.00), and will become an extra charge over and above the proposal price. All agreements are contingent upon accidents, or delays beyond our control.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature_____ Date_____

Tennis Court Doctor

• tenniscourtdoctor@hotmail.com •

January 9, 2018

City of Isanti – Mattson Park Tennis Court Resurfacing

c/o Katie Everett, Community Events and Parks Coordinator

THE TENNIS COURT DOCTOR WILL FURNISH ALL MATERIALS, LABOR, AND APPLY OUR OVER 35 YEARS WORTH OF RESURFACING EXPERIENCE TO DO THE FOLLOWING WORK ON THE SET OF TWO TENNIS COURTS LOCATED AT MATTSON PARK (311 5TH AVE NW):

WE INSTALL 100% FULL ACRYLIC TENNIS COURT SURFACES

WE WILL NOT USE ASPHALT EMULSIONS OR BLENDED RESURFACER COATS THAT WILL PEEL

TENNIS COURT INSPECTION & PREPARATION:

A. *POWER WASH COMPLETE SURFACE WITH SURFACE CLEANERS*
- *OWNER TO PROVIDE WATER*

B. *CLEAN & FILL ALL STRUCTURAL CRACKS*
- *ACRYLIC FILLER*

C. *PROVIDE ONE BIRD BATH APPLICATION TO LOW AREAS (> 3/16")*
- *WILL LESSEN THE PONDING BUT WILL NOT ELIMINATE THE STANDING WATER*

ACRYLIC TENNIS COURT SURFACING SYSTEM INSTALLATION (1,440 SY):

A. *APPLY TWO SAND-FILLED 100% ACRYLIC RESURFACER COATS OVER THE COURT SURFACE*
- *SPECIFICALLY DESIGNED TO BOND THE ACRYLIC COLOR COATING SYSTEM TO THE EXISTING SURFACE*

B. *APPLY TWO ACRYLIC FINISH COLOR COATS OVER THE TENNIS COURT SURFACE*
- *COLOR: DARK GREEN **

C. *TAPE & HAND USTA TENNIS PAINT PLAYING LINES TO REGULATION*
- *PAYMENT DUE DAY OF STRIPING*

TOTAL COST: ..... **$14,880.00** *

* *TWO COLOR SYSTEM: ADD $500.00 PER COURT* *

SIGNATURE: _____ DATE: _____

- EXPIRATION – Proposals will remain valid for no more than 15 days unless signed/dated and returned.
- Existing structural cracks will re-open as hair line cracks due to asphalt shifting resulting from fluctuations in climate.

CORDIALLY,

RICHARD A. KUNZ
The Tennis Court Doctor
FED ID #41-1510332
MN ID #3245928

1122 16th Ave SE • #9 • Minneapolis, Minnesota 55414
Phone: (763) 545-7946 • Mobile: (612) 501-8264
Website: TennisCourtDoctor.com

RESOLUTION 2018 - XXX

A RESOLUTION ACCEPTING PROPOSAL FOR MATTSON TENNIS COURT RESURFACING

WHEREAS, the Mattson Park tennis court surfaces are cracked and in need of repair; and,

WHEREAS, the courts are in such condition that a complete resurfacing is required; and,

WHEREAS, staff have received estimates from three contractors as follows:

Contractor	**Total Bid**
Lee Sports Surfacing LLC	$15,200.00
Surface Pro	$14,227.00
Tennis Court Doctor	$15,880.00

WHEREAS, at its January 18, 2018 meeting, the Finance Committee reviewed the bids and recommends City Council approval of the Lee Sports Surfacing LLC bid for the work at Mattson Park; and,

WHEREAS, the 2018 Parks, Recreation, and Culture Capital Outlay (PRC-500) budget includes $18,800 for Mattson Tennis Court Resurfacing; and,

WHEREAS, all estimates were updated from 2016 without site visits, so a 15% contingency will be added to the estimate amount;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the proposal from Lee Sports Surfacing LLC for the resurfacing of the Mattson Park Tennis Courts;

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota that the funding source for the resurfacing in the amount not to exceed $17,480 will be 101-45300-500.

This Resolution is hereby approved by the Isanti City Council this 7th day of February, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

L.6.

RESOLUTION NO. 2018-

RESOLUTION APPROVING A CHECK BE WRITTEN TO ARTS AND SCIENCE ACADEMY 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 Arts and Science Academy to volunteer at the January 19, 2018 movie; and,

WHEREAS, the profit from the January 19, 2018 movie night was $48.27; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that a check will be written to Arts and Science Academy in the amount of $48.27.

This resolution was duly adopted by the Isanti City Council this 7th day of February, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/ City Clerk

RESOLUTION 2018 - XXX

A RESOLUTION ACCEPTING PROPOSAL 5K RACE TIMING FOR CELEBRATE ISANTI 2018

WHEREAS, the 5K run/walk portion of Celebrate Isanti will be in its fourth year in 2018; and,

WHEREAS, as participant numbers increase, City staff have determined that contracting with a race management company will be in the best interests of the event; and,

WHEREAS, staff have received a proposal for the event from Anderson Race Management for $1,200 plus mileage from Eagan, Minnesota; and,

WHEREAS, the funding for race timing is included in the 2018 Summer Event budget (PRC-497); and,

WHEREAS, at its January 17, 2018 meeting, the Finance Committee discussed the proposal and recommends accepting Anderson Race Management services for Celebrate Isanti 2018;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the proposal from Anderson Race Management for the 5K run/walk at Celebrate Isanti on August 11, 2018;

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota that the funding source for the race timing will be 101-45300-497.

This Resolution is hereby approved by the Isanti City Council this 7th day of February, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
January 16, 2018

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:12 p.m.

B. Pledge of Allegiance.

The Pledge of Allegiance was recited.

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; Clark Joslin, City Attorney; Gene Hill, Police Chief

1D. Agenda Modifications.

Director Kernosky stated that there were no Agenda Modifications, the meeting proceeded with the published agenda.

2. Organization of Advisory Bodies as per the City Code of Ordinances, Chapter 8

Motion by Lundeen, second by Bergely to reappoint the existing officers as follows:

Chairman: Mayor George Wimmer
Vice-Chairman: Councilman Steve Lundeen
Secretary: Director Ryan Kernosky

Motion passed unanimously.

Motion by Lundeen, seconded by Bergely to adopt the 2018 Planning Commission Meeting Dates, motion passed unanimously.

3. Approval of Minutes from December 19, 2017 Planning Commission Meeting

Motion by Lundeen, seconded by Bergely to approve the December 19, 2017 Planning Commission Meeting Minutes, motion passed unanimously.

4 Review of Conflict of Interest Policy

City Attorney Clark Joslin provided copies of the City's conflict of interest policy, and provided a presentation on the City of Isanti's conflict of interest policy to members of the City Planning Commission.

5. Public Hearing

A. Conditional Use Permit request from Warren and Brett Thunstrom to operate a Microbrewery at 2 Enterprise Avenue NE Suite A3 (PID 16.132.0040

Mayor Wimmer opened the Public Hearing at 7:20 p.m.

Director Kernosky provided the Commission an overview of the request from Warren & Brett Thunstrom to operate a Microbrewery at 2 Enterprise Avenue NE Suite A3. Because the subject parcel falls within the B-2 and TH-65 overly zoning districts, 'Microbrewery' is a conditional use in the aforementioned districts. Director Kernosky stated that the Conditional Use Permit is consistent with the Conditional Use Permit standards set forth within the zoning code, and is consistent with the City's Comprehensive Plan. Director Kernosky stated that staff is recommending approval with the conditions set forth in the attached Resolution.

No one spoke at the public hearing.

Mayor Wimmer closed the Public Hearing at 7:22 p.m.

Commissioner Bergely asked whether or not the applicant was able to answer any questions. Mayor Wimmer yielded the floor to Warren Thunstrom and asked him a number of questions regarding the Conditional Use Permit. Mr. Thunstrom stated he had no concerns regarding the conditions placed on the land-use permit.

Commissioner Bergely asked if a restaurant was going to be apart of this project, Mr. Thunstrom responded and stated that there were no plans to have a restaurant. Mayor Wimmer asked Mr. Thunstrom to provide the Commission with details on the differences between a microbrewery and a brewpub.

Mr. Thunstrom stated they were still working on obtaining licensing from the various jurisdictions.

Motion by Collison, seconded by Lorinser to recommend approval of the Conditional Use Permit with conditions within the Resolution. Motion passed unanimously.

6. Discussion Items.

A. 2017 Community Development Department Report

Director Kernosky provided a report on the activities within the Community Development Department in 2017. He stated that 91 new homes were constructed in 2017, and reduced our vacant lot inventory to 145 single-family lots. He continued to state that 755 code violations were citied in 2017, with the majority of those violations being for long grass and illegal parking of vehicles. Finally, he reviewed the 2017 City Council Goals, stating that the annexation project is near completion, and that the 2028 Comprehensive Plan update is getting ready for 2019/2020 budget cycle, and that the City continues to have high requirements for quality of projects.

Mayor Wimmer stated that we are still working on finding a quality candidate for the Building Official position. The City is working with MNSpect, LLC on a potential long-term contract.

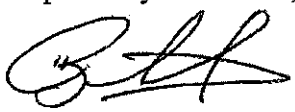
6. Adjournment

Motion by Lundeen, second by to Bergely to adjourn the January 16, 2018 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:28 p.m.

Dated at Isanti, Minnesota this 17th day of January, 2017.

Respectfully submitted,



Ryan Kernosky
Community Development Director

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
January 23, 2018
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, Clark Joslin, City Attorney
Others Present:	Julie Robillard,

D. Agenda Modifications.
Zdon asked if there were any agenda modifications. Witte stated that he would like to discuss snow clearing on trails in the City. Mayor Wimmer stated that could be discussed under the Parks Updates item. The board agreed. Mayor Wimmer made a motion to approve the agenda; second by Johnson. The January 23, 2018 Parks, Recreation, and Culture Board Agenda was unanimously approved.

2. Organization of Advisory Bodies per Chapter 8 of the Isanti City Code

A. Oath of Office for New Parks, Recreation, and Culture Board Member
Garvey stated the Oath of Office.

B. Chair of Parks, Recreation, and Culture Board
Mayor Wimmer nominated Aaron Zdon for Chair. Garvey seconded the nomination. Zdon was unanimously approved as Chair.

C. Vice-Chair of Parks, Recreation, and Culture Board
Mayor Wimmer nominated Jennifer Garvey for Vice-Chair. Johnson seconded the nomination. Garvey was unanimously approved as Vice-Chair.

D. Secretary of Parks, Recreation and Culture Board
Mayor Wimmer nominated City Staff; Zdon seconded the nomination. City Staff was unanimously approved as Secretary.

E. Approve Parks, Recreation, and Culture Board Meeting Dates
Wimmer made a motion to approve the 4th Tuesday of each month with no meeting in December as the meeting dates for Parks, Recreation, and Culture Board in 2018; second by Johnson. The meeting dates were unanimously approved.

F. Discussion of Parks, Recreation, and Culture Board Member Involvement with other Boards
Everett stated that this has been a standard item for the January agenda in the past. The Board determined that it is not applicable and can be removed for the future.

G. Review of Conflict of Interest Policy – Resolution No. 2018-008
City Attorney Clark Joslin reviewed the policy with the board members. Joslin stated that the purpose of the policy is to assure that the business of the city that comes before any board or commission is subject to the provisions of the policy and state law which prohibit any public officials from acting on matters on which they may have a conflict of interest. He explained what a conflict of interest is and gave the examples. He stated that if the board members ever had a question about a situation that may be a conflict of interest, they can check online at the League

of Minnesota Cities or feel free to call him as City Attorney and he will help them to find the answer. Joslin also explained the Open Meeting Law to the board; whenever there is a quorum present outside of a meeting there should not be any discussions on any issues that may come before the board. Similarly, it is not permissible for one member to call another member to discuss a matter of business and encourage that they call another member; this is a way to circumvent the Open Meeting Law and is not allowed.

2. Approval of Minutes from November 28, 2017 Parks, Recreation, and Culture Board Meeting

Motion by Johnson; second by Witte. Minutes were unanimously approved.

3. Schedule Annual Park Tour

Everett explained that this typically is done in April, this year that will be April 24th. Wimmer made a motion to approve the April meeting as the park tour date; second by Garvey. Motion unanimously approved.

4. Rock Program – Julie Robillard, Cambridge-Isanti Schools

Julie Robillard, Isanti township resident and School District representative, came to the podium to address the board. Robillard explained that she came to the board to ask permission to use the City Parks for a project she'd like to start. Her daughter attends Southwest Minnesota State where they have a project that is wildly popular. They paint rocks and hide them in the parks; people find them and take pictures of them and post them to their rock page and then rehide it. There are businesses in town that have a special rock and then something they do with it; they have a Hy-Vee grocery store so the kids can bring in the rock and get a free cookie or something. She explained that when she was there to visit over the summer there were hundreds of families in the parks doing this. She is interested in trying this here as well. She explained that they would also put the Facebook page on the back of the rocks so people knew where to find them online. She has also spoken with Isanti County Parks and City of Cambridge and everyone is on board to get a Cambridge-Isanti rock program started. Zdon asked who would paint the rocks. Robillard explained that she works for the school district for Moving Forward which is a program for special needs kids that have graduated from high school but have not yet moved on to a working position. They volunteer to get work experience. Those kids have been painting. Some homeschool families have been painting rocks as well, and the recreation person at River Hills and Grace Point Crossing will be getting rocks so that the residents can paint as well. Depending on the weather, they are hoping to start in March or April. They will kick off the Facebook page; they're hoping to get it posted to the County Parks Facebook page and hoping that the Mayor will put out a blurb on his page. There will also be an article in the newspaper. Her kids will go out and hide them initially and the community will take over after that. Robillard will manage the Facebook page. Johnson asked for clarification if her kids are painting the rocks and he finds one does he re-hide it. Robillard explained that yes, he could re-hide it or he could keep it if he really liked it. Witte asked if Facebook would be the only social media outlet used. Robillard confirmed that it would; she will pin rules to the top of the page. The rules would include no hiding in grass for lawn maintenance and safety so the rocks don't fly out from the mowers. She explained that the rocks for smaller kids are hidden in plain sight; so they are hoping to use playground equipment and in bushes in landscaping or crooks of trees. Isanti County would like a rule that the rocks are painted with only appropriate images (nothing religious and all age appropriate). Wimmer stated that he and Everett had met with the other family interested in doing this program and what they discussed was that everything on the rocks would have to be appropriate and that getting business approval if their landscaping is going to be used. Additionally making sure that people know if they want to paint rocks how to get them stamped as part of the program. Robillard stated that will just be putting the Facebook on them; she hasn't set up the page yet but will do that once she has the rules from everyone. She also stated that Isanti County would like to post at the larger parks something that states that if people find a rock they can post it to the Facebook page to advertise the program. They are also hoping to use the bike path

too, maybe on the bridge or where the benches are. Some of the rules from Cambridge are to not hide down by the river for safety. Witte asked how long Marshall has been doing this; Robillard stated that they started last year. Their program is progressing, they started with rocks and then in the winter they did small pieces of wood that kids used as ornaments on trees. She stated that they don't have snow in Marshall right now, so they're still out finding rocks.

Zdon asked what the board needs to do for approval. Wimmer stated that the board would give a recommendation and City Council would have to give approval for them to be placed in the parks. Council would want to look at the rules; they'd want some of the same things that the County is looking for like keeping everything appropriate. He stated that giving a pitch to the Chamber may also be a good idea because there are a number of businesses that may embrace it. The Chamber here is the North 65 Chamber, so it's not just one city and actually fits well with what Robillard is trying to accomplish. Johnson stated that he thinks it's a great idea; and as long as we have the rules and are emphasizing that 7:00 am to 10:00 pm are the park hours. Witte asked how many rocks they plan to start with. Robillard explained there are a lot of parks to hide them in, but they hope to get at least 5 rocks in most parks. There are a lot of rocks to paint which is why she has so many people involved. Wimmer stated that there are 40-50 depending on what you count as a park between the county and city parks.

Mayor Wimmer made a motion to make a recommendation to City Council to approve the rock program; second by Johnson. Vote was unanimously approved.

5. Winter Event – Jeff Johnson

Johnson explained that he has done quite a bit of legwork on the idea of Bentleyville in Isanti. He actually talked to the guy that builds Bentleyville, another holiday lights company, and a gentleman that grasped the idea of building it for us. He has a lot of questions that he asked. Bentleyville is now 15 years old; he's been there twice and remembers it like yesterday because it's a pretty cool place. He recognized that it will start out slow and it might be kind of rough. Bentleyville started with 10-12 major sponsors; today they have 150. He asked the gentleman that he spoke with, Tim, and asked him to pull up a map and they talked about Bluebird Park as a location and Tim stated it was a great location. Tim said it would probably start around 5 to 10 acres and grow from there. The price tag he found was $600,000 on lights alone, over 15 years it's been $2 million. The light structures are iron structures that are painted and the lights are put on them. They did have a significant amount of loss until 2013, and now they are tripling that amount. If it is done right, in hopes we could turn out that way. Tim stated that $30,000-$50,000 should be sufficient to start. That is just for lights. He also mentioned that we need volunteers to work the event. Johnson reached out to see if there was any interest and the Lions and the VFW jumped on board. The big thing that Tim said was electric cords and checking the codes where that is concerned. Tim also recommended that if we are going to buy the displays that we go oversees or he recommended Temple Display. Tim said that Bentleyville uses the displays 3 to 5 seasons and then they replace them; so we could also grab on to somebody's recycled stuff for cheaper. Witte asked what they do with them now. Johnson stated that they scrap them, so why not grab on to something like that. He said that Minnesota Power has a kickback program if you use LED lights. Zdon stated that we'd have to use LED. Bentleyville in the first year with their 5 to 10 acres, Minnesota Power gave them $25,000. Johnson stated that because his goal is to fill the hotel, why not get a kickback from the hotel. If people tell the hotel that they're staying the night to see the holiday light festival; the hotel then kicks the program a small percentage. These are all ideas. Johnson stated Bentleyville is spending $40,000 a year on hot cocoa, $30,000 on popcorn, $20,000 on hats. After 15 years, they can do all of this. It's a lot of giveaways. Witte asked if all of this is given away. Johnson confirmed that it is all free. When they started there wasn't any of that; you paid $5 for parking and saw your free light display. Johnson stated this is obviously the way we'd have to go; he doesn't see any other way we'd survive. We would work something out with whomever decides to run this for us. He said he found a gentleman from Duluth jumped on it immediately and said he'd build it in Isanti. Johnson said that he clarified with that person that he isn't just looking for someone to build it, we also need someone to run the whole thing. Johnson said that he has done the

legwork and has everything at his fingertips. He thinks if he hands it to the right people it will take off. He stated that with the information he has, all he'd ask is that it's brought to the Council. Zdon asked for clarification if it was Tim that runs Bentleyville that said he'd be interested in running it. Johnson said no, it was another person from Duluth Event Lighting.

Zdon asked Mayor Wimmer, for arguments sake, if someone wanted to spearhead this, if it would be a Special Event Permit or how it would work. He would imagine they'd be using the park for a month. Johnson stated that Bentleyville goes from the weekend after Thanksgiving to the weekend after Christmas. Garvey stated that they'll also have to do prep and tear down, so she would estimate 6-8 weeks. Mayor Wimmer stated that first we'd have to see it all in writing so we can make a judgement on it. When you say "hand off" if it's something that would be done by a private group, that private group would put together that proposal and make the presentation to the Council. That's how rodeo is done, BMX, soccer, that's how all of those big events are done. That sounds kind of like what this what Johnson is leaning toward. Then it would be a Special Event Permit situation. Zdon asked if a Special Event Permit could cover that length of time. Wimmer stated that it could; Zdon clarified that there aren't any bi-laws that say you can't have a six week event. Wimmer stated that again, if it's going to be a private entity that's doing it, he's assuming that it will have to be funded whether that's with sponsorship or cost to get in. When you do that in Bluebird Park, it would be difficult to have the park shut down for everything else but that. You have skating going on, other events going on. Bentleyville takes over the whole area. The benefit they have is that they have those parking garages right there. A lot of people will go up for a weekend or overnight. We would have to see on paper how they would propose to do it. For them to be able to do that, they'd have to come out and look at the site. Zdon stated that people would have to pay for admission; there'd have to be a gate or a thing of lights you walk through, they wouldn't be paying for parking. Johnson said that Bentleyville does paid parking. Zdon stated that you can't do that in the City park; there's no way to tell who is coming to park to go to this or to go skating or using the park for something. That's what we've done for BMX and other events. Wimmer stated that Chippewa Falls, Wisconsin has a smaller version of Bentleyville. It's still pretty elaborate, they take over a whole park. There it's donation only. You park in the park for free and then there's a donation bucket. To charge for parking within the park, we don't do that for those facilities. If it's something that would limit or eliminate the ability to use the other facilities in the park, that would, Wimmer thinks, a hindrance. It all depends on how they are going to do it. Zdon said he would think they'd start with the open bowl space, that's about 5 acres right there. Wimmer explained that how Special Event Permits work is there is an event map and an idea of the event impact. He and Everett are working with the rodeo for overflow parking, so there's a map of that whole area of town with the different parking, shuttling, horse trailers, etc. It's pretty elaborate. The rodeo has been doing this for decades, obviously, and it's getting bigger and kind of bursting from its seams. Those organizations are responsible for getting it all together, presenting it to us, and then we evaluate it. The Special Event permit goes through a number of departments here, including PD, as well as the Fire District. Everybody has to sign off on it that they've seen it and if there are any issues they'd have. When BMX does some of their big events, we block off that road. It's important for emergency services to know that so if an ambulance is coming through they know where they'll need to go. The permit process tries to cover all those things that come in to play. Everett stated that she can get Johnson that permit application so he knows what kind of information we look for. Zdon stated to summarize that Johnson can keep working on it and try to get someone to commit to taking it over, unless he wants to do it. Johnson said he can't. Zdon stated that whoever takes that over, would then get the benefits of whatever admissions and he would just have the Special Event Permit with us. Wimmer stated the first step is really getting down on paper what they think the impact would be. We don't want to get them so far down the road and then there's some hurdle that we have to get solved. It's best to kind of be talking about these things as they go. Johnson stated that putting together a proposal looks like it's the next step. Zdon agreed, and adding that looking at the power supply and all of those things. Everett stated that there are currently two outlets at Bluebird and each one can carry one bounce house before the circuit is blown. Zdon said those are things that can be addressed. Wimmer agreed and stated that when Wake Park was over there, they had to pay and upgrade all that electrical. It's all

ridiculously expensive. Johnson stated that he heard numbers of Bentleyville over the last 15 years and it was jaw dropping. Wimmer stated that Duluth, because they're so tourism driven, has passed some new sales taxes. What we're looking at doing, if we do get a hotel is a lodging tax. Then that money can be used to marketing and promoting any of those types of activities that get bodies into that facility. That's what those larger areas are using to grow these types of events. Then you get sponsors who want to give money to it because you get thousands of people coming to see it. It's one of those chicken and egg kinds of things – you need money to prime the pump, but you to have a good event that people are going to want to go to, so they have to kind of grow hand-in-hand. This is something that could be a really good thing. If there's somebody who's willing to put a plan on paper, that's the first test to see if they're real or not. If you get someone to do that, that's probably half the battle right there. We just need to see what the impact would be; everything from duration to facilities to power and how many port-a-potties would have to be brought in and how does that work in winter. All of those things that when you go to one of these events you don't notice until something doesn't work.

6. Middle School Tennis Court Reservation

Everett explained that the contract will be up after the Spring season. Right now, they are paying $400 per season. The last few contracts we've been going up by $25 an then those contracts are good for 2 years. Wimmer recommended going at least $500 per season. We're putting in $15,000 right now on those courts. It's still a great deal. When we first started it was set low just to get it in their mindset that these are something that need to be paid for. If you go to use a School District building or facility, there's a lot of cost for that including paying for a janitor to be on staff. They are well aware of the cost of doing business. The one way you can look it is that $500 is not that much, the other way is that's a 25% increase from what we have previously. Johnson asked if they started at $350. Everett said she thought that back in the day they actually started at $300 or $325. Johnson said that 10 years later, we're at $500, that's still a good deal. Wimmer stated that he wants to keep accelerating this so we're getting a little bit for the usage out of it. They are using it for a couple hours kind of in prime time. We want to have a good partnership with the school district and have a good place for the kids to play, Wimmer doesn't want to lose sight of that. Johnson said he's seen the public use it quite often. Wimmer stated that he has heard some consternation that on beautiful days people can't use it because the court is taken. One of the things we could also start looking at is that we have another court over at Academy Park. They like this court because they can have the kids walk there and then there's no transportation cost. Everett added that there are also two courts here and there's only one at Academy Park. Garvey asked if Everett knows how many days per week they're using the courts. Everett stated they use it Monday through Thursday. Garvey asked if they use it for both games and practice. Everett said she didn't know for sure, but she's never seen any buses or anything there so she would have to think it's only practice. Zdon stated that he would think games would be at the high school. Zdon stated that he thinks $500 per season is fair, especially with the $15,000 resurfacing this year. He asked when the last work was done; Wimmer stated he thought it was '03 or '04. Zdon stated that then it works out to about $1,000 per year just in surface upkeep.

Johnson made a motion to recommend $500 per season for use of the Mattson Tennis Courts; second by Witte, vote unanimously approved.

Everett also gave a quick update that the Finance Committee has recommended a contractor for the resurfacing which will go to City Council on February 7th. Because the courts need to be around 50 degrees overnight, it likely won't happen before the Spring season, but hopefully right after that so they can be open most of the summer.

7. 2018 Farmers' Market Rules

Everett stated that for the most part these will stay the same. There are actually a lot of Farmers' Market rules that are state mandated and we couldn't change them if we wanted to. Anything that has to do with food has a lot of extra regulation. There are just a couple of things for us to think about that Everett has seen different at other markets. A language change for our membership. Over the last couple of years, we

have gotten more and more vendors who only come every other week because they rotate with other markets or things like that. Everett hasn't required them to come to the first four because then they wouldn't come at all. She recommended changing this to stated that instead of all vendors being required to come to the first four that full season vendors are there. The reason we have that rule at all is so that the first few weeks we are establishing that our market is something our customers will want to come to all season. If we open the market and we have two vendors there, customers give up right away. Everett has seen that it doesn't necessarily apply very well to all vendors; some people don't have anything to sell the first four weeks.

Everett stated that we have a rule about having to weigh down tents. It's a rule from when we were on the pavement at the old location. Now we're on grass, so people really have no excuse. As we get more and more new vendors they are inexperienced with pop up tents. Everett spends a lot of time helping to set those up and then realizing they don't have weights with them. Almost all of those tents come with stakes. Staking them down is what she usually recommends. Other markets have requirements for how much weight is required because some people will toss a backpack on a corner and the tent will still blow away. The recommended change is to require 40 pounds.

Everett stated that the last change is open for more discussion. In the past, we have had a business of the week booth. Since Everett took over, she has not had any businesses do this. The sponsorship program does include the chance for the sponsors to come for a day to have a booth to promote themselves and their common interest with the market. Last year, we had two different kids under 18 that wanted to start selling things at the market. Everett talked to the Minnesota Farmers Market Association about what kinds of rules there are about ages for being able to have a booth by yourself. What she did last year was to tell them they could come and just have a parent there with them. Minnesota Farmers Market Association says that there is no rule and they can have a booth at any age, and some markets have started having a youth booth. The kids can come in for free and the goal is to encourage kids to start getting into it. It sounds like it's a lot of 4-Hers that are expanding their fair projects and things. Wimmer stated that he's not a huge fan of doing it for free that way you can get the ones that are going to do it seriously, and they will be making money. That's the kind of person you want to attract; then they have a little skin the game too. Wimmer stated that he would also be concerned with that worst case scenario, if you have someone younger and they're not quite used to doing that kind of thing and someone tries to talk them down or something, we don't want to have something negative to happen. Wimmer stated he doesn't think there should be an age limit for vendors, but would want to have a responsible adult present. Garvey agreed that wording should be added. Witte asked for clarification that they'd have to pay the membership fee of $10 and if they wanted to continue pay the $10 fee for the days they'll be there. Everett stated that if someone wants to only come one day, it ends up costing them $20; $10 for the membership fee and $10 for a single day booth fee. There are discounts if they want to come the full season or half season. Wimmer stated that the fee is there for the same reason that we charge at the community garden; it's to get people to have some skin the game so that people don't take it seriously. It also teaches the kids a life lesson that things cost money.

Everett stated that she will run them through Council with that change to the ages. Mayor Wimmer made a motion to recommend Council approve the rule changes; second by Garvey, unanimously approved.

8. 2018 Parks Publication Drafts

Everett explained that each member has updated color copies of the documents. She explained that the past Parks Brochures had a lot of redundant information from one year to the next, so in the 8x8 booklet she has combine all of the parks directory information that will be the same year over year. That information will be distributed at events or to new residents and can also be placed on the website so that people know what facilities we have here and what there is going on. Then we're not paying to print that same thing over and over again. To convey the information that does change, we have the handy foldable calendars. They will go out with Spring Isantian that goes out the beginning of March. They'll be printed

on the same paper as the old Parks Brochure so they'll be glossy and a little bit heavier than the copy paper. The goal is that people will keep them handy all year. They can hang up the calendar on their fridge or keep in their pocket and know what's going on. Johnson stated that he still has the 2017 brochure. Everett explained that the full page calendar has the overview of events and the back has a little bit more detail. For all of the big events that we do, Everett puts out all kinds of there marketing materials as well, but this is kind of a primer of what we've got going on.

Wimmer asked if Everett could give an update on Celebrate Isanti. Everett explained that Celebrate Isanti will be August 11th and we will be working with Anderson Race Management for timing of the 5K for us. That can help boost participation and will make it easier for us to manage. The experience for the runners will be much more fluid to get them registered and the timing at the end. We still will have places. Wimmer stated that we had about twice as many last year as we did the year before; Zdon stated that it will continue to grow. Everett stated that the race will continue to be free; there is money built into the budget for the event to bring someone in to help with that.

Everett asked the board if they had any other comments or questions on the brochures, otherwise they will be printed very soon. Wimmer stated that the golf course was added since the packet was put together because it is now part of the City.

9. Parks Updates

Everett stated that movie nights have been a success this year. We had 39 come for Arts and Science Academy's night. It was one of those days that it was really nice out so she wasn't sure if anyone would come to watch a movie. A point of discussion for the board is that Arts and Science Academy put their name in the hat to come back in February, but we also have a new girl scout troop. All of those girls are from Cambridge. She wasn't sure who would have priority, the Isanti group coming back or the outside group for the first time. She told both of those groups she would let them know by the beginning of February. Potentially, a new Isanti group still could come in. The rules do not clearly state which would have priority. Wimmer stated that we'd have to give precedent to the Isanti group because it's Isanti funded. Zdon asked if Heavenly Sunshine is in one yet; Everett stated that they're signed up for Secret Life of Pets. Garvey asked if we'd need to bring it back to the board to change the rules; Everett stated we would. Garvey said that we should do that so the rules are more clear, and we should also have some sort of a deadline. Everett stated when the rules were established we didn't have groups every time, but it's nice to give groups time to advertise and get people excited about it. Waiting to the last minute isn't great for anyone. Everett said that she'll bring the rules back in February.

Everett explained that the Street Dance bands have been booked. June 23rd we'll have Maiden Dixie, July 14 Jonah and the Whales are coming back, and August 11, which is also Celebrate Isanti, we'll have Bad Girlfriends. We have all of those contracts and we're getting them paid, so the bands are good to go. Everett explained that all of the bands have websites, so the board can go listen to them.

Everett explained that Celebrate Isanti is August 11, and all of the main events will be the same with the 5K run/walk and family bike ride. We'll have the kids festival in Bluebird Park; we bring in County Public Safety people, we'll work on having some Public Works people there as well this year with some of their big equipment to show people what keeps the town running that people never see, as well as lots of the community groups. We'll also have the car show with Rum River Rods going on on Main Street, and the Street Dance to close out the event. Hopefully we continue to grow each of the parts of that event from year to year too.

Everett stated that she is starting a new program each month called Curious Creatures. We had been having the first Saturday of every month Nature Detectives meet over at the Community Center. We tried it for 3 or 4 years and it just wasn't catching on; people are super busy on Saturdays. Everett is going to try a parent/child program and put it in the parks. We'll get people at our parks, and it kind of opens up

the nature world too to be able to do some really cool things while we're in the parks. Those will rotate between Bluebird Park, River Bluff Preserve, and Mattson Park so they're kind of distributed around town so they're easy for different people to get to as well. The program is free for Isanti residents. Winter is a hard sell to get people to come outside, so it might take a while to get this going.

Everett stated that the job posting for the Parks Intern is up on the website now. We're looking for a college student who is interested in going into Recreation Management or Parks and Rec field, or a communications person would be great to help with marketing. They'll help with all of the things Everett does in the summer. They'll help with parks maintenance at the community garden, inspections of the playgrounds, helping at events, farmers' market, etc. That person will be very busy.

Everett stated that we are very close to finally getting Academy Park. She checked in earlier today and they are waiting for someone from Highland Bank to give them the okay to go ahead with the title. We will hopefully get there very soon. Everett stated that something that didn't make it onto the list was that we have to update the portable bathroom contract this year, and she needs to know if we'll put one at Academy Park. Johnson stated that there isn't a bathroom accessible to the public anywhere over there. Wimmer stated that it's a public park so we'll need to have one. Zdon asked if there are any portables in any of the parks right now. Everett and Wimmer stated that there are not. Everett explained that we pull them out the end of October, usually before Halloween. Zdon said that he's had some people ask him why there's never any in the winter. Everett stated that she doesn't know that they'd get used enough to justify having them out there, and they may freeze. Zdon stated that when they use them at work they don't freeze because of the chemicals. He just asked because he's gotten the question before. Everett stated that in the winter, the board can direct people to the public restrooms at Bluebird on the Indoor Arena because those are open.

Everett explained that we just had the goal setting meeting. Staff gave an update to Council that the dog park is partly budgeted this year and we're planning to finish budgeting for that in 2019. One of the Council members also asked us to look into potentially getting a sledding hill somewhere in the City. He mentioned Bluebird Park. The City is very flat, but we may also look at the hill that's at the soccer complex. The top of that hill are our retention ponds so there may be some challenges there as well. Wimmer stated that we will not be doing it Bluebird, but he stated that he was brainstorming with the City Administrator and City Attorney after the meeting about different locations. The original proposal for Bluebird wouldn't be feasible because we'd need so many changes. He stated that we could potentially take a look at the area at River Bluff near the stairs. We'd first have to see if the DNR would allow us to do it. It's got a nice hill for sledding and a flat clearing so you don't hit anything at the bottom. The other locations have differing logistical issues that way. Obviously we'd need to have enough snow. Witte stated that it's a very steep hill. Wimmer agreed and stated we'd have to have a path that was obviously cleared. But we'd have to look at any erosion issues, and again if the DNR would let us do it. The only area we totally control would be off of the ponds at Public Works, but that goes down into the soccer fields, so they'd have to be okay with what may or may not happen to the fields. Zdon stated that it's a pretty good hill there but at the top there's no where to go because of the fence. Wimmer stated that we used to have one at the middle school as well as a skating rink, but the school said they didn't want any of that stuff there anymore.

Garvey stated that she had a couple of questions. Going back to the Street Dances, when Everett advertises when she says what band it is does it ever say what type of music genre? Everett said no, they're typically advertised as a group in any paid advertising. That's kind of the most efficient way to do that so we just list band titles. Everett stated the sponsor that creates the big flyers takes the band's marketing things and creates those and you can usually get an idea from that what type of music they are, but that's the most specific we usually get. Wimmer stated that so many of the bands that we get are also such a cross over, the country groups still play some rock and that type of thing.

Witte stated that he wasn't sure who maintains the Bike/Walk Trail, but he's been trying to run over there lately but there's always snow and ice. Wimmer stated that we don't plow it, and that's on purpose. One reason is so that people could ski or snowshoe; the other is that from a maintenance stand point, snowmobiles aren't allowed but if someone did drive across it they would damage it.

Garvey stated that she had one other question, going back to the intern. She asked if Everett had gone to any of the universities or anything like that. Everett stated that she hasn't done anything yet, it just went up the end of last week. Garvey stated she didn't know if that's something they've done in the past; Everett stated that we can definitely do it. Wimmer stated that this is our first Park and Rec intern, but we've done marketing interns before.

Johnson asked who we have that maintains the ice rink for the public. Everett answered Public Works.

10. 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 7:20 p.m.

Dated at Isanti, Minnesota this 23rd day of January, 2018.

Respectfully submitted,

Katie Everett

Katie Everett
Community Events and Parks Coordinator

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, FEBRUARY 20, 2018 – 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
City of Isanti ranks #6 as One of Minnesota's Safest Cities of 2018

F. Approve City Council Minutes
1. February 7, 2018 – Regular Meeting of the City Council
   February 7, 2018 – Closed Session Meeting of the City Council

G. Citizens Input

H. Announcements

1. Parks, Recreation and Culture Board Meeting	Tuesday, February 27, 2018 at 6:00 p.m.
2. City Council Meeting	Tuesday, March 6, 2018 at 7:00 p.m.
3. EDA Meeting	Tuesday, March 6, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Resolution 2018-XXX Approving a Special Event Permit Application for the "Walk for Life Event" *(Lisa McLaughlin)*

<u>City Administrator Don Lorsung</u>
2. Resolution 2018-XXX Approving Extension of Engineering Services Agreement with Bolton & Menk, Inc.
3. Resolution 2018-XXX Accepting State Bid for a Public Works Service Vehicle and Purchase of a Plow, De-Ice Unit and Accessories

L. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $236,218.05 and Payroll in the amount of $92,979.23
2. Final Meeting Minutes for the January 2, 2018 Economic Development Authority Meeting
3. Resolution 2018-XXX Approving Exempt Gambling Permit for Cambridge-Isanti Rotary Club
4. Resolution 2018-XXX Authorizing the Acceptance of the Police Lieutenant Labor Agreement Between the City of Isanti and Law Enforcement Labor Services, Local 416
5. Resolution 2018-XXX Awarding Quote for Outsourcing the Mowing of Nuisance Weed/Grass Abatement Lots
6. Resolution 2018-XXX Approving Seasonal Workers for Public Works for Spring Through Fall 2018
7. Resolution 2018- XXX Temporary Application for 3.2 On-sale Malt Liquor License for the Military Order of Cootie

M. Other Communications

1. Draft Minutes of the February 7, 2018 Economic Development Authority Meeting
2. January Police Department Report
3. January Code Enforcement Report
4. January Building Permit Report
5. February Engineering Report

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, February 7, 2018 – 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, City Attorney Clark Joslin, Police Chief Gene Hill, Economic Development Director Sean Sullivan, and City Engineer Brad DeWolf

Others Present: Isanti County Commissioner Mike Warring, Tanner Hagen, Caylee Perra, Jill Reller, Julie Robillard, Warren Thurston, George Hemen, Elizabeth Anderson, Melissa Bettendorf, Adam Gau, Frank Madden, Chad Saelens, Valerie Zeman, Brandon Oliver, Jason Sievert, Travis Muyres, Doug Barron

D. Adopt Agenda

Administrator Lorsung explained the agenda was amended by adding Items E.1 – Commendation to Officer Adam Gau for the 2017 School Resource Officer of the Year from the (MJOA) Minnesota Juvenile Officers Association and E.2 – Commendation to Officer Adam Gau for the 2018 Distinguished Service Award from the (MCPA) Minnesota Chiefs of Police Association

Motion by Lundeen, second by Collison to approve the Agenda as presented. Motion carried.

E. Proclamations/Commendations/Certificate Awards

1. Commendation to Officer Adam Gau for the 2017 School Resource Officer of the Year from the (MJOA) Minnesota Juvenile Officers Association
2. Commendation to Officer Adam Gau for the 2018 Distinguished Service Award from the (MCPA) Minnesota Chiefs of Police Association

Mayor Wimmer congratulated Officer Gau for for both commendations and his exemplary service to the City and the Police Department. Both Mayor Wimmer and the Council expressed their appreciation to Officer Gau for his work and the great recognition he brings to the City. Councilmember Lorinser pointed out that awards in law enforcement are not that prevalent and many officers have an entire career without receiving any so Officer Gau's drive is an asset.

F. Approve City Council Minutes

1. January 16, 2018 – Regular Meeting of the City Council
2. January 22, 2018 – Goal Setting Meeting of the City Council

Motion by Lorinser, second by Bergley to approve minutes as presented. Motion carried.

G. Citizens Input

None.

H. Announcements

1. **CITY OFFICES CLOSED** — Monday, February 19, 2018 *(In Observance of President's Day)*
2. City Council Meeting — Tuesday, February 20, 2018 at 7:00 p.m.
3. Planning Commission Meeting — Tuesday, February 20, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*
4. Park, Recreation, and Culture Board Meeting — Tuesday, February 27, 2018 at 6:00 p.m.

I. Council Committee Reports
None.

J. Public Hearings
None.

K. Business Items

1. **Resolution 2018-023** Approving hiring of Full-Time PD Officer Tanner Hagen
Mayor Wimmer swore in Tanner Hagen as a City of Isanti Police Officer and thanked the law enforcement Officer's that attended in support of Officer Hagen. Officer Gau remarked that the Police Department was very happy to have Officer Hagen as an addition to the Department. He continued by saying that Officer Hagen started in the 9th grade as one of the first participants in the Explorers the Isanti Police Department had and they great pride andrespect for him.

Motion by Lundeen, second by Bergley to approve the resolution. Motion carried.

2. **Resolution 2018-024** Approving 2018 Farmers Market Rules and Regulations

Motion by Lundeen, second by Lorinser to approve the resolution. Motion carried.

3. **Resolution 2018-025** Approving Residential Rain Garden Incentive Program Updates

Motion by Lorinser, second by Bergley to approve the resolution. Motion carried.

4. **Resolution 2018-026** Accepting Donation of Custom Bike Rack from Parkitect to City of Isanti

Motion by Bergley, second by Lorinser to approve the resolution. Motion carried.

5. **Resolution 2018-027** Approving Painted Rock Program in Isanti City Parks
Julie Robillard appeared at January Park, Recreation, & Culture Board to receive approval for a painted rock program. Residents paint the rocks and the hide them in City parks. Once found, they can be kept or rehidden for others to find. There will be a Facebook page that will outline the program rules and to promote the program, which is expected to start sometime in April.

Motion by Lundeen, second by Collison to approve the resolution. Motion carried.

City Attorney Clark Joslin

6. **Resolution 2018-028** Approving City Council Goals for Year 2018

Motion by Bergley, second by Lorinser to approve the resolution accepting the 2018 City Council Goals. Motion carried.

City Administrator Don Lorsung

7. **Resolution 2018-029** Approving Conditional Use Permit Application for Warren & Brett Thunstrom to Operate a Microbrewery at 2 Enterprise Ave NE Suite A3

Motion by Lundeen, second by Lorinser to approve the resolution. Motion carried.

8. **Resolution 2018-030** Approving Request for Proposals for Banking Services

Motion by Bergley, second by Collison to approve the resolution. Motion carried.

City Engineer Brad DeWolf

6. Resolution 2018-031 Approving a Preliminary Engineering Report for the Extension of Richard Avenue SE from Broadway Street SE to Main Street E

Motion by Lundeen, second by Bergley to approve the resolution. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $260,803.89 and Payroll in the amount of $94,713.02
2. Final Meeting Minutes for the November 28, 2017 Park, Recreation and Culture Board Meeting
3. Final Minutes of the December 19, 2017 Planning Commission Meeting
4. **Resolution 2018-032** Approving Permanent Hire of Assistant Liquor Store Manager Keith Lusk
5. **Resolution 2018-033** Accepting Proposal for Mattson Tennis Court Resurfacing
6. **Resolution 2018-034** Approving a Check be Written to Arts and Science Academy for Volunteering at the Community Movie Night
7. **Resolution 2018-035** Accepting Proposal for 5K Race Timing for Celebrate Isanti 2018

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

M. Other Communications

1. Draft Minutes of the January 16, 2018 Planning Commission Meeting
2. Draft Minutes of the January 23, 2018 Meeting of the Park, Recreation and Culture Board

N. Closed Session

1. Labor Negotiations

At 7:16 p.m. the City council went into a closed session.

O. Open Session

At 7:24 p.m. Council came out of closed session. Mayor Wimmer requested that Attorney Frank Madden, legal counsel and owner of the office of the Labor Council Office of Frank Madden, provide a summary of the closed session. Mr. Madden stated that the closed session was to discuss the two-year LELS Labor Negotiations for the Lieutenant position. The contract has been ratified by the Union membership and the Union has submitted a signed contract. The contract is parallel to the licensed police officer's contract with the removal of things that were not applicable to the position. The key difference is the pay structure was revamped a little bit with a wage increase of 3% for both 2018 and 2019. MR. Madden asked if the Council had any questions. There were none.

Motion by Lorinser, second by Lundeen to approve the contract as presented. Motion carried.

Adjournment

Motion to adjourn by Lundeen, second by Bergley. Motion carried. The meeting was adjourned at 7:26 p.m.

Respectfully Submitted,

Jeannifer Anderson

Jeannifer Anderson
Administrative Data Clerk

K.1.

Request for City Council Action

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

From: Katie Everett, Community Events & Parks Coordinator

Date: February 20, 2018

Subject: A Resolution Approving a Special Event Permit Application for the Walk for Life Event

---

Background

The City received a special event application from the Pregnancy Resource Center/Lex Specialty Clinic looking to host a Walk for Life event on Saturday, May 19, 2018. The event is scheduled from 9:00 am – noon and is open to the public. The event will include a 2-mile walk on the Cambridge-Isanti Bike/Walk Trail with registration at the Bluebird Park pavilion. The event is a fundraiser; participants raise pledges prior to the event. Event organizers will clean-up after the event is completed. The applicant will submit the $100 clean up deposit and Certificate of Liability Insurance. Parking for the event is expected to be contained within the Bluebird Park lots; the portable bathrooms typically at Bluebird Park and the public restrooms on the south end of the Isanti Indoor Arena should be sufficient for this event.

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.

The Bluebird Park shelter reservation form has also been submitted for this event. An additional Special Event Temporary Sign Permit will need to be filed if any signs will be posted for the event.

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. 2018 -
- Special Event Application
    - Special Event Application
    - Department Head Review Sheet
    - Route Map
    - Release and Indemnification

RESOLUTION 2018-

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE WALK FOR LIFE EVENT

WHEREAS, the Pregnancy Resource Center will be holding a 5K color run on Saturday, May 19, 2018; and,

WHEREAS, the estimated number of participants 100-200; and,

WHEREAS, event organizers anticipate all event parking to be contained within the Bluebird Park parking lots; and,

WHEREAS, event organizers have submitted the park shelter reservation form and will have the event check in at the shelter; and,

WHEREAS, the 2-mile walk will follow the Cambridge-Isanti Bike/Walk Trail, with permission from the City of Cambridge as required by the Joint Powers Agreement; and,

WHEREAS, event organizers are aware of the $100 clean up deposit fee and Certificate of Liability Insurance required for Special Event Permits and will submit these prior to the event;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve the application for the Walk for Life to be held on May 19, 2018 with the following conditions:

- The $100 clean up deposit is submitted prior to the event
- A Certificate of Liability Insurance is submitted prior to the event
- A Special Event Temporary Sign Permit is submitted if any signs are to be used for the event

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 20th day of February, 2018.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 2/6/18

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Pregnancy Resource Center / Lex Specialty Clinic

Contact Person: Lisa McLaughlin

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Phone: [redacted] Fax: [redacted] Cell: [redacted]

E-mail: [redacted]

Secondary Contact Person: Gina Kennedy

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Phone: [redacted] Cell [redacted] E-mail: [redacted]

[redacted]

EVENT INFORMATION

Event Name: Walk For Life

Date(s) of Event: May 19

Hours of Event: 9am - 12:00pm (3 hours)

Type of Event: [X] Open to the Public [X] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
We will have individuals and families participating in a 2mile walk on the trail in Isanti. This is a fundraiser and is a fun family event.

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):
Blue Bird Park - 201 Isanti Parkway, Isanti
using walking trail for 2 miles

Estimated Number of People in Attendance (includes staff, participants, and spectators):
100 - 200 most most likely less the 150 guests

Parking Impact – Describe in detail:
Guests will be able to park in the parking lot.

Tents, equipment, amusement rides, etc.
Type: microphone, 2 tables
Size:
Location: Blue Bird Park

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

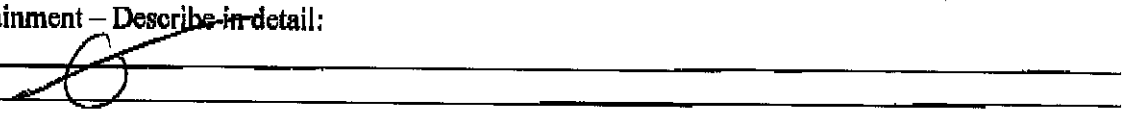
Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional 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.
City of Isanti

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).
0

Clean-up Plans – Describe in detail:
We will provide our own garbage, and will clean up ourselves.

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:

only a microphone in the beginning.

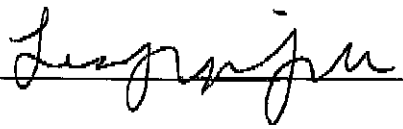
If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?

this is a fundraiser that people raise pledges for ahead of time, before event. No money is required to participate.

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 Woodl

Community Events & Parks Coordinator
__X__ Approved _____ Denied _____ N/A Signature: Katie Ernst

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: Wednesday, February 07, 2018 2:29 PM
To: Isanti Parks
Subject: RE: Special Event Application - Walk for Life

Hi Katie,

Isanti Fire reviewed and approves the May 19 Pregnancy Resource Center special event permit application as presented. Al Jankovich

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, February 7, 2018 2:12 PM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Special Event Application - Walk for Life

Good afternoon,

We have received an application for a new special event. The Pregnancy Resource Center would like to move their Walk for Life event to the Bike/Walk Trail. The event is planned for May 19, 9:00 am to noon. They are expecting up to 200 people, and will have sign in at the pavilion at Bluebird Park. Organizers expect parking to be contained within the Bluebird lots. They are not asking for any assistance from Police or Fire. The complete application is attached for your review.

Please respond with your comments or approval.

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: Chief Gene Hill
Sent: Wednesday, February 07, 2018 3:08 PM
To: Isanti Parks
Subject: RE: Special Event Application - Walk for Life

APPROVED

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, February 07, 2018 2:12 PM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time

(aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Special Event Application - Walk for Life

Good afternoon,

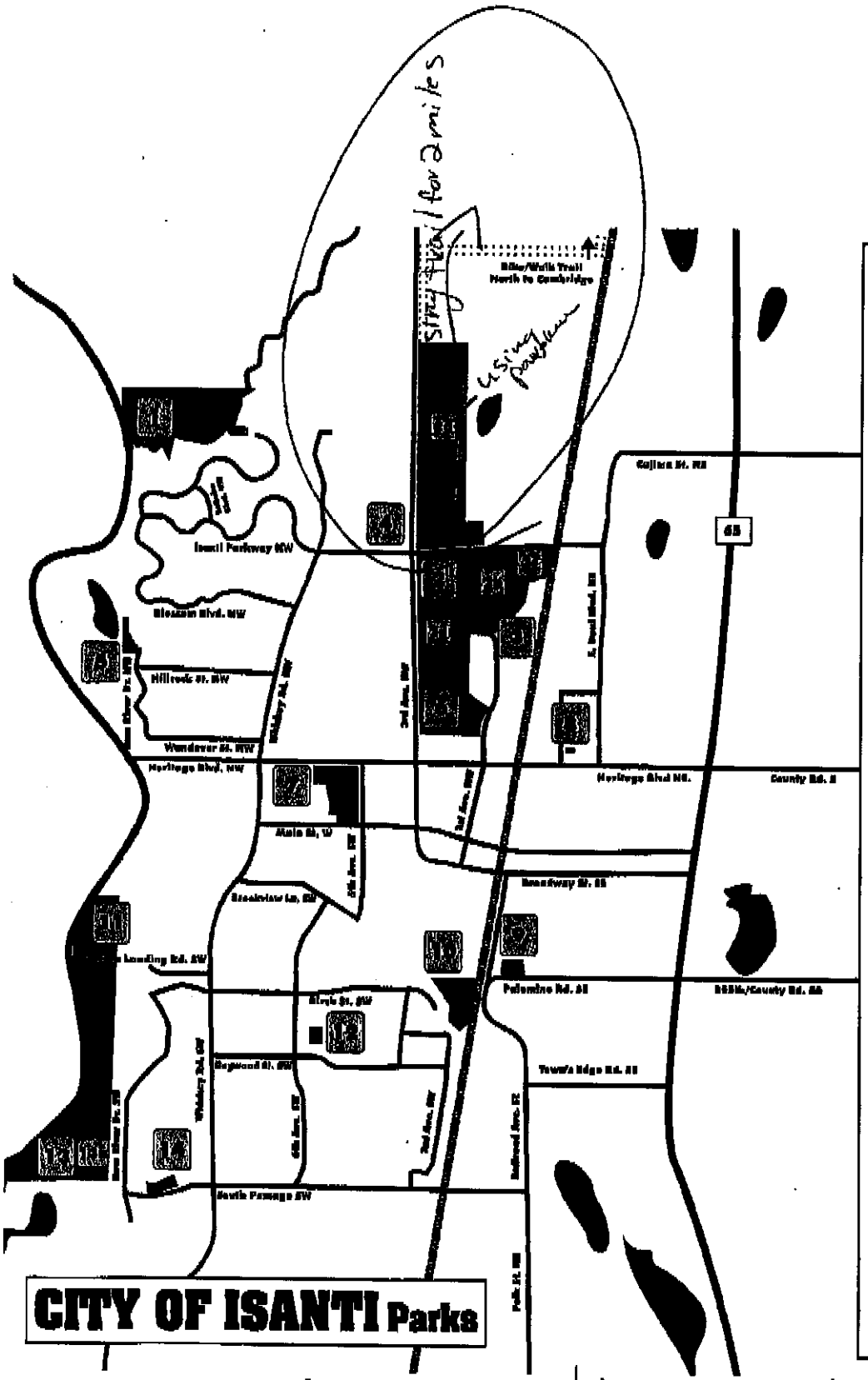
We have received an application for a new special event. The Pregnancy Resource Center would like to move their Walk for Life event to the Bike/Walk Trail. The event is planned for May 19, 9:00 am to noon. They are expecting up to 200 people, and will have sign in at the pavilion at Bluebird Park. Organizers expect parking to be contained within the Bluebird lots. They are not asking for any assistance from Police or Fire. The complete application is attached for your review.

Please respond with your comments or approval.

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

1. Legacy Park - 21 acres
Bellaire Blvd NW & Blossom Blvd NW
1.25 Miles of Walking/Hiking Trails
2. Bluebird Park - 65 acres
201 Isanti Parkway NW
Shelter (electricity), Picnic, 2 Playgrounds, Swing Set, Multi-use Paved Trails, Benches, Restroom, Water
   a. Soccer Complex - 6 full size soccer fields
   b. Skate Park & Pleasure Rink
   c. Indoor BMX Facility
   d. Redbirds Baseball Field
3. Isanti Civic Arena
600 1st Ave NW
Indoor Ice Arena
4. Cambridge-Isanti Bike/Walk Trail - 3 miles
Isanti Parkway NW & 3rd Ave NW
Multi-use Paved Trail, Benches, Boardwalk
5. Riverside Park - 4 acres
Picnic, 2 Playgrounds, Swing Set, Portable Restroom
6. Unity Park - 10 acres
420 3rd Ave NW
Shelter, Picnic, Ball Field, Portable Restroom
7. Mattson Park - 7 acres
311 5th Ave NW
Shelter, Picnic, Grill, Playground, Swing Set, Horseshoe Pits, Tennis Court, Basketball Court, Portable Restroom
8. Friday Farmers' Market
400 West Dual Blvd NE
Farmers Market Location May-Sept, Portable Restroom
9. VFW Park - 1 acre
Palomino Rd SE & Railroad Ave SE
Picnic, Bench, Grill, Playground, Swing Set, Portable Restroom
10. Whisper Ridge Park - 11 acres
795 3rd Ave SW
Tennis Court, Basketball Court
11. Martins Landing (DNR Canoe Landing) - 19 acres
Martins Landing Road NW
12. Isanti Hills Neighborhood Park- 1 acre
615 Dogwood St SW
Shelter, Picnic, Playground, Swing Set, Portable Restroom
13. River Bluff Preserve - 38 acres
1111 Rum River Dr SW
Walking/Hiking Trails, Fishing Access
   a. Isanti Community Garden
14. Rum River Meadow Park - 1 acre
1109 South Passage SW
Picnic, 2 Playgrounds, Swing Set, Portable Restroom

Pregnancy Resource Center / Zex Specialty Clinic
attached application please
Map of usage

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

Contact Name: Lisa McLaughlin

Secondary Contact Name: Gina Kennedy

Organization: Pregnancy Resource Center | Lex Specialty Clinic

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Phone: [redacted] Fax: [redacted] Cell: [redacted]

E-mail: [redacted]

Date(s) of Reservation: May 19, 2018

Start Time: 9:00 End Time: 12:00

Will electricity be required? No If yes, please see the fees listed below.
(Electricity is only available at the shelter in Bluebird Park.)

Shelter Reservation Fee

City Resident / Business	$0
Non-Resident / Business	$10, plus tax
Refundable electric box key fee	$50

Park Location: X Bluebird Park ____ Mattson Park

____ Isanti Hills Neighborhood Park ____ Unity Park

**If staking any items such as outdoor activity equipment or inflatables, it is the responsibility of the person making the reservation request to contact Gopher One Call for a utility locate. They can be reached at 1-800-252-1166.*

Number of Individuals in Attendance: ≈150

Will any additional special use activities be provided on site?

No

Regarding: Pregnancy Resource Center / Let Specialty Clinic

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:

Walkathon

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) DK

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) N/A

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) GK

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) GK

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 Gina M. Kennedy

Title CEO

Signature Gina M. Kennedy

Date 2/6/18

K.2.

RESOLUTION NO. 2018-XXX

A RESOLUTION APPROVING EXTENSION OF AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES

WHEREAS, the City Council, of the City of Isanti, reviewed whether or not to go out for bids for professional engineering services; in recognition of the prior five-year contract term with current provider Bolton and Menk, Inc. expiring in March of 2018; and

WHEREAS, upon review the City Council per Resolution 2017-293, requested that Bolton & Menk, Inc. prepare a proposal for their consideration to extend the current Agreement for municipal engineering and related services for an additional five-year term; and

WHEREAS, Bolton and Menk, Inc. has offered an extension of the current Agreement for a five-year term, providing the City with a credit of $5,000.00 worth of engineering work through an Update to the 2010-2020 Capital Improvement Plan if the City were to renew with Bolton and Menk, Inc. for another five years; and

WHEREAS, Bolton and Menk, Inc. provides a high level of professional engineering services that the Council is satisfied with and the Council finds it in the City's best interest to renew engineering services with Bolton and Menk, Inc. for an additional five years.

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

1. The City Council hereby approves Bolton and Menk, Inc. for an additional five-year term to provide professional engineering services to the City, with Brad DeWolf serving as City Engineer.
2. The Agreement for Professional Services between the City of Isanti and Bolton and Menk, Inc. is hereby extended to March 18, 2023.
3. Engineering rates for 2018 shall be at the 2017 rate schedule, with any future annual increases not exceeding any cost of living adjustment the City Council approves for city staff.
4. That Bolton & Menk provides a credit of $5,000.00 towards professional engineering services through an Update to the 2010-2020 Capital Improvement Plan.

This resolution was duly adopted by the Isanti City Council this 20th day of February 2018.

Attested:

Mayor George A. Wimmer

Katie Brooks
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

February 2, 2018

Honorable Mayor Wimmer
and Members of the City Council
City of Isanti
110 1st Avenue North
Isanti, MN 55040

RE: Continued Professional Engineering Services
Isanti, Minnesota

Dear Mayor Wimmer and Members of the City Council:

Thank you for the opportunity to continue providing professional engineering services to the City of Isanti. Since becoming the City Engineer in 2008 we have developed an in-depth understanding of the City's existing infrastructure and needs. We have also developed a close working relationship with City Staff over the past 10 years that continues to grow.

We propose to continue providing professional engineering services in the same manner that we have for the past 10 years, with the following updates:

1. Brad DeWolf and Jason Cook will continue to be available to answer any City Council and City Staff questions, anytime, 24/7.
2. We propose to have either Brad or Jason attend all City Council Meetings.
3. We propose to continue to bill our services at the rates we have used in 2017.
    a. Any future rate increases would not exceed any cost of living adjustments the Council approves for city staff.

To further aid the City in the continued effort to maintain and enhance the existing city infrastructure, we will update the 2010-2020 Capital Improvement Plan (CIP) by extending the Plan to the year 2025. This CIP update would be a $5,000 value to the City.

Please contact me at (612) 756-1032 if you have any questions or need additional information.

Sincerely,
Bolton & Menk, Inc.

Bradley C. DeWolf, P.E.
President/CEO

Bolton & Menk is an equal opportunity employer.

A Community For Generations.
Isanti

K.3.

MEMO TO CITY COUNCIL

To: Mayor Wimmer
Members of the City Council
From: Josi Wood
Public Services Director/ Asst City Administrator
Date: February 20, 2018
Subject: Resolution Accepting State Bid for Public Works Vehicle and Purchase of a Plow, De-Ice Unit and Accessories

---

Background:
The City Council authorized the purchase of a Public Works Service Vehicle, plow and accessories when adopting the 2018 budget. The amount included was $49,000.00.

Staff is seeking to replace the 2001 Chevrolet 1500 PW Service vehicle, which will be sent to public auction, per the City's replacement schedule with a ¾ ton Chevrolet 4x4. Quotes were solicited from the state bid authorized dealer who holds the contract bid pricing for both Chevy and GMC. Also, included with the purchase of this vehicle was a plow and accessories. The following quotes were received totalling $46,432.08:

Truck

Bidder Name	Vehicle Description	Bid Amount
Ranger GM	2018 Chevy ¾ ton 4x4	$27,563.06
Ranger GM	2018 GMC ¾ ton 4x4	$27,634.41

Plow

Bidder Name	Vehicle Description	Bid Amount
Crysteel	9'2" Boss (incudes trim kit)	$7,455.02
Country Side Services	9'2" Crate	$6,962.99

De-Ice Unit

Bidder Name	Vehicle Description	Bid Amount
TowMaster	500gal de-ice system	$9,539.00
Plow World	400gal de-ice system	$9,846.00

Lights/Acc

Bidder Name	Vehicle Description	Bid Amount
LeRoy's Customs	Lights/strobes/backrack	$1,875.00
EATI	Lights/strobes/backrack	$1,933.80

Finance Committee Recommendation:
The Finance Committee reviewed all the quotes and has recommended to procceed with the purchase of the 2018 Chevy truck from Ranger GM, Plow from Crysteel, De-Ice unit from TowMaster, Lights/Accessories from LeRoys and accessories for a total amount not to exceet $49,000.00. The funding source and expense line is identified as ¼ PRC, Streets, Water and Sewer (500).

Request:
Staff is requesting action on this item.

Attachments:

RESOLUTION NO. 2018-XXX

RESOLUTION ACCEPTING STATE BID FOR A PUBLIC WORKS SERVICE VEHICLE AND PURCHASE OF A PLOW, DE-ICE UNIT AND ACCESSORIES

WHEREAS, the 2018 Budget included funds for replacement of a Public Works Service Vehicle and accessories; and,

WHEREAS, Staff obtained the following quotes:

Bidder Name	Equipment Description	Bid Amount
Ranger GM	2018 Chevy ¾ ton 4x4	$27,563.06
Ranger GM	2018 GMC ¾ ton 4x4	$27,634.41
Crysteel	9'2" Boss (incudes trim kit)	$7,455.02
Country Side Services	9'2" Crate	$6,962.99
TowMaster	500gal de-ice system	$9,539.00
Plow World	400gal de-ice system	$9,846.00
LeRoy's Customs	Lights/strobes/backrack	$1,875.00
EATI	Lights/strobes/backrack	$1,933.80

WHEREAS, Finance Committee reviewed the quotes and recommends to proceed with the purchase of the 2018 Chevy ¾ 4x4 truck from Ranger GM, Plow from Crysteel, De-Ice unit from TowMaster, Lights/Accessories from LeRoy's Customs and necessary accessories for a total amount, not to exceed, $49,000.00;

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 2018 Chevy 3/4 ton 4x4 in the amount of $27,563.06, plus any applicable fees.
2. Authorize the remainder of the budgeted $49,000.00 to equip the truck with a plow from Crysteel, De-Ice Unit from TowMaster, Lights/Accessories from LeRoy's Customs and other accessories as necessary.
3. Funding source identified as ¼ PRC (500), Streets (500), Water (500) and 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 auction per City Policy of the 2001 Chevrolet 1500.
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 the 20th day of February, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

L.1.

City of Isanti

Gross Payroll	81,264.07
Social Security & Medicare	4,559.14
Public Employees Retirement	7,156.02
Total City Expense	92,979.23

Pay Date 2/9/2018

Pay Period 3 (1/21-2/3/18)

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/18	02/15/2018	48195	1503	7-UP BOTTLING	609-20200	325.76
02/18	02/15/2018	48196	494	ALLINA HEALTH SYSTEM	101-20200	370.00
02/18	02/15/2018	48197	2504	ANCONA TITLE & ESCROW	601-20200	91.26
02/18	02/15/2018	48198	2584	ASTLEFORD INTERNATIONAL	101-20200	145.00
02/18	02/15/2018	48199	2335	BCBSM	101-20200	18.60
02/18	02/15/2018	48200	53	BELLBOY CORPORATION	609-20200	3,657.04
02/18	02/15/2018	48201	9	BERNICKS PEPSI-COLA	609-20200	1,789.31
02/18	02/15/2018	48202	368	BILLS OUALITY CLEANING	101-20200	446.00
02/18	02/15/2018	48203	2585	BL HOLDINGS	601-20200	6.11
02/18	02/15/2018	48204	2020	BOYLE, EUGENE	101-20200	4,716.40
02/18	02/15/2018	48205	2319	BREAKTHRU BEVERAGE	609-20200	7,039.27
02/18	02/15/2018	48206	2537	BROOKS, KATIE	614-20200	1,679.94
02/18	02/15/2018	48207	2221	C & L DISTRIBUTING	609-20200	82.50
02/18	02/15/2018	48208	1198	CENTER POINT ENERGY	601-20200	5,274.66
02/18	02/15/2018	48209	1822	CENTURYLINK BUSINESS SERVICES	101-20200	32.88
02/18	02/15/2018	48210	1108	CITY OF BRAHAM	101-20200	1,099.59
02/18	02/15/2018	48211	309	CITY OF CAMBRIDGE	101-20200	2,272.01
02/18	02/15/2018	48212	1629	CITY OF ISANTI	101-20200	432.48
02/18	02/15/2018	48213	1985	CIVIC SYSTEMS, LLC	609-20200	5,132.00
02/18	02/15/2018	48214	2583	CONTINENTAL RESEARCH CORP	101-20200	547.16
02/18	02/15/2018	48215	918	CRYSTAL SPRINGS ICE	609-20200	106.22
02/18	02/15/2018	48216	8	DAHLHEIMER DISTRIBUTING CO	609-20200	16,008.06
02/18	02/15/2018	48217	1708	DAVE LILLEBOE	101-20200	856.00
02/18	02/15/2018	48218	2244	DEZURIK INC	602-20200	2,100.00
02/18	02/15/2018	48219	257	EARL F. ANDERSEN - DIV. OF SAFTEY SIGNS	603-20200	509.35
02/18	02/15/2018	48220	55	ECM PUBLISHERS INC	809-20200	195.14
02/18	02/15/2018	48221	1031	EMBROIDERY & INK	101-20200	24.50
02/18	02/15/2018	48222	693	EMERGENCY AUTOMOTIVE	101-20200	24.50
02/18	02/15/2018	48223	1320	EXECUTIVE TITLE INC	601-20200	78.49
02/18	02/15/2018	48224	385	FEDERATED CO-OPS INC	409-20200	2,923.02
02/18	02/15/2018	48225	2118	FRANSEN, LINDA	101-20200	200.00
02/18	02/15/2018	48226	142	G & K SERVICES	609-20200	601.62
02/18	02/15/2018	48227	739	HACH COMPANY	601-20200	332.28
02/18	02/15/2018	48228	300	HASSER GARAGE DOORS	101-20200	115.00
02/18	02/15/2018	48229	160	HAWKINS INC	601-20200	475.00
02/18	02/15/2018	48230	2302	HOME SECURITY ABSTRACT	601-20200	3.42
02/18	02/15/2018	48231	2209	INNOVATIVE OFFICE	101-20200	86.84
02/18	02/15/2018	48232	114	ISANTI COUNTY RECORDER	505-20200	46.00
02/18	02/15/2018	48233	188	ISANTI COUNTY SHERIFF	101-20200	2,372.77
02/18	02/15/2018	48234	1563	ISANTI ELECTRIC INC	602-20200	576.50
02/18	02/15/2018	48235	1534	J. J. TAYLOR	809-20200	491.25
02/18	02/15/2018	48236	496	JOHN HIRSCHS	101-20200	29.64
02/18	02/15/2018	48237	7	JOHNSON BROTHERS LIQUOR CO	609-20200	13,530.98
02/18	02/15/2018	48238	1607	JZS ISANTI, LLC	410-20200	2,960.82
02/18	02/15/2018	48239	5	KAWALEK TRUCKING	609-20200	383.60
02/18	02/15/2018	48240	2586	KRUGER, KENNETH	601-20200	347.42
02/18	02/15/2018	48241	203	LANO EQUIPMENT INC	101-20200	148.37
02/18	02/15/2018	48242	138	LEAGUE OF MN CITIES	101-20200	830.00
02/18	02/15/2018	46243	2587	LEAGUE OF MN CITIES INSURANCE TRUST	609-20200	52,487.00
02/18	02/15/2018	48244	17	MCDONALD DISTRIBUTING CO	609-20200	20,937.10
02/18	02/15/2018	48245	616	MENARDS - CAMBRIDGE	101-20200	2,612.27
02/18	02/15/2018	48246	281	MINNCO CREDIT UNION	108-20200	3,780.81
02/18	02/15/2018	48247	1044	MINNEAPOLIS FINANCE	101-20200	165.60

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/18	02/15/2018	48248	2116	MINUTEMAN PRESS	101-20200	412.51
02/18	02/15/2018	48249	1180	MLB PRINTING INC	603-20200	325.00
02/18	02/15/2018	48250	479	MN DEPT OF PUBLIC SAFETY	601-20200	50.00
02/18	02/15/2018	48251	176	MN DEPT OF REVENUE	101-20200	18,588.00
02/18	02/15/2018	48252	1204	MN DNR ECOLOGICAL	601-20200	1,727.12
02/18	02/15/2018	48253	2588	MOLITOR, CALEB	603-20200	32.05
02/18	02/15/2018	48254	870	M-R SIGN CO INC	101-20200	839.35
02/18	02/15/2018	48255	2080	MVTL LABORATORIES INC	601-20200	153.35
02/18	02/15/2018	48256	1280	NAPA AUTO PARTS	101-20200	382.91
02/18	02/15/2018	48257	1447	PETERSON, KEITH E.	101-20200	1,678.65
02/18	02/15/2018	48258	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,842.02
02/18	02/15/2018	48259	2341	RED BULL DISTRIBUTION	609-20200	317.00
02/18	02/15/2018	48260	2031	RESOURCE TRAINING	861-20200	24,165.00
02/18	02/15/2018	48261	2028	SELECTACCOUNT	861-20200	1,013.16
02/18	02/15/2018	48262	2518	SEMLER CONSTRUCTION	601-20200	320.21
02/18	02/15/2018	48263	1493	SHERWIN-WILLIAMS CO	101-20200	17.74
02/18	02/15/2018	48264	2396	SOUTHERN GLAZERS OF MN	609-20200	4,109.03
02/18	02/15/2018	48265	96	STREICHERS	101-20200	27.98
02/18	02/15/2018	48266	2156	SUMMIT COMPANIES	101-20200	42.00
02/18	02/15/2018	48267	1762	THE TITLE GROUP	601-20200	13.12
02/18	02/15/2018	48268	1740	TOSHIBA FINANCIAL SERVICES	108-20200	189.88
02/18	02/15/2018	48269	1820	URBANS HARDWARE	602-20200	148.26
02/18	02/15/2018	48270	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
02/18	02/15/2018	48271	2027	US INTERNET	603-20200	57.80
02/18	02/15/2018	48272	950	USABLUEBOOK	603-20200	1,130.85
02/18	02/15/2018	48273	60	VANDENHEUVEL, DAN	101-20200	368.75
02/18	02/15/2018	48274	686	VERIZON WIRELESS	101-20200	604.26
02/18	02/15/2018	48275	42	VIKING COCA-COLA BOTTLING CO	609-20200	537.25
02/18	02/15/2018	48276	1286	VINOCOPIA INC	609-20200	114.50
02/18	02/15/2018	48277	1318	WARRING PROPERTIES	101-20200	3,281.47
02/18	02/15/2018	48278	874	WASTE MANAGEMENT -	101-20200	386.98
02/18	02/15/2018	48279	4	WATSON CO INC	609-20200	2,930.71
02/18	02/15/2018	48280	1922	WEX BANK	101-20200	3,204.59
02/18	02/15/2018	48281	2475	White Bear IT Solutions, LLC	101-20200	1,866.00
Grand Totals:						236,216.05

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

M = Manual Check, V = Void Check

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
January 2, 2018
Isanti City Hall

1. Call To Order

The meeting was called to order by Commissioner George Wimmer at 7:26 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

Motion by Commissioner Lundeen, seconded by Commissioner Lorinser to adopt the agenda as presented. Motion passed unanimously.

2. Organization of Advisory Bodies as per Ordinance 181

a) Oath of Office
No new commissioners for 2018. No oaths administered.

Commissioner Wimmer called for nominations for 2018 officers.

Motion by Commissioner Collison to have the existing officers remain the same as last year, seconded by Commissioner Bergley. Motion passed unanimously. The 2018 officers are listed below:

b) Election of 2018 EDA President
George Wimmer as President

c) Election of 2018 EDA Vice-President
Ross Lorinser as Vice-President

d) Election of 2018 EDA President Pro-tem
None Suggested. Will be appointed as needed.

e) Election of 2018 EDA Secretary
Economic Development Director Sean Sullivan as Secretary

f) Election of 2018 EDA Treasurer
Finance Director Mike Betker as Treasurer

g) Adoption of Bylaws
No changes were made to Bylaws.

h) Adoption of 2018 EDA Meeting Schedule

Motion by Commissioner Lorinser to approve 2018 Meeting Schedule, seconded by Commissioner Bergley. Motion passed unanimously.

Motion by Commissioner Collison, seconded by Commissioner Lundeen to Adopt of City of Isanti Economic Development Authority Resolution 2018-1 a Resolution Organizing the Economic Development Authority of the City of Isanti. Motion passed unanimously.

3. Approve Minutes of December 5, 2017 Regular Economic Development Meeting

Motion by Commissioner Bergley seconded by Commissioner Lundeen to approve the minutes for December 5, 2017. Motion carried unanimously.

4. Other Business / Updates

Economic Development Director Sullivan highlighted the Staff Memo including new businesses, relocations, prospects and final 2017 numbers for new housing and businesses.

President Wimmer indicated that there is a lot of economic development activity right now in comparison to the recent history. The Hotel project continues to progress. Appraisal is in process and once complete the project will move to the next phase.

a. Business Prospects
b. EDAM
c. National Development Council (NDC)
d. GPS 45:93
e. LOIS Update
f. CVN
g. Housing Starts in 2017
h. Business Arrivals and Departures in Isanti 2017

5. Adjournment

Motion by Commissioner Bergley, seconded by Collison to adjourn at 7:38 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 2nd day of January, 2018.

Respectively Submitted,

Sean M. Sullivan

Sean M. Sullivan, Economic Development Director

RESOLUTION NO. 2018-XXX

A RESOLUTION APPROVING AN EXEMPT GAMBLING PERMIT TO THE CAMBRIDGE-ISANTI ROTARY CLUB

WHEREAS, the Cambridge-Isanti Rotary Club has applied for an Exempt Gambling Permit for a fundraising event to be held on March 15, 2018 at Spirit River Community Center located at 1005 Highway 5 NE., Isanti, MN 55040; and

WHEREAS, the value of prizes is estimated to be $600; 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 15, 2018 at the Spirit River Community Center.

This resolution was duly adopted by the Isanti City Council this 20th day of February 2018.

_____
Mayor George A. Wimmer

Attest:

_____
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 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 - Isanti Rotary

Address of Organization: _____

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: "The Task" Date of Event: 3-15-18

Type of gambling activity your organization will conduct: Silent auction / raffle

Use of Proceeds: Community projects funded by philanthropic giving from Isanti-Cambridge Rotary.

Location and address of event:

Spirit River Hall Events

Estimated value of prizes to be awarded: 6000 —

Name of applicant: Lea Jacquemart Applicant's phone number: _____

Signature of applicant: Lea Jacquemart

Date: 2-7-18

Approved by City Council _____ Resolution # _____

POS = 3 /311
S:\OFFICE\Forms\Master Forms\Licensing-Permits\Gambling Application - Local.doc

RESOLUTION 2018-XXX

RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE LABOR AGREEMENT BETWEEN THE CITY OF ISANTI AND LAW ENFORCEMENT LABOR SERVICES, INC. LOCAL 416

WHEREAS, the City of Isanti and LELS Local 416, have met to negotiate certain contract issues between the two affected parties for a Labor Agreement for a period beginning January 1, 2018 and ending December 31, 2019; and

WHEREAS, a tentative agreement was brought before City Council in a closed session on February 7, 2018, 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 416 and retain one original as a file copy.

This Resolution is hereby approved by the Isanti City Council this 20th day of February, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

Labor Agreement

between

The City of Isanti, MN

-and-

Police Lieutenants
Law Enforcement Labor Services, Inc.

Local# 419

January 1, 2018 – December 31, 2019

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ARTICLE 1 – PURPOSE OF AGREEMENT

This AGREEMENT is entered into between the City of Isanti, hereinafter called the Employer, and Local Number 419 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 Essential Supervisory employees in the position of Lieutenant employed by the City of Isanti Police Department, Isanti, Minnesota who are public employees within in the meaning of Minn. Stat. 179A.03, subd. 14 excluding confidential and all other employees.

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. 419.

3.2 EMPLOYER: The City of Isanti.

3.3 UNION MEMBERS: A member of Law Enforcement Labor Services, Inc., Local No. 419.

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 EMERGENCY: A crisis situation or condition which reasonably may be expected to endanger life or property as defined by the Employer.

3.13 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.

3.14 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 representative designated by the Union as the grievance representative of the bargaining unit. The Union shall notify the Employer in writing of the name of such Union representative.

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 usmg 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 In lieu of monetary compensation, an employee may choose to receive compensatory time at the rate of time and one-half (l-l/2) to a maximum accumulation of eighty (80) hours.

12.4 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.

12.5 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 (l-l/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 (l-l/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.

Call back time shall not include phone calls, must include employee reporting to work at the office or the scene of an incident.

ARTICLE 15 – SENIORITY

15.1 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.

15.2 Probationary Employees: During the probationary period, an employee may be discharged at the sole discretion of the Employer.

15.3 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.

15.4 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.

ARTICLE 16 – COMPENSATION

16.1 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.

16.2 Meals: Employees will be reimbursed for meals according to current policy.

16.3 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

16.4 Longevity: Longevity pay is based upon full length of service as a full-time officer/lieutenant in the City of Isanti from date of hire. Members will receive longevity 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 17– VACATION

17. 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.

17.2 48 hours of unused vacation and the Employee's annual accrual may be carried over from year to year.

17.3 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.

17.4 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.

17.5 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 18– LEAVES OF ABSENCE

18.1 Military Leave. Any military leave of absence shall be handled as provided by law.

18.2 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.

18.3 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.

18.4 Parenting Leave. Unpaid parenting leave is available to employees pursuant to law.

ARTICLE 19 – SICK LEAVE

19.1 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.

19.2 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.

19.3 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.

19.4 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.

19.5 The Employer may require an employee to submit a medical certificate verifying that the employee may return to work.

19.6 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 20 – FUNERAL LEAVE

20.1 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)

20.2 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.

20.3 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 21 – INSURANCE

21.1 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.

For 2018 and 2019 for the duration of this agreement, the Employer will provide a plan with coverage and benefits at least equivalent to coverage provided to the law enforcement unit within the City.

21.2 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.

21.3 Effective Date. The health and medical and term life insurance shall be in effect the first day of the first full month of employment.

21.4 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 22 – HOLIDAYS

22.1 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

22.2 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.

22.3 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.

22.4 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 23 – UNIFORMS

23.1 The Employer shall provide the initial uniform issue, as listed in Appendix B, for each permanent full-time employee.

23.2 Each employee shall receive a uniform allowance of $ $85.71 per month.

23.3 The Employer shall cover all costs of eyeglasses or other eyewear damaged or destroyed in the line of duty, except in those instances where the damage is loss or caused by the personal neglect of the employee.

23.4 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.

23.5 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".

23.6 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 24– OUTSIDE EMPLOYMENT

Employees must receive prior written approval from the Chief and City Administrator before accepting outside employment.

ARTICLE 25– WAIVER

25.1 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.

25.2 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 26 – DURATION

This AGREEMENT shall be in effect from January 1, 2018 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
_____	01/12/2018
Date	Date

	Travis Mayes
City Administrator	Steward
	1-18-18
Date	Date

APPENDIX A

WAGE SCHEDULE

LIEUTENANT HOURLY WAGES

	2018 WAGE RATE	2019 WAGE RATE (3% over 2018)
Starting	$36.84	$37.95
Step 1	$37.84	$38.98
Step 2	$38.54	$39.70

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.

L.5.

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: February 20, 2018

SUBJECT: **2018 NUISANCE WEED ABATEMENT QUOTES**

Background

The City of Isanti issued a "Request for Quotations" (RFQ) for the 2018 Nuisance Weed Abatement on Private Property (Resolution 2017-254). With an extended deadline of February 2, 2018, the City only received one RFQ within the extended deadline from Duff Companies, LLC.

Duff Companies, LLC has proposed the following pricing:

Residential Lot – Cost per Site:	$50.00
Mobilization Fee:	$25.00
Base Fee Plus Hourly for Large Tracts:	$25.00

Staff Request

Approve the attached Resolution.

RESOLUTION NO. 2018-XXX

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 **Duff Companies, LLC** for the 2018 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 **Duff Companies, LLC** for the 2018 mowing season.
3. That **Duff Companies, LLC** provides a Certificate of Compliance as required under the Minnesota Workers' Compensation Law (if required).
4. That **Duff Companies, LLC** 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 2018 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 20th Day of February, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

EXHIBIT A

CITY OF ISANTI

2018 REQUEST FOR QUOTATION
For Nuisance Weed Abatement on Private Property

Company Name/Address:
Duff Companies, LLC
Isanti, MN 55040

Telephone Number:

Email address:

Quotations will be received until 1:00 p.m. on Wednesday, January 30, 2018. Quotations are requested from commercial mowing firms for furnishing labor and equipment for the abatement/cutting of weeds and tall grass on developed and vacant residential lots within the City of Isanti. Also requested is a base fee plus an hourly mowing rate for large tracts. The City reserves the right to consider the large tract rate fee quote separately from the residential lot mowing fee quote. The properties for which services are being requested will be in violation of the City's weed nuisance ordinance. Generally grass and weeds will be 8" or more in height. The City reserves the right to accept or reject quotes received for these services.

THIS CONTRACT IS FOR THE 2018 GROWING SEASON.

****

Requirements – Minimum:

A. Performance

- The cost per site will include the following: mowing and trimming around structures, posts, fences and objects. Ancillary clearing of loose paper/cardboard debris prior to mowing. Care shall be taken not to damage trees and shrubs.
- Areas must be cut within two working days of date of City request via e-mail Note: There will be a $25 penalty fee for each site not mowed within the two working days (week days), unless there is approval by the Public Works Director to extend this period due to weather or extenuating circumstances.
- In the event the selected contractor cannot mow in the time specified, the City has the right to contact alternate mowing contractors to perform the work.
- Streets, sidewalks and driveways must be free of cutting debris. Bagging and removal of clippings is not required.
- Weeds and grass must be cut and trimmed to 3" height.
- Insurance – must carry a $1 million liability coverage policy and workers compensation insurance (if required). A certificate of insurance with the City of Isanti named as an additional insured will be required. Service providers shall meet all City requirements prior to providing services to the City.

We are happy to provide these policy documents upon contract negotiations.

- In the event of non-performance or at the City's discretion, services from the vendor may be terminated by written notice from the City.
- Regarding Large Lot mowing, a 50 foot perimeter is to be mowed around the property where it abuts a street or property line of a developed area. The contractor must have equipment capable of mowing rough larger multi-acre areas. These areas may have weeds, brush and small trees (up to 2 inches) that will need to be removed. It is the contractor's responsibility to check areas prior to mowing for rocks and debris that may damage their equipment. Care should be taken not to mow over the extension of water curb boxes, wood stakes or other property markers. The Contractor should consult with City officials concerning whether only perimeter mowing of the areas is required or if the entire site needs to be mowed.
- Mowing contractors must be available for the entire mowing season which could start as early as April and extend as late as the end of October.
- The selected mowing contractor will meet with City staff prior to the start of the mowing season and shortly after mowing has started to ensure an efficient process.

B. Communication and Billing

- The City will e-mail the address of lots/sites that will require mowing to the contractor.
- The contractor will have two full business days after the date the e-mail is sent to complete the work.
- Once the work is completed on a property, the contractor will notify the City by e-mail that the service has been completed (on the day of service).
- Invoices must be submitted for payment with specific dates that services were performed. At the end of each month, the contractor will submit a statement reflecting all invoices previously submitted for payment. Payment will only be made from invoices.

C. Equipment Required: Please list this equipment below.

- Commercial grade self-propelled walk or rider mower and weed trimmers.
- For Large Lot Mowing – commercial grade equipment capable of mowing rough areas, brush and small trees.

Quote For Services / Other Required Information

D. Amount for Service (includes all transportation and travel time)

1. **Residential Lot - Cost per Site** $ 50.00

2. **Mobilization Fee** (if owner has cut) $ 25.00

3. **Base Fee Plus Hourly Mowing Fee for Large Tracts*** $ 25.00

*The City reserves the right to consider this quote separately

Please provide a list of EQUIPMENT available to fulfill requirements of contract:

1. Commercial grade zero turn riding mowers (2)
2. Wood Chipper
3. Weed Whips (several)

Please provide 3 references that you provided commercial mowing services in 2017. (Name/Contact Information)

1. Jason Aus, TCF Bank,
2. Mike Graham, US Water
3. Greg Owens, Village Bank

In submitting this quotation, the vendor agrees that acceptance of any or all quotations by the below designated party within a thirty (30) day period constitutes a Contract.

Signed: _____

Firm Name: Duff Companies, LLC

Dated: 1-4-2018

AN AUTHORIZED EMPLOYEE OF THE COMPANY MUST SIGN ALL QUOTATIONS.

QUOTES SUBMITTED MUST BE CLEARLY MARKED: Quote for Nuisance Weed Abatement Services

PLEASE SUBMIT QUOTES TO:

Don Lorsung
City Administrator
City of Isanti
P.O. Box 428
Isanti, MN 55040

For further information or questions, please call: (763) 444-5512.

RESOLUTION NO. 2018-XXX

L.6.

RESOLUTION APPROVING SEASONAL WORKERS FOR PUBLIC WORKS FOR SPRING THROUGH FALL 2018

WHEREAS, an attendant is needed for the compost site and this cost was factored into the 2018 budgeted; and,

WHEREAS, the DOAC reviewed the needs for the compost site and budgeted funding and recommended keeping the hours the same as in 2017 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 2018 at a rate of $11.00/ hour for new hires and $11.50/ 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 2018 as needed upon approval of this resolution.
2. The total combined impact to the 2018 budget of PT seasonal workers for duties as described per this Resolution will not exceed $9,587.00.
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 $11.00/ hour for new hires and $11.50/ 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 20th day of February, 2018.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2018-XXX

APPROVE TEMPORARY APPLICATION FOR 3.2 ON-SALE MALT LIQUOR LICENSE FOR THE MILITARY ORDER OF THE COOTIE

WHEREAS, the City has received temporary 3.2 on-sale malt liquor application from the Military Order of the Cootie for the 2018 MOC State Convention which will be held at the Isanti Community Center; and

WHEREAS, the applicant has paid the required application fees for temporary 3.2 on-sale malt liquor as set forth in the fee schedule; and

WHEREAS, the Police Department has reviewed the application and made a recommendation for approval.

WHEREAS A Certificate of Liquor Liability Insurance for the event is received by the City prior to the event dates.

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

1. That the Military of the Cootie application for a temporary 3.2 on-sale malt licenses for the MOC State Convention scheduled for April 7, 2018.

This resolution duly adopted by the Isanti City Council this 20th day of February, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
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

Fed ... 2018

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION	DATE ORGANIZED	TAX EXEMPT NUMBER
Military Order of Cootie's	2/27/2000	MN -
STREET ADDRESS	**CITY**	**STATE / ZIP CODE**
4 ... e	Isanti	MN 55040
NAME OF PERSON MAKING APPLICATION	**BUSINESS PHONE**	**HOME PHONE**
Wayne L. Carlson	787	...

DATES & HOURS 3.2 BEER/NONINTOXICATING LIQUOR WILL BE SOLD (1 to 4 days)	TYPE OF ORGANIZATION
7 April 2018 3pm - 9pm	☐ CLUB ☑ CHARITABLE ☐ RELIGIOUS ☐ OTHER NONPROFIT
ORGANIZATION OFFICER'S NAME William Bingen II	**ADDRESS** ... Cambridge MN 55008
ORGANIZATION OFFICER'S NAME Wayne Carlson	**ADDRESS** ... Isanti MN 55040
ORGANIZATION OFFICER'S NAME	**ADDRESS**

Description of Event:
MOC State Convention

Location where license will be used. If an outdoor area, describe.
Isanti Community Center

Premise Address 208 1/2 1st Ave NW Isanti, MN 55040

Name of applicant's liquor liability insurance carrier:

Signature: Wayne Carlson **Date:** 2/3/18

APPROVAL

FOR OFFICE USE

CITY FEE AMOUNT _____	**DATE APPROVED** _____
DATE FEE PAID _____	**LICENSE DATES** _____
BACKGROUND CHECK APPROVED ☐ Yes ☐ No	
APPLICANT HAS MET WITH POLICE CHIEF ☐ Yes ☐ No	

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 3.2% MALT LIQUOR LICENSE:

If Minors are to be present the following information is required:

Designate Area of Event:
ISANTI Community Center

Describe Designated Entry into the Event Area:
MAIN Door

Describe What Controls will be Used at the Entrance (I.D. Bands etc):
MOC I.D Cards only ADULT FUETION

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
February 7, 2018
Isanti City Hall

1. Call To Order

The meeting was called to order by Commissioner George Wimmer at 7:28 p.m.

a. Pledge of Allegiance

b. Roll Call

Members Present:	Tara Hallberg, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley, Jill Reller and George Wimmer
Members Absent:	None
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

2. Approval of Agenda

President Wimmer welcomed Commissioner Jill Reller to the Isanti Economic Development Authority. Motion by Commissioner Lundeen, seconded by Comissioner Lorinser to approve agenda as presented. Motion carried unanimously.

3. Approve Minutes of January 2, 2018 Regular Economic Development Meeting

Motion by Commissioner Lundeen seconded by Commissioner Collison to approve the minutes for January 2, 2018. Motion carried unanimously.

4. Other Business / Updates

Economic Development Director Sullivan highlighted the Staff Memo including the arrival of the first new business to Isanti in 2018 (Max Tech). Housing market trends and population growth were highlighted supporting full recovery from the Great Recession and positive growth for the City of Isanti. He indicated that the City Council adopted 2018 Goals at the last meeting which included the exploration and implementation of website improvements. Updating the City web presence is necessary as this is the first impression future residents and businesses will get of the City.

President Wimmer added that we could be missing opportunities and not even know about it due to an inadequate website.

a. Business Prospects
b. EDAM
c. IEDC / Mora
d. Historical Housing Information
e. 12.31.17 Population Estimate
f. GPS 45:93
g. Housing Starts in 2018
h. Business Arrivals and Departures in Isanti 2018

5. Adjournment

Motion by Commissioner Lundeen, seconded by Bergley to adjourn at 7:32 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 7th day of February, 2018.

Respectively Submitted,

_____
Sean M. Sullivan, Economic Development Director

A Community For Generations.

Isanti

Isanti Police Department Monthly Report

January 2018

Reported Crime	Month to Date	Year to Date
Theft	10	10
Assault	3	3
Vandalism/Damage to Property	3	3
Narcotics	1	1
Burglary	2	2
Domestics	10	10
Crim Sex	1	1
Robbery	0	0
Loud Party/Disturbance	3	3
Medical	30	30
Permit to Purchase	6	6

Traffic Offenses	Month to Date	Year to Date
No Insurance	3	3
DUI	1	1
Accidents	12	12
Hit & Run	2	2
Warrant P/U	5	5
Speed	3	3
DAR/DAS	1	1
Administrative Citations (Including Speed)	3	3

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	55,168	566	566
Dodge 222	129,826	774	774
Ford Explorer 224	33,750	308	308
Ford F150 225	5,862	962	962
Chevy Silverado 220	106,841	9	9
Chevy Impala 223	86,119	438	438

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**31**	**755**	**735**	**679**	**646**	**561**	**474**
TOTAL OPEN CASES		**32**	**40**	**41**	**59**	**73**	**88**
VIOLATIONS CLOSED THIS PERIOD	**21**	**29**	**31**	**49**	**85**	**97**	**80**
NEW ISSUES THIS PERIOD	**31**	**20**	**56**	**33**	**85**	**87**	**101**
CAN-Proh Animals		2		1	1	1	
CCV-Comm Vehicle Storage							
CDO--Dogs							
CPA-Park & Store	14	12	9	16	15	14	9
CSN-Snow Removal	1						
CSP-Admin Permits/Solicitors/Peddlers	1		3			5	
CST--Fish Houses, PODS, Rolloffs							
GAR - Garage Sales						1	
H2O-Water restrictions							4
NEX-Exterior Structure, Paint/Repair							
NGA-Garbage Service & Storage							
NGR--Grass Length					56	50	81
NJU--Junk/Brush	2	3	6	7	5	7	
NOX-Noxious Weeds							
NUV-Unlicensed vehicle or missing plates		3	2	3	2	1	
RNT-Unlicensed rental	10		28		1	1	2
SGN-Signs	3		6	6	2	5	5
ZAC-Accessory Building			1		1	2	
ZFE-Fence					2		
ZTD--Temporary Dwelling							
Compliance Letters Mailed this period	38	23	87	35	142	98	101
Administrative Citations Issues/period	0	3	2	1	0	3	1
Criminal Citations Issued/period							
Abated Properties/Period				2	10	17	1
Admin Hearings Requested	1	2					
Admin Hearings Held w positive judgement	3						
Criminal trials w positive judgement							
AVERAGE TIME TO COMPLIANCE	**44**	**28**	**16**	**33**	**12**	**11**	**15**

M.3.

CITY OF ISANTI MONTHLY REPORT

Jan-18

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	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Decks	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
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		
Misc / Elec	8	8	$0.00	$0.00	$8.00	$10.00	$966.00	$966.00		
Single dwellings	3	3	$492,547.00	$492,547.00	$280.82	$280.82	$7,311.75	$7,311.75		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	9	9			$9.00	$10.00	$675.00	$675.00		
Plumbing	8	8			$8.00	$9.00	$632.00	$632.00		
Resid. Totals	**28**	**28**	**$492,547.00**	**$492,547.00**	**$305.82**	**$309.82**	**$9,584.75**	**$9,584.75**	**$0.00**	
Commercial										
New Buildings	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		
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		
Misc / Elec	3	3	$0.00	$0.00	$3.00	$0.00	$164.00	$164.00		
Comm. Totals	**3**	**3**	**$0.00**	**$0.00**	**$3.00**	**$0.00**	**$164.00**	**$164.00**	**$0.00**	**$0.00**
Resid. Plus Comm. Totals	**31**	**31**	**$492,547.00**	**$492,547.00**	**$308.82**	**$309.82**	**$9,748.75**	**$9,748.75**	**$0.00**	**$0.00**

M.4.

YEARLY BUILDING PERMIT COMPARISONS

YTD January 2018

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	38	4	0	0	$716,154.00	$13,362.40	$32,888.00
2018	0	0	0	0	$492,547.00	$9,748.75	$13,944.00

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	31	$492,547.00	$9,748.75
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	31	$492,547.00	$9,748.75

BOLTON & MENK

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M.5.

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: February 14, 2018

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E

Subject: Project Status Report
Isanti, MN
Project No.: R13.115547

Please find listed below a status report of the current projects in the City of Isanti:

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 first lift of pavement has been placed. 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 punchlist items are scheduled to be completed this month.

5) **Cajima Street/TH 65 Signal Study**

We presented the Intersection Control Evaluation (ICE) report to the Finance Committee February 9, 2018 and will proceed with discussions with MnDOT.

6) **Richard Avenue Feasibility Report**

We will complete the Richard Avenue feasibility report this month.

In addition to the current projects listed above we have completed and accepted 48 private developments and 61 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, FEBRUARY 20, 2018 – 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
City of Isanti ranks #6 as One of Minnesota's Safest Cities of 2018

F. Approve City Council Minutes
1. February 7, 2018 – Regular Meeting of the City Council
   February 7, 2018 – Closed Session Meeting of the City Council

G. Citizens Input

H. Announcements

1. Parks, Recreation and Culture Board Meeting	Tuesday, February 27, 2018 at 6:00 p.m.
2. City Council Meeting	Tuesday, March 6, 2018 at 7:00 p.m.
3. EDA Meeting	Tuesday, March 6, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Resolution 2018-XXX Approving a Special Event Permit Application for the "Walk for Life Event" *(Lisa McLaughlin)*

<u>City Administrator Don Lorsung</u>
2. Resolution 2018-XXX Approving Extension of Engineering Services Agreement with Bolton & Menk, Inc.
3. Resolution 2018-XXX Accepting State Bid for a Public Works Service Vehicle and Purchase of a Plow, De-Ice Unit and Accessories

L. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $236,218.05 and Payroll in the amount of $92,979.23
2. Final Meeting Minutes for the January 2, 2018 Economic Development Authority Meeting
3. Resolution 2018-XXX Approving Exempt Gambling Permit for Cambridge-Isanti Rotary Club
4. Resolution 2018-XXX Authorizing the Acceptance of the Police Lieutenant Labor Agreement Between the City of Isanti and Law Enforcement Labor Services, Local 416
5. Resolution 2018-XXX Awarding Quote for Outsourcing the Mowing of Nuisance Weed/Grass Abatement Lots
6. Resolution 2018-XXX Approving Seasonal Workers for Public Works for Spring Through Fall 2018
7. Resolution 2018- XXX Temporary Application for 3.2 On-sale Malt Liquor License for the Military Order of Cootie

M. Other Communications

1. Draft Minutes of the February 7, 2018 Economic Development Authority Meeting
2. January Police Department Report
3. January Code Enforcement Report
4. January Building Permit Report
5. February Engineering Report

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, February 7, 2018 – 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, City Attorney Clark Joslin, Police Chief Gene Hill, Economic Development Director Sean Sullivan, and City Engineer Brad DeWolf

Others Present: Isanti County Commissioner Mike Warring, Tanner Hagen, Caylee Perra, Jill Reller, Julie Robillard, Warren Thurston, George Hemen, Elizabeth Anderson, Melissa Bettendorf, Adam Gau, Frank Madden, Chad Saelens, Valerie Zeman, Brandon Oliver, Jason Sievert, Travis Muyres, Doug Barron

D. Adopt Agenda

Administrator Lorsung explained the agenda was amended by adding Items E.1 – Commendation to Officer Adam Gau for the 2017 School Resource Officer of the Year from the (MJOA) Minnesota Juvenile Officers Association and E.2 – Commendation to Officer Adam Gau for the 2018 Distinguished Service Award from the (MCPA) Minnesota Chiefs of Police Association

Motion by Lundeen, second by Collison to approve the Agenda as presented. Motion carried.

E. Proclamations/Commendations/Certificate Awards

1. Commendation to Officer Adam Gau for the 2017 School Resource Officer of the Year from the (MJOA) Minnesota Juvenile Officers Association
2. Commendation to Officer Adam Gau for the 2018 Distinguished Service Award from the (MCPA) Minnesota Chiefs of Police Association

Mayor Wimmer congratulated Officer Gau for for both commendations and his exemplary service to the City and the Police Department. Both Mayor Wimmer and the Council expressed their appreciation to Officer Gau for his work and the great recognition he brings to the City. Councilmember Lorinser pointed out that awards in law enforcement are not that prevalent and many officers have an entire career without receiving any so Officer Gau's drive is an asset.

F. Approve City Council Minutes

1. January 16, 2018 – Regular Meeting of the City Council
2. January 22, 2018 – Goal Setting Meeting of the City Council

Motion by Lorinser, second by Bergley to approve minutes as presented. Motion carried.

G. Citizens Input

None.

H. Announcements

1. **CITY OFFICES CLOSED** — Monday, February 19, 2018 *(In Observance of President's Day)*
2. City Council Meeting — Tuesday, February 20, 2018 at 7:00 p.m.
3. Planning Commission Meeting — Tuesday, February 20, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*
4. Park, Recreation, and Culture Board Meeting — Tuesday, February 27, 2018 at 6:00 p.m.

I. Council Committee Reports
None.

J. Public Hearings
None.

K. Business Items

1. **Resolution 2018-023** Approving hiring of Full-Time PD Officer Tanner Hagen
Mayor Wimmer swore in Tanner Hagen as a City of Isanti Police Officer and thanked the law enforcement Officer's that attended in support of Officer Hagen. Officer Gau remarked that the Police Department was very happy to have Officer Hagen as an addition to the Department. He continued by saying that Officer Hagen started in the 9th grade as one of the first participants in the Explorers the Isanti Police Department had and they great pride andrespect for him.

Motion by Lundeen, second by Bergley to approve the resolution. Motion carried.

2. **Resolution 2018-024** Approving 2018 Farmers Market Rules and Regulations

Motion by Lundeen, second by Lorinser to approve the resolution. Motion carried.

3. **Resolution 2018-025** Approving Residential Rain Garden Incentive Program Updates

Motion by Lorinser, second by Bergley to approve the resolution. Motion carried.

4. **Resolution 2018-026** Accepting Donation of Custom Bike Rack from Parkitect to City of Isanti

Motion by Bergley, second by Lorinser to approve the resolution. Motion carried.

5. **Resolution 2018-027** Approving Painted Rock Program in Isanti City Parks
Julie Robillard appeared at January Park, Recreation, & Culture Board to receive approval for a painted rock program. Residents paint the rocks and the hide them in City parks. Once found, they can be kept or rehidden for others to find. There will be a Facebook page that will outline the program rules and to promote the program, which is expected to start sometime in April.

Motion by Lundeen, second by Collison to approve the resolution. Motion carried.

City Attorney Clark Joslin

6. **Resolution 2018-028** Approving City Council Goals for Year 2018

Motion by Bergley, second by Lorinser to approve the resolution accepting the 2018 City Council Goals. Motion carried.

City Administrator Don Lorsung

7. **Resolution 2018-029** Approving Conditional Use Permit Application for Warren & Brett Thunstrom to Operate a Microbrewery at 2 Enterprise Ave NE Suite A3

Motion by Lundeen, second by Lorinser to approve the resolution. Motion carried.

8. **Resolution 2018-030** Approving Request for Proposals for Banking Services

Motion by Bergley, second by Collison to approve the resolution. Motion carried.

City Engineer Brad DeWolf

6. Resolution 2018-031 Approving a Preliminary Engineering Report for the Extension of Richard Avenue SE from Broadway Street SE to Main Street E

Motion by Lundeen, second by Bergley to approve the resolution. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $260,803.89 and Payroll in the amount of $94,713.02
2. Final Meeting Minutes for the November 28, 2017 Park, Recreation and Culture Board Meeting
3. Final Minutes of the December 19, 2017 Planning Commission Meeting
4. **Resolution 2018-032** Approving Permanent Hire of Assistant Liquor Store Manager Keith Lusk
5. **Resolution 2018-033** Accepting Proposal for Mattson Tennis Court Resurfacing
6. **Resolution 2018-034** Approving a Check be Written to Arts and Science Academy for Volunteering at the Community Movie Night
7. **Resolution 2018-035** Accepting Proposal for 5K Race Timing for Celebrate Isanti 2018

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

M. Other Communications

1. Draft Minutes of the January 16, 2018 Planning Commission Meeting
2. Draft Minutes of the January 23, 2018 Meeting of the Park, Recreation and Culture Board

N. Closed Session

1. Labor Negotiations

At 7:16 p.m. the City council went into a closed session.

O. Open Session

At 7:24 p.m. Council came out of closed session. Mayor Wimmer requested that Attorney Frank Madden, legal counsel and owner of the office of the Labor Council Office of Frank Madden, provide a summary of the closed session. Mr. Madden stated that the closed session was to discuss the two-year LELS Labor Negotiations for the Lieutenant position. The contract has been ratified by the Union membership and the Union has submitted a signed contract. The contract is parallel to the licensed police officer's contract with the removal of things that were not applicable to the position. The key difference is the pay structure was revamped a little bit with a wage increase of 3% for both 2018 and 2019. MR. Madden asked if the Council had any questions. There were none.

Motion by Lorinser, second by Lundeen to approve the contract as presented. Motion carried.

Adjournment

Motion to adjourn by Lundeen, second by Bergley. Motion carried. The meeting was adjourned at 7:26 p.m.

Respectfully Submitted,

Jeannifer Anderson

Jeannifer Anderson
Administrative Data Clerk

K.1.

Request for City Council Action

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

From: Katie Everett, Community Events & Parks Coordinator

Date: February 20, 2018

Subject: A Resolution Approving a Special Event Permit Application for the Walk for Life Event

---

Background

The City received a special event application from the Pregnancy Resource Center/Lex Specialty Clinic looking to host a Walk for Life event on Saturday, May 19, 2018. The event is scheduled from 9:00 am – noon and is open to the public. The event will include a 2-mile walk on the Cambridge-Isanti Bike/Walk Trail with registration at the Bluebird Park pavilion. The event is a fundraiser; participants raise pledges prior to the event. Event organizers will clean-up after the event is completed. The applicant will submit the $100 clean up deposit and Certificate of Liability Insurance. Parking for the event is expected to be contained within the Bluebird Park lots; the portable bathrooms typically at Bluebird Park and the public restrooms on the south end of the Isanti Indoor Arena should be sufficient for this event.

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.

The Bluebird Park shelter reservation form has also been submitted for this event. An additional Special Event Temporary Sign Permit will need to be filed if any signs will be posted for the event.

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. 2018 -
- Special Event Application
    - Special Event Application
    - Department Head Review Sheet
    - Route Map
    - Release and Indemnification

RESOLUTION 2018-

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE WALK FOR LIFE EVENT

WHEREAS, the Pregnancy Resource Center will be holding a 5K color run on Saturday, May 19, 2018; and,

WHEREAS, the estimated number of participants 100-200; and,

WHEREAS, event organizers anticipate all event parking to be contained within the Bluebird Park parking lots; and,

WHEREAS, event organizers have submitted the park shelter reservation form and will have the event check in at the shelter; and,

WHEREAS, the 2-mile walk will follow the Cambridge-Isanti Bike/Walk Trail, with permission from the City of Cambridge as required by the Joint Powers Agreement; and,

WHEREAS, event organizers are aware of the $100 clean up deposit fee and Certificate of Liability Insurance required for Special Event Permits and will submit these prior to the event;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve the application for the Walk for Life to be held on May 19, 2018 with the following conditions:

- The $100 clean up deposit is submitted prior to the event
- A Certificate of Liability Insurance is submitted prior to the event
- A Special Event Temporary Sign Permit is submitted if any signs are to be used for the event

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 20th day of February, 2018.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 2/6/18

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Pregnancy Resource Center / Lex Specialty Clinic

Contact Person: Lisa McLaughlin

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Phone: [redacted] Fax: [redacted] Cell: [redacted]

E-mail: [redacted]

Secondary Contact Person: Gina Kennedy

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Phone: [redacted] Cell [redacted] E-mail: [redacted]

[redacted]

EVENT INFORMATION

Event Name: Walk For Life

Date(s) of Event: May 19

Hours of Event: 9am - 12:00pm (3 hours)

Type of Event: [X] Open to the Public [X] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
We will have individuals and families participating in a 2mile walk on the trail in Isanti. This is a fundraiser and is a fun family event.

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):
Blue Bird Park - 201 Isanti Parkway, Isanti
using walking trail for 2 miles

Estimated Number of People in Attendance (includes staff, participants, and spectators):
100 - 200 most most likely less the 150 guests

Parking Impact – Describe in detail:
Guests will be able to park in the parking lot.

Tents, equipment, amusement rides, etc.
Type: microphone, 2 tables
Size:
Location: Blue Bird Park

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.
City of Isanti

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).
0

Clean-up Plans – Describe in detail:
We will provide our own garbage, and will clean up ourselves.

City of Isanti
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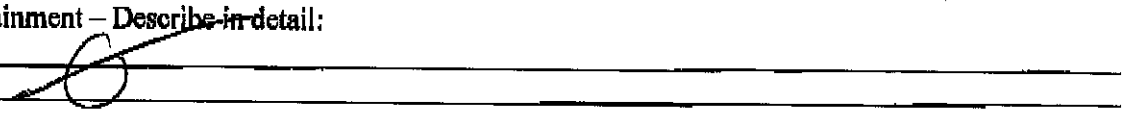
Live entertainment – ~~Describe in~~ detail:



Will any other public addressing system or sound amplification be used? If so, describe:

only a microphone in the beginning.

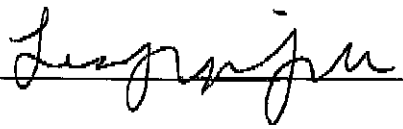
If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?

this is a fundraiser that people raise pledges for ahead of time, before event. No money is required to participate.

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: 

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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 Woodl

Community Events & Parks Coordinator
__X__ Approved _____ Denied _____ N/A Signature: Katie Ernst

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature:

City Administrator
__X__ Approved _____ Denied _____ N/A Signature:

City Council
_____ Approved _____ Denied

Date of Review: _____

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Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Wednesday, February 07, 2018 2:29 PM
To: Isanti Parks
Subject: RE: Special Event Application - Walk for Life

Hi Katie,

Isanti Fire reviewed and approves the May 19 Pregnancy Resource Center special event permit application as presented. Al Jankovich

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, February 7, 2018 2:12 PM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Special Event Application - Walk for Life

Good afternoon,

We have received an application for a new special event. The Pregnancy Resource Center would like to move their Walk for Life event to the Bike/Walk Trail. The event is planned for May 19, 9:00 am to noon. They are expecting up to 200 people, and will have sign in at the pavilion at Bluebird Park. Organizers expect parking to be contained within the Bluebird lots. They are not asking for any assistance from Police or Fire. The complete application is attached for your review.

Please respond with your comments or approval.

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: Chief Gene Hill
Sent: Wednesday, February 07, 2018 3:08 PM
To: Isanti Parks
Subject: RE: Special Event Application - Walk for Life

APPROVED

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, February 07, 2018 2:12 PM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time

(aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Special Event Application - Walk for Life

Good afternoon,

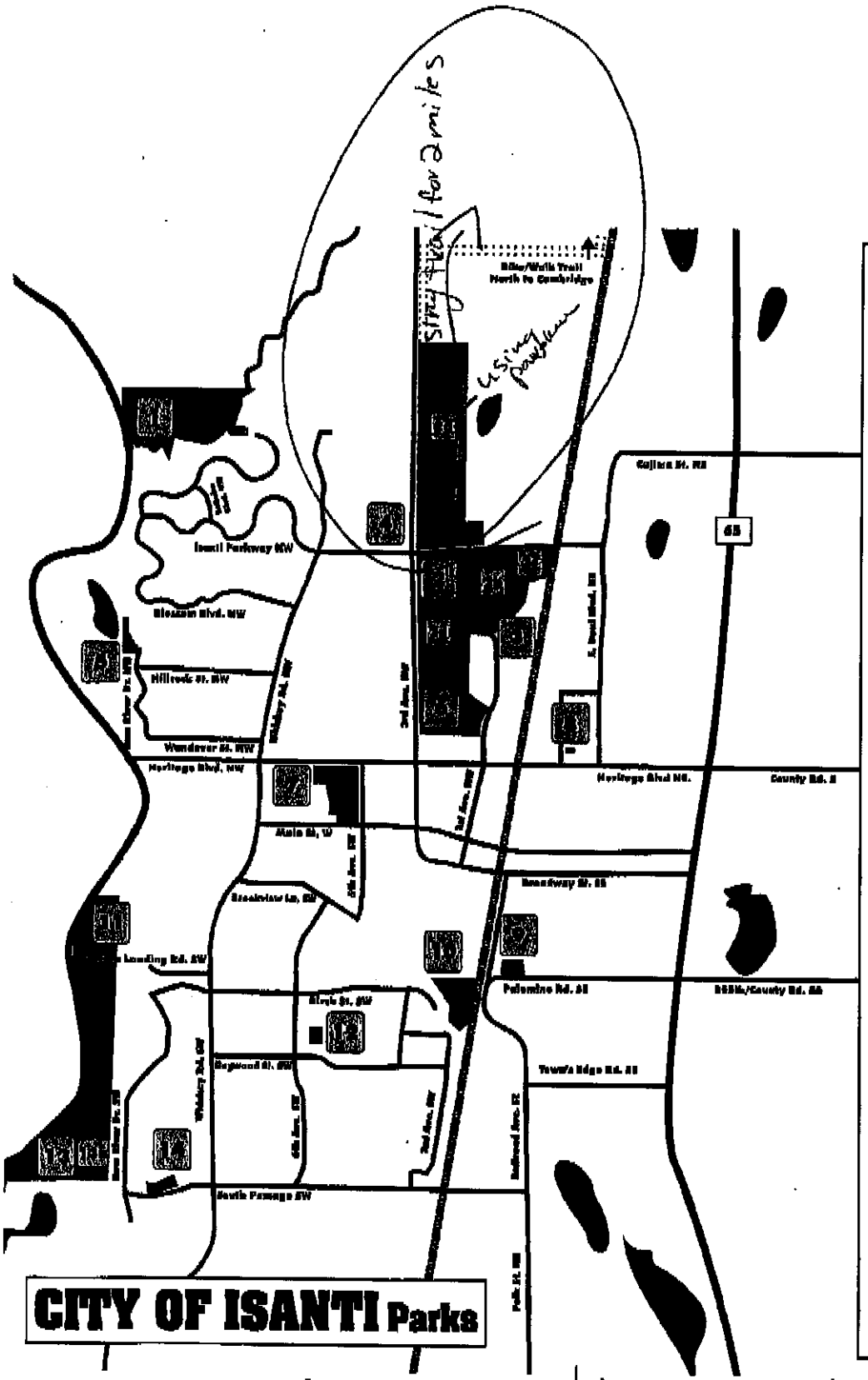
We have received an application for a new special event. The Pregnancy Resource Center would like to move their Walk for Life event to the Bike/Walk Trail. The event is planned for May 19, 9:00 am to noon. They are expecting up to 200 people, and will have sign in at the pavilion at Bluebird Park. Organizers expect parking to be contained within the Bluebird lots. They are not asking for any assistance from Police or Fire. The complete application is attached for your review.

Please respond with your comments or approval.

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

1. Legacy Park - 21 acres
Bellaire Blvd NW & Blossom Blvd NW
1.25 Miles of Walking/Hiking Trails
2. Bluebird Park - 65 acres
201 Isanti Parkway NW
Shelter (electricity), Picnic, 2 Playgrounds, Swing Set, Multi-use Paved Trails, Benches, Restroom, Water
   a. Soccer Complex - 6 full size soccer fields
   b. Skate Park & Pleasure Rink
   c. Indoor BMX Facility
   d. Redbirds Baseball Field
3. Isanti Civic Arena
600 1st Ave NW
Indoor Ice Arena
4. Cambridge-Isanti Bike/Walk Trail - 3 miles
Isanti Parkway NW & 3rd Ave NW
Multi-use Paved Trail, Benches, Boardwalk
5. Riverside Park - 4 acres
Picnic, 2 Playgrounds, Swing Set, Portable Restroom
6. Unity Park - 10 acres
420 3rd Ave NW
Shelter, Picnic, Ball Field, Portable Restroom
7. Mattson Park - 7 acres
311 5th Ave NW
Shelter, Picnic, Grill, Playground, Swing Set, Horseshoe Pits, Tennis Court, Basketball Court, Portable Restroom
8. Friday Farmers' Market
400 West Dual Blvd NE
Farmers Market Location May-Sept, Portable Restroom
9. VFW Park - 1 acre
Palomino Rd SE & Railroad Ave SE
Picnic, Bench, Grill, Playground, Swing Set, Portable Restroom
10. Whisper Ridge Park - 11 acres
795 3rd Ave SW
Tennis Court, Basketball Court
11. Martins Landing (DNR Canoe Landing) - 19 acres
Martins Landing Road NW
12. Isanti Hills Neighborhood Park- 1 acre
615 Dogwood St SW
Shelter, Picnic, Playground, Swing Set, Portable Restroom
13. River Bluff Preserve - 38 acres
1111 Rum River Dr SW
Walking/Hiking Trails, Fishing Access
   a. Isanti Community Garden
14. Rum River Meadow Park - 1 acre
1109 South Passage SW
Picnic, 2 Playgrounds, Swing Set, Portable Restroom

Pregnancy Resource Center / Zex Specialty Clinic
attached application please
Map of usage

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

Contact Name: Lisa McLaughlin

Secondary Contact Name: Gina Kennedy

Organization: Pregnancy Resource Center | Lex Specialty Clinic

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Phone: [redacted] Fax: [redacted] Cell: [redacted]

E-mail: [redacted]

Date(s) of Reservation: May 19, 2018

Start Time: 9:00 End Time: 12:00

Will electricity be required? No If yes, please see the fees listed below.
(Electricity is only available at the shelter in Bluebird Park.)

Shelter Reservation Fee

City Resident / Business	$0
Non-Resident / Business	$10, plus tax
Refundable electric box key fee	$50

Park Location: X Bluebird Park ____ Mattson Park

____ Isanti Hills Neighborhood Park ____ Unity Park

**If staking any items such as outdoor activity equipment or inflatables, it is the responsibility of the person making the reservation request to contact Gopher One Call for a utility locate. They can be reached at 1-800-252-1166.*

Number of Individuals in Attendance: ≈150

Will any additional special use activities be provided on site?

No

Regarding: Pregnancy Resource Center / Let Specialty Clinic

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:

Walkathon

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) DK

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) N/A

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) GK

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) GK

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 Gina M. Kennedy

Title CEO

Signature Gina M. Kennedy

Date 2/6/18

K.2.

RESOLUTION NO. 2018-XXX

A RESOLUTION APPROVING EXTENSION OF AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES

WHEREAS, the City Council, of the City of Isanti, reviewed whether or not to go out for bids for professional engineering services; in recognition of the prior five-year contract term with current provider Bolton and Menk, Inc. expiring in March of 2018; and

WHEREAS, upon review the City Council per Resolution 2017-293, requested that Bolton & Menk, Inc. prepare a proposal for their consideration to extend the current Agreement for municipal engineering and related services for an additional five-year term; and

WHEREAS, Bolton and Menk, Inc. has offered an extension of the current Agreement for a five-year term, providing the City with a credit of $5,000.00 worth of engineering work through an Update to the 2010-2020 Capital Improvement Plan if the City were to renew with Bolton and Menk, Inc. for another five years; and

WHEREAS, Bolton and Menk, Inc. provides a high level of professional engineering services that the Council is satisfied with and the Council finds it in the City's best interest to renew engineering services with Bolton and Menk, Inc. for an additional five years.

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

1. The City Council hereby approves Bolton and Menk, Inc. for an additional five-year term to provide professional engineering services to the City, with Brad DeWolf serving as City Engineer.
2. The Agreement for Professional Services between the City of Isanti and Bolton and Menk, Inc. is hereby extended to March 18, 2023.
3. Engineering rates for 2018 shall be at the 2017 rate schedule, with any future annual increases not exceeding any cost of living adjustment the City Council approves for city staff.
4. That Bolton & Menk provides a credit of $5,000.00 towards professional engineering services through an Update to the 2010-2020 Capital Improvement Plan.

This resolution was duly adopted by the Isanti City Council this 20th day of February 2018.

Attested:

Mayor George A. Wimmer

Katie Brooks
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

February 2, 2018

Honorable Mayor Wimmer
and Members of the City Council
City of Isanti
110 1st Avenue North
Isanti, MN 55040

RE: Continued Professional Engineering Services
Isanti, Minnesota

Dear Mayor Wimmer and Members of the City Council:

Thank you for the opportunity to continue providing professional engineering services to the City of Isanti. Since becoming the City Engineer in 2008 we have developed an in-depth understanding of the City's existing infrastructure and needs. We have also developed a close working relationship with City Staff over the past 10 years that continues to grow.

We propose to continue providing professional engineering services in the same manner that we have for the past 10 years, with the following updates:

1. Brad DeWolf and Jason Cook will continue to be available to answer any City Council and City Staff questions, anytime, 24/7.
2. We propose to have either Brad or Jason attend all City Council Meetings.
3. We propose to continue to bill our services at the rates we have used in 2017.
    a. Any future rate increases would not exceed any cost of living adjustments the Council approves for city staff.

To further aid the City in the continued effort to maintain and enhance the existing city infrastructure, we will update the 2010-2020 Capital Improvement Plan (CIP) by extending the Plan to the year 2025. This CIP update would be a $5,000 value to the City.

Please contact me at (612) 756-1032 if you have any questions or need additional information.

Sincerely,
Bolton & Menk, Inc.

Bradley C. DeWolf, P.E.
President/CEO

Bolton & Menk is an equal opportunity employer.

A Community For Generations.
Isanti

K.3.

MEMO TO CITY COUNCIL

To: Mayor Wimmer
Members of the City Council
From: Josi Wood
Public Services Director/ Asst City Administrator
Date: February 20, 2018
Subject: Resolution Accepting State Bid for Public Works Vehicle and Purchase of a Plow, De-Ice Unit and Accessories

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Background:
The City Council authorized the purchase of a Public Works Service Vehicle, plow and accessories when adopting the 2018 budget. The amount included was $49,000.00.

Staff is seeking to replace the 2001 Chevrolet 1500 PW Service vehicle, which will be sent to public auction, per the City's replacement schedule with a ¾ ton Chevrolet 4x4. Quotes were solicited from the state bid authorized dealer who holds the contract bid pricing for both Chevy and GMC. Also, included with the purchase of this vehicle was a plow and accessories. The following quotes were received totalling $46,432.08:

Truck

Bidder Name	Vehicle Description	Bid Amount
Ranger GM	2018 Chevy ¾ ton 4x4	$27,563.06
Ranger GM	2018 GMC ¾ ton 4x4	$27,634.41

Plow

Bidder Name	Vehicle Description	Bid Amount
Crysteel	9'2" Boss (incudes trim kit)	$7,455.02
Country Side Services	9'2" Crate	$6,962.99

De-Ice Unit

Bidder Name	Vehicle Description	Bid Amount
TowMaster	500gal de-ice system	$9,539.00
Plow World	400gal de-ice system	$9,846.00

Lights/Acc

Bidder Name	Vehicle Description	Bid Amount
LeRoy's Customs	Lights/strobes/backrack	$1,875.00
EATI	Lights/strobes/backrack	$1,933.80

Finance Committee Recommendation:
The Finance Committee reviewed all the quotes and has recommended to procceed with the purchase of the 2018 Chevy truck from Ranger GM, Plow from Crysteel, De-Ice unit from TowMaster, Lights/Accessories from LeRoys and accessories for a total amount not to exceet $49,000.00. The funding source and expense line is identified as ¼ PRC, Streets, Water and Sewer (500).

Request:
Staff is requesting action on this item.

Attachments:

RESOLUTION NO. 2018-XXX

RESOLUTION ACCEPTING STATE BID FOR A PUBLIC WORKS SERVICE VEHICLE AND PURCHASE OF A PLOW, DE-ICE UNIT AND ACCESSORIES

WHEREAS, the 2018 Budget included funds for replacement of a Public Works Service Vehicle and accessories; and,

WHEREAS, Staff obtained the following quotes:

Bidder Name	Equipment Description	Bid Amount
Ranger GM	2018 Chevy ¾ ton 4x4	$27,563.06
Ranger GM	2018 GMC ¾ ton 4x4	$27,634.41
Crysteel	9'2" Boss (incudes trim kit)	$7,455.02
Country Side Services	9'2" Crate	$6,962.99
TowMaster	500gal de-ice system	$9,539.00
Plow World	400gal de-ice system	$9,846.00
LeRoy's Customs	Lights/strobes/backrack	$1,875.00
EATI	Lights/strobes/backrack	$1,933.80

WHEREAS, Finance Committee reviewed the quotes and recommends to proceed with the purchase of the 2018 Chevy ¾ 4x4 truck from Ranger GM, Plow from Crysteel, De-Ice unit from TowMaster, Lights/Accessories from LeRoy's Customs and necessary accessories for a total amount, not to exceed, $49,000.00;

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 2018 Chevy 3/4 ton 4x4 in the amount of $27,563.06, plus any applicable fees.
2. Authorize the remainder of the budgeted $49,000.00 to equip the truck with a plow from Crysteel, De-Ice Unit from TowMaster, Lights/Accessories from LeRoy's Customs and other accessories as necessary.
3. Funding source identified as ¼ PRC (500), Streets (500), Water (500) and 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 auction per City Policy of the 2001 Chevrolet 1500.
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 the 20th day of February, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

L.1.

City of Isanti

Gross Payroll	81,264.07
Social Security & Medicare	4,559.14
Public Employees Retirement	7,156.02
Total City Expense	92,979.23

Pay Date 2/9/2018

Pay Period 3 (1/21-2/3/18)

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/18	02/15/2018	48195	1503	7-UP BOTTLING	609-20200	325.76
02/18	02/15/2018	48196	494	ALLINA HEALTH SYSTEM	101-20200	370.00
02/18	02/15/2018	48197	2504	ANCONA TITLE & ESCROW	601-20200	91.26
02/18	02/15/2018	48198	2584	ASTLEFORD INTERNATIONAL	101-20200	145.00
02/18	02/15/2018	48199	2335	BCBSM	101-20200	18.60
02/18	02/15/2018	48200	53	BELLBOY CORPORATION	609-20200	3,657.04
02/18	02/15/2018	48201	9	BERNICKS PEPSI-COLA	609-20200	1,789.31
02/18	02/15/2018	48202	368	BILLS OUALITY CLEANING	101-20200	446.00
02/18	02/15/2018	48203	2585	BL HOLDINGS	601-20200	6.11
02/18	02/15/2018	48204	2020	BOYLE, EUGENE	101-20200	4,716.40
02/18	02/15/2018	48205	2319	BREAKTHRU BEVERAGE	609-20200	7,039.27
02/18	02/15/2018	48206	2537	BROOKS, KATIE	614-20200	1,679.94
02/18	02/15/2018	48207	2221	C & L DISTRIBUTING	609-20200	82.50
02/18	02/15/2018	48208	1198	CENTER POINT ENERGY	601-20200	5,274.66
02/18	02/15/2018	48209	1822	CENTURYLINK BUSINESS SERVICES	101-20200	32.88
02/18	02/15/2018	48210	1108	CITY OF BRAHAM	101-20200	1,099.59
02/18	02/15/2018	48211	309	CITY OF CAMBRIDGE	101-20200	2,272.01
02/18	02/15/2018	48212	1629	CITY OF ISANTI	101-20200	432.48
02/18	02/15/2018	48213	1985	CIVIC SYSTEMS, LLC	609-20200	5,132.00
02/18	02/15/2018	48214	2583	CONTINENTAL RESEARCH CORP	101-20200	547.16
02/18	02/15/2018	48215	918	CRYSTAL SPRINGS ICE	609-20200	106.22
02/18	02/15/2018	48216	8	DAHLHEIMER DISTRIBUTING CO	609-20200	16,008.06
02/18	02/15/2018	48217	1708	DAVE LILLEBOE	101-20200	856.00
02/18	02/15/2018	48218	2244	DEZURIK INC	602-20200	2,100.00
02/18	02/15/2018	48219	257	EARL F. ANDERSEN - DIV. OF SAFTEY SIGNS	603-20200	509.35
02/18	02/15/2018	48220	55	ECM PUBLISHERS INC	809-20200	195.14
02/18	02/15/2018	48221	1031	EMBROIDERY & INK	101-20200	24.50
02/18	02/15/2018	48222	693	EMERGENCY AUTOMOTIVE	101-20200	24.50
02/18	02/15/2018	48223	1320	EXECUTIVE TITLE INC	601-20200	78.49
02/18	02/15/2018	48224	385	FEDERATED CO-OPS INC	409-20200	2,923.02
02/18	02/15/2018	48225	2118	FRANSEN, LINDA	101-20200	200.00
02/18	02/15/2018	48226	142	G & K SERVICES	609-20200	601.62
02/18	02/15/2018	48227	739	HACH COMPANY	601-20200	332.28
02/18	02/15/2018	48228	300	HASSER GARAGE DOORS	101-20200	115.00
02/18	02/15/2018	48229	160	HAWKINS INC	601-20200	475.00
02/18	02/15/2018	48230	2302	HOME SECURITY ABSTRACT	601-20200	3.42
02/18	02/15/2018	48231	2209	INNOVATIVE OFFICE	101-20200	86.84
02/18	02/15/2018	48232	114	ISANTI COUNTY RECORDER	505-20200	46.00
02/18	02/15/2018	48233	188	ISANTI COUNTY SHERIFF	101-20200	2,372.77
02/18	02/15/2018	48234	1563	ISANTI ELECTRIC INC	602-20200	576.50
02/18	02/15/2018	48235	1534	J. J. TAYLOR	809-20200	491.25
02/18	02/15/2018	48236	496	JOHN HIRSCHS	101-20200	29.64
02/18	02/15/2018	48237	7	JOHNSON BROTHERS LIQUOR CO	609-20200	13,530.98
02/18	02/15/2018	48238	1607	JZS ISANTI, LLC	410-20200	2,960.82
02/18	02/15/2018	48239	5	KAWALEK TRUCKING	609-20200	383.60
02/18	02/15/2018	48240	2586	KRUGER, KENNETH	601-20200	347.42
02/18	02/15/2018	48241	203	LANO EQUIPMENT INC	101-20200	148.37
02/18	02/15/2018	48242	138	LEAGUE OF MN CITIES	101-20200	830.00
02/18	02/15/2018	46243	2587	LEAGUE OF MN CITIES INSURANCE TRUST	609-20200	52,487.00
02/18	02/15/2018	48244	17	MCDONALD DISTRIBUTING CO	609-20200	20,937.10
02/18	02/15/2018	48245	616	MENARDS - CAMBRIDGE	101-20200	2,612.27
02/18	02/15/2018	48246	281	MINNCO CREDIT UNION	108-20200	3,780.81
02/18	02/15/2018	48247	1044	MINNEAPOLIS FINANCE	101-20200	165.60

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/18	02/15/2018	48248	2116	MINUTEMAN PRESS	101-20200	412.51
02/18	02/15/2018	48249	1180	MLB PRINTING INC	603-20200	325.00
02/18	02/15/2018	48250	479	MN DEPT OF PUBLIC SAFETY	601-20200	50.00
02/18	02/15/2018	48251	176	MN DEPT OF REVENUE	101-20200	18,588.00
02/18	02/15/2018	48252	1204	MN DNR ECOLOGICAL	601-20200	1,727.12
02/18	02/15/2018	48253	2588	MOLITOR, CALEB	603-20200	32.05
02/18	02/15/2018	48254	870	M-R SIGN CO INC	101-20200	839.35
02/18	02/15/2018	48255	2080	MVTL LABORATORIES INC	601-20200	153.35
02/18	02/15/2018	48256	1280	NAPA AUTO PARTS	101-20200	382.91
02/18	02/15/2018	48257	1447	PETERSON, KEITH E.	101-20200	1,678.65
02/18	02/15/2018	48258	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,842.02
02/18	02/15/2018	48259	2341	RED BULL DISTRIBUTION	609-20200	317.00
02/18	02/15/2018	48260	2031	RESOURCE TRAINING	861-20200	24,165.00
02/18	02/15/2018	48261	2028	SELECTACCOUNT	861-20200	1,013.16
02/18	02/15/2018	48262	2518	SEMLER CONSTRUCTION	601-20200	320.21
02/18	02/15/2018	48263	1493	SHERWIN-WILLIAMS CO	101-20200	17.74
02/18	02/15/2018	48264	2396	SOUTHERN GLAZERS OF MN	609-20200	4,109.03
02/18	02/15/2018	48265	96	STREICHERS	101-20200	27.98
02/18	02/15/2018	48266	2156	SUMMIT COMPANIES	101-20200	42.00
02/18	02/15/2018	48267	1762	THE TITLE GROUP	601-20200	13.12
02/18	02/15/2018	48268	1740	TOSHIBA FINANCIAL SERVICES	108-20200	189.88
02/18	02/15/2018	48269	1820	URBANS HARDWARE	602-20200	148.26
02/18	02/15/2018	48270	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
02/18	02/15/2018	48271	2027	US INTERNET	603-20200	57.80
02/18	02/15/2018	48272	950	USABLUEBOOK	603-20200	1,130.85
02/18	02/15/2018	48273	60	VANDENHEUVEL, DAN	101-20200	368.75
02/18	02/15/2018	48274	686	VERIZON WIRELESS	101-20200	604.26
02/18	02/15/2018	48275	42	VIKING COCA-COLA BOTTLING CO	609-20200	537.25
02/18	02/15/2018	48276	1286	VINOCOPIA INC	609-20200	114.50
02/18	02/15/2018	48277	1318	WARRING PROPERTIES	101-20200	3,281.47
02/18	02/15/2018	48278	874	WASTE MANAGEMENT -	101-20200	386.98
02/18	02/15/2018	48279	4	WATSON CO INC	609-20200	2,930.71
02/18	02/15/2018	48280	1922	WEX BANK	101-20200	3,204.59
02/18	02/15/2018	48281	2475	White Bear IT Solutions, LLC	101-20200	1,866.00
Grand Totals:						236,216.05

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

M = Manual Check, V = Void Check

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
January 2, 2018
Isanti City Hall

1. Call To Order

The meeting was called to order by Commissioner George Wimmer at 7:26 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

Motion by Commissioner Lundeen, seconded by Commissioner Lorinser to adopt the agenda as presented. Motion passed unanimously.

2. Organization of Advisory Bodies as per Ordinance 181

a) Oath of Office
No new commissioners for 2018. No oaths administered.

Commissioner Wimmer called for nominations for 2018 officers.

Motion by Commissioner Collison to have the existing officers remain the same as last year, seconded by Commissioner Bergley. Motion passed unanimously. The 2018 officers are listed below:

b) Election of 2018 EDA President
George Wimmer as President

c) Election of 2018 EDA Vice-President
Ross Lorinser as Vice-President

d) Election of 2018 EDA President Pro-tem
None Suggested. Will be appointed as needed.

e) Election of 2018 EDA Secretary
Economic Development Director Sean Sullivan as Secretary

f) Election of 2018 EDA Treasurer
Finance Director Mike Betker as Treasurer

g) Adoption of Bylaws
No changes were made to Bylaws.

h) Adoption of 2018 EDA Meeting Schedule

Motion by Commissioner Lorinser to approve 2018 Meeting Schedule, seconded by Commissioner Bergley. Motion passed unanimously.

Motion by Commissioner Collison, seconded by Commissioner Lundeen to Adopt of City of Isanti Economic Development Authority Resolution 2018-1 a Resolution Organizing the Economic Development Authority of the City of Isanti. Motion passed unanimously.

3. Approve Minutes of December 5, 2017 Regular Economic Development Meeting

Motion by Commissioner Bergley seconded by Commissioner Lundeen to approve the minutes for December 5, 2017. Motion carried unanimously.

4. Other Business / Updates

Economic Development Director Sullivan highlighted the Staff Memo including new businesses, relocations, prospects and final 2017 numbers for new housing and businesses.

President Wimmer indicated that there is a lot of economic development activity right now in comparison to the recent history. The Hotel project continues to progress. Appraisal is in process and once complete the project will move to the next phase.

a. Business Prospects
b. EDAM
c. National Development Council (NDC)
d. GPS 45:93
e. LOIS Update
f. CVN
g. Housing Starts in 2017
h. Business Arrivals and Departures in Isanti 2017

5. Adjournment

Motion by Commissioner Bergley, seconded by Collison to adjourn at 7:38 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 2nd day of January, 2018.

Respectively Submitted,

Sean M. Sullivan

Sean M. Sullivan, Economic Development Director

RESOLUTION NO. 2018-XXX

A RESOLUTION APPROVING AN EXEMPT GAMBLING PERMIT TO THE CAMBRIDGE-ISANTI ROTARY CLUB

WHEREAS, the Cambridge-Isanti Rotary Club has applied for an Exempt Gambling Permit for a fundraising event to be held on March 15, 2018 at Spirit River Community Center located at 1005 Highway 5 NE., Isanti, MN 55040; and

WHEREAS, the value of prizes is estimated to be $600; 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 15, 2018 at the Spirit River Community Center.

This resolution was duly adopted by the Isanti City Council this 20th day of February 2018.

_____
Mayor George A. Wimmer

Attest:

_____
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 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 - Isanti Rotary

Address of Organization: _____

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: "The Task" Date of Event: 3-15-18

Type of gambling activity your organization will conduct: Silent auction / raffle

Use of Proceeds: Community projects funded by philanthropic giving from Isanti-Cambridge Rotary.

Location and address of event:

Spirit River Hall Events

Estimated value of prizes to be awarded: 6000 —

Name of applicant: Lea Jacquemart Applicant's phone number: _____

Signature of applicant: Lea Jacquemart

Date: 2-7-18

Approved by City Council _____ Resolution # _____

POS = 3 /311
S:\OFFICE\Forms\Master Forms\Licensing-Permits\Gambling Application - Local.doc

RESOLUTION 2018-XXX

RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE LABOR AGREEMENT BETWEEN THE CITY OF ISANTI AND LAW ENFORCEMENT LABOR SERVICES, INC. LOCAL 416

WHEREAS, the City of Isanti and LELS Local 416, have met to negotiate certain contract issues between the two affected parties for a Labor Agreement for a period beginning January 1, 2018 and ending December 31, 2019; and

WHEREAS, a tentative agreement was brought before City Council in a closed session on February 7, 2018, 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 416 and retain one original as a file copy.

This Resolution is hereby approved by the Isanti City Council this 20th day of February, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

Labor Agreement

between

The City of Isanti, MN

-and-

Police Lieutenants
Law Enforcement Labor Services, Inc.

Local# 419

January 1, 2018 – December 31, 2019

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ARTICLE 1 – PURPOSE OF AGREEMENT

This AGREEMENT is entered into between the City of Isanti, hereinafter called the Employer, and Local Number 419 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 Essential Supervisory employees in the position of Lieutenant employed by the City of Isanti Police Department, Isanti, Minnesota who are public employees within in the meaning of Minn. Stat. 179A.03, subd. 14 excluding confidential and all other employees.

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. 419.

3.2 EMPLOYER: The City of Isanti.

3.3 UNION MEMBERS: A member of Law Enforcement Labor Services, Inc., Local No. 419.

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 EMERGENCY: A crisis situation or condition which reasonably may be expected to endanger life or property as defined by the Employer.

3.13 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.

3.14 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 representative designated by the Union as the grievance representative of the bargaining unit. The Union shall notify the Employer in writing of the name of such Union representative.

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 usmg 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 In lieu of monetary compensation, an employee may choose to receive compensatory time at the rate of time and one-half (l-l/2) to a maximum accumulation of eighty (80) hours.

12.4 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.

12.5 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 (l-l/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 (l-l/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.

Call back time shall not include phone calls, must include employee reporting to work at the office or the scene of an incident.

ARTICLE 15 – SENIORITY

15.1 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.

15.2 Probationary Employees: During the probationary period, an employee may be discharged at the sole discretion of the Employer.

15.3 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.

15.4 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.

ARTICLE 16 – COMPENSATION

16.1 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.

16.2 Meals: Employees will be reimbursed for meals according to current policy.

16.3 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

16.4 Longevity: Longevity pay is based upon full length of service as a full-time officer/lieutenant in the City of Isanti from date of hire. Members will receive longevity 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 17– VACATION

17. 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.

17.2 48 hours of unused vacation and the Employee's annual accrual may be carried over from year to year.

17.3 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.

17.4 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.

17.5 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 18– LEAVES OF ABSENCE

18.1 Military Leave. Any military leave of absence shall be handled as provided by law.

18.2 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.

18.3 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.

18.4 Parenting Leave. Unpaid parenting leave is available to employees pursuant to law.

ARTICLE 19 – SICK LEAVE

19.1 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.

19.2 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.

19.3 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.

19.4 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.

19.5 The Employer may require an employee to submit a medical certificate verifying that the employee may return to work.

19.6 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 20 – FUNERAL LEAVE

20.1 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)

20.2 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.

20.3 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 21 – INSURANCE

21.1 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.

For 2018 and 2019 for the duration of this agreement, the Employer will provide a plan with coverage and benefits at least equivalent to coverage provided to the law enforcement unit within the City.

21.2 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.

21.3 Effective Date. The health and medical and term life insurance shall be in effect the first day of the first full month of employment.

21.4 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 22 – HOLIDAYS

22.1 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

22.2 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.

22.3 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.

22.4 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 23 – UNIFORMS

23.1 The Employer shall provide the initial uniform issue, as listed in Appendix B, for each permanent full-time employee.

23.2 Each employee shall receive a uniform allowance of $ $85.71 per month.

23.3 The Employer shall cover all costs of eyeglasses or other eyewear damaged or destroyed in the line of duty, except in those instances where the damage is loss or caused by the personal neglect of the employee.

23.4 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.

23.5 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".

23.6 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 24– OUTSIDE EMPLOYMENT

Employees must receive prior written approval from the Chief and City Administrator before accepting outside employment.

ARTICLE 25– WAIVER

25.1 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.

25.2 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 26 – DURATION

This AGREEMENT shall be in effect from January 1, 2018 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
_____	01/12/2018
Date	Date

	Travis Mayes
City Administrator	Steward
	1-18-18
Date	Date

APPENDIX A

WAGE SCHEDULE

LIEUTENANT HOURLY WAGES

	2018 WAGE RATE	2019 WAGE RATE (3% over 2018)
Starting	$36.84	$37.95
Step 1	$37.84	$38.98
Step 2	$38.54	$39.70

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.

L.5.

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: February 20, 2018

SUBJECT: **2018 NUISANCE WEED ABATEMENT QUOTES**

Background

The City of Isanti issued a "Request for Quotations" (RFQ) for the 2018 Nuisance Weed Abatement on Private Property (Resolution 2017-254). With an extended deadline of February 2, 2018, the City only received one RFQ within the extended deadline from Duff Companies, LLC.

Duff Companies, LLC has proposed the following pricing:

Residential Lot – Cost per Site:	$50.00
Mobilization Fee:	$25.00
Base Fee Plus Hourly for Large Tracts:	$25.00

Staff Request

Approve the attached Resolution.

RESOLUTION NO. 2018-XXX

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 **Duff Companies, LLC** for the 2018 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 **Duff Companies, LLC** for the 2018 mowing season.
3. That **Duff Companies, LLC** provides a Certificate of Compliance as required under the Minnesota Workers' Compensation Law (if required).
4. That **Duff Companies, LLC** 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 2018 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 20th Day of February, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

EXHIBIT A

CITY OF ISANTI

2018 REQUEST FOR QUOTATION
For Nuisance Weed Abatement on Private Property

Company Name/Address:
Duff Companies, LLC
Isanti, MN 55040

Telephone Number:

Email address:

Quotations will be received until 1:00 p.m. on Wednesday, January 30, 2018. Quotations are requested from commercial mowing firms for furnishing labor and equipment for the abatement/cutting of weeds and tall grass on developed and vacant residential lots within the City of Isanti. Also requested is a base fee plus an hourly mowing rate for large tracts. The City reserves the right to consider the large tract rate fee quote separately from the residential lot mowing fee quote. The properties for which services are being requested will be in violation of the City's weed nuisance ordinance. Generally grass and weeds will be 8" or more in height. The City reserves the right to accept or reject quotes received for these services.

THIS CONTRACT IS FOR THE 2018 GROWING SEASON.

****

Requirements – Minimum:

A. Performance

- The cost per site will include the following: mowing and trimming around structures, posts, fences and objects. Ancillary clearing of loose paper/cardboard debris prior to mowing. Care shall be taken not to damage trees and shrubs.
- Areas must be cut within two working days of date of City request via e-mail Note: There will be a $25 penalty fee for each site not mowed within the two working days (week days), unless there is approval by the Public Works Director to extend this period due to weather or extenuating circumstances.
- In the event the selected contractor cannot mow in the time specified, the City has the right to contact alternate mowing contractors to perform the work.
- Streets, sidewalks and driveways must be free of cutting debris. Bagging and removal of clippings is not required.
- Weeds and grass must be cut and trimmed to 3" height.
- Insurance – must carry a $1 million liability coverage policy and workers compensation insurance (if required). A certificate of insurance with the City of Isanti named as an additional insured will be required. Service providers shall meet all City requirements prior to providing services to the City.

We are happy to provide these policy documents upon contract negotiations.

- In the event of non-performance or at the City's discretion, services from the vendor may be terminated by written notice from the City.
- Regarding Large Lot mowing, a 50 foot perimeter is to be mowed around the property where it abuts a street or property line of a developed area. The contractor must have equipment capable of mowing rough larger multi-acre areas. These areas may have weeds, brush and small trees (up to 2 inches) that will need to be removed. It is the contractor's responsibility to check areas prior to mowing for rocks and debris that may damage their equipment. Care should be taken not to mow over the extension of water curb boxes, wood stakes or other property markers. The Contractor should consult with City officials concerning whether only perimeter mowing of the areas is required or if the entire site needs to be mowed.
- Mowing contractors must be available for the entire mowing season which could start as early as April and extend as late as the end of October.
- The selected mowing contractor will meet with City staff prior to the start of the mowing season and shortly after mowing has started to ensure an efficient process.

B. Communication and Billing

- The City will e-mail the address of lots/sites that will require mowing to the contractor.
- The contractor will have two full business days after the date the e-mail is sent to complete the work.
- Once the work is completed on a property, the contractor will notify the City by e-mail that the service has been completed (on the day of service).
- Invoices must be submitted for payment with specific dates that services were performed. At the end of each month, the contractor will submit a statement reflecting all invoices previously submitted for payment. Payment will only be made from invoices.

C. Equipment Required: Please list this equipment below.

- Commercial grade self-propelled walk or rider mower and weed trimmers.
- For Large Lot Mowing – commercial grade equipment capable of mowing rough areas, brush and small trees.

Quote For Services / Other Required Information

D. Amount for Service (includes all transportation and travel time)

1. **Residential Lot - Cost per Site** $ 50.00

2. **Mobilization Fee** (if owner has cut) $ 25.00

3. **Base Fee Plus Hourly Mowing Fee for Large Tracts*** $ 25.00

*The City reserves the right to consider this quote separately

Please provide a list of EQUIPMENT available to fulfill requirements of contract:

1. Commercial grade zero turn riding mowers (2)
2. Wood Chipper
3. Weed Whips (several)

Please provide 3 references that you provided commercial mowing services in 2017. (Name/Contact Information)

1. Jason Aus, TCF Bank,
2. Mike Graham, US Water
3. Greg Owens, Village Bank

In submitting this quotation, the vendor agrees that acceptance of any or all quotations by the below designated party within a thirty (30) day period constitutes a Contract.

Signed: _____

Firm Name: Duff Companies, LLC

Dated: 1-4-2018

AN AUTHORIZED EMPLOYEE OF THE COMPANY MUST SIGN ALL QUOTATIONS.

QUOTES SUBMITTED MUST BE CLEARLY MARKED: Quote for Nuisance Weed Abatement Services

PLEASE SUBMIT QUOTES TO:

Don Lorsung
City Administrator
City of Isanti
P.O. Box 428
Isanti, MN 55040

For further information or questions, please call: (763) 444-5512.

RESOLUTION NO. 2018-XXX

L.6.

RESOLUTION APPROVING SEASONAL WORKERS FOR PUBLIC WORKS FOR SPRING THROUGH FALL 2018

WHEREAS, an attendant is needed for the compost site and this cost was factored into the 2018 budgeted; and,

WHEREAS, the DOAC reviewed the needs for the compost site and budgeted funding and recommended keeping the hours the same as in 2017 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 2018 at a rate of $11.00/ hour for new hires and $11.50/ 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 2018 as needed upon approval of this resolution.
2. The total combined impact to the 2018 budget of PT seasonal workers for duties as described per this Resolution will not exceed $9,587.00.
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 $11.00/ hour for new hires and $11.50/ 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 20th day of February, 2018.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2018-XXX

APPROVE TEMPORARY APPLICATION FOR 3.2 ON-SALE MALT LIQUOR LICENSE FOR THE MILITARY ORDER OF THE COOTIE

WHEREAS, the City has received temporary 3.2 on-sale malt liquor application from the Military Order of the Cootie for the 2018 MOC State Convention which will be held at the Isanti Community Center; and

WHEREAS, the applicant has paid the required application fees for temporary 3.2 on-sale malt liquor as set forth in the fee schedule; and

WHEREAS, the Police Department has reviewed the application and made a recommendation for approval.

WHEREAS A Certificate of Liquor Liability Insurance for the event is received by the City prior to the event dates.

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

1. That the Military of the Cootie application for a temporary 3.2 on-sale malt licenses for the MOC State Convention scheduled for April 7, 2018.

This resolution duly adopted by the Isanti City Council this 20th day of February, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
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

Fed ... 2018

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION	DATE ORGANIZED	TAX EXEMPT NUMBER
Military Order of Cootie's	2/27/2000	MN -
STREET ADDRESS	**CITY**	**STATE / ZIP CODE**
4 ... e	Isanti	MN 55040
NAME OF PERSON MAKING APPLICATION	**BUSINESS PHONE**	**HOME PHONE**
Wayne L. Carlson	787	...

DATES & HOURS 3.2 BEER/NONINTOXICATING LIQUOR WILL BE SOLD (1 to 4 days)	TYPE OF ORGANIZATION
7 April 2018 3pm - 9pm	☐ CLUB ☑ CHARITABLE ☐ RELIGIOUS ☐ OTHER NONPROFIT
ORGANIZATION OFFICER'S NAME	**ADDRESS**
William Bingen II	... Cambridge MN 55008
ORGANIZATION OFFICER'S NAME	**ADDRESS**
Wayne Carlson	... Isanti MN 55040
ORGANIZATION OFFICER'S NAME	**ADDRESS**

Description of Event:
MOC State Convention

Location where license will be used. If an outdoor area, describe.
Isanti Community Center

Premise Address 208 1/2 1st Ave NW Isanti, MN 55040

Name of applicant's liquor liability insurance carrier:

Signature: Wayne Carlson **Date:** 2/3/18

APPROVAL

FOR OFFICE USE

CITY FEE AMOUNT _____	**DATE APPROVED** _____
DATE FEE PAID _____	**LICENSE DATES** _____
BACKGROUND CHECK APPROVED ☐ Yes ☐ No	
APPLICANT HAS MET WITH POLICE CHIEF ☐ Yes ☐ No	

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 3.2% MALT LIQUOR LICENSE:

If Minors are to be present the following information is required:

Designate Area of Event:
ISANTI Community Center

Describe Designated Entry into the Event Area:
MAIN Door

Describe What Controls will be Used at the Entrance (I.D. Bands etc):
MOC I.D Cards only ADULT FUETION

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
February 7, 2018
Isanti City Hall

1. Call To Order

The meeting was called to order by Commissioner George Wimmer at 7:28 p.m.

a. Pledge of Allegiance

b. Roll Call

Members Present:	Tara Hallberg, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley, Jill Reller and George Wimmer
Members Absent:	None
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

2. Approval of Agenda

President Wimmer welcomed Commissioner Jill Reller to the Isanti Economic Development Authority. Motion by Commissioner Lundeen, seconded by Comissioner Lorinser to approve agenda as presented. Motion carried unanimously.

3. Approve Minutes of January 2, 2018 Regular Economic Development Meeting

Motion by Commissioner Lundeen seconded by Commissioner Collison to approve the minutes for January 2, 2018. Motion carried unanimously.

4. Other Business / Updates

Economic Development Director Sullivan highlighted the Staff Memo including the arrival of the first new business to Isanti in 2018 (Max Tech). Housing market trends and population growth were highlighted supporting full recovery from the Great Recession and positive growth for the City of Isanti. He indicated that the City Council adopted 2018 Goals at the last meeting which included the exploration and implementation of website improvements. Updating the City web presence is necessary as this is the first impression future residents and businesses will get of the City.

President Wimmer added that we could be missing opportunities and not even know about it due to an inadequate website.

a. Business Prospects
b. EDAM
c. IEDC / Mora
d. Historical Housing Information
e. 12.31.17 Population Estimate
f. GPS 45:93
g. Housing Starts in 2018
h. Business Arrivals and Departures in Isanti 2018

5. Adjournment

Motion by Commissioner Lundeen, seconded by Bergley to adjourn at 7:32 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 7th day of February, 2018.

Respectively Submitted,

_____
Sean M. Sullivan, Economic Development Director

A Community For Generations.

Isanti

Isanti Police Department Monthly Report

January 2018

Reported Crime	Month to Date	Year to Date
Theft	10	10
Assault	3	3
Vandalism/Damage to Property	3	3
Narcotics	1	1
Burglary	2	2
Domestics	10	10
Crim Sex	1	1
Robbery	0	0
Loud Party/Disturbance	3	3
Medical	30	30
Permit to Purchase	6	6

Traffic Offenses	Month to Date	Year to Date
No Insurance	3	3
DUI	1	1
Accidents	12	12
Hit & Run	2	2
Warrant P/U	5	5
Speed	3	3
DAR/DAS	1	1
Administrative Citations (Including Speed)	3	3

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	55,168	566	566
Dodge 222	129,826	774	774
Ford Explorer 224	33,750	308	308
Ford F150 225	5,862	962	962
Chevy Silverado 220	106,841	9	9
Chevy Impala 223	86,119	438	438

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**31**	**755**	**735**	**679**	**646**	**561**	**474**
TOTAL OPEN CASES		**32**	**40**	**41**	**59**	**73**	**88**
VIOLATIONS CLOSED THIS PERIOD	**21**	**29**	**31**	**49**	**85**	**97**	**80**
NEW ISSUES THIS PERIOD	**31**	**20**	**56**	**33**	**85**	**87**	**101**
CAN-Proh Animals		2		1	1	1	
CCV-Comm Vehicle Storage							
CDO--Dogs							
CPA-Park & Store	14	12	9	16	15	14	9
CSN-Snow Removal	1						
CSP-Admin Permits/Solicitors/Peddlers	1		3			5	
CST--Fish Houses, PODS, Rolloffs							
GAR - Garage Sales						1	
H2O-Water restrictions							4
NEX-Exterior Structure, Paint/Repair							
NGA-Garbage Service & Storage							
NGR--Grass Length					56	50	81
NJU--Junk/Brush	2	3	6	7	5	7	
NOX-Noxious Weeds							
NUV-Unlicensed vehicle or missing plates		3	2	3	2	1	
RNT-Unlicensed rental	10		28		1	1	2
SGN-Signs	3		6	6	2	5	5
ZAC-Accessory Building			1		1	2	
ZFE-Fence					2		
ZTD--Temporary Dwelling							
Compliance Letters Mailed this period	38	23	87	35	142	98	101
Administrative Citations Issues/period	0	3	2	1	0	3	1
Criminal Citations Issued/period							
Abated Properties/Period				2	10	17	1
Admin Hearings Requested	1	2					
Admin Hearings Held w positive judgement	3						
Criminal trials w positive judgement							
AVERAGE TIME TO COMPLIANCE	**44**	**28**	**16**	**33**	**12**	**11**	**15**

M.3.

CITY OF ISANTI MONTHLY REPORT

Jan-18

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	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Decks	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
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		
Misc / Elec	8	8	$0.00	$0.00	$8.00	$10.00	$966.00	$966.00		
Single dwellings	3	3	$492,547.00	$492,547.00	$280.82	$280.82	$7,311.75	$7,311.75		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	9	9			$9.00	$10.00	$675.00	$675.00		
Plumbing	8	8			$8.00	$9.00	$632.00	$632.00		
Resid. Totals	**28**	**28**	**$492,547.00**	**$492,547.00**	**$305.82**	**$309.82**	**$9,584.75**	**$9,584.75**	**$0.00**	
Commercial										
New Buildings	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		
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		
Misc / Elec	3	3	$0.00	$0.00	$3.00	$0.00	$164.00	$164.00		
Comm. Totals	**3**	**3**	**$0.00**	**$0.00**	**$3.00**	**$0.00**	**$164.00**	**$164.00**	**$0.00**	**$0.00**
Resid. Plus Comm. Totals	**31**	**31**	**$492,547.00**	**$492,547.00**	**$308.82**	**$309.82**	**$9,748.75**	**$9,748.75**	**$0.00**	**$0.00**

M.4.

YEARLY BUILDING PERMIT COMPARISONS

YTD January 2018

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	38	4	0	0	$716,154.00	$13,362.40	$32,888.00
2018	0	0	0	0	$492,547.00	$9,748.75	$13,944.00

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	31	$492,547.00	$9,748.75
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	31	$492,547.00	$9,748.75

BOLTON & MENK

Real People. Real Solutions.

M.5.

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: February 14, 2018

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E

Subject: Project Status Report
Isanti, MN
Project No.: R13.115547

Please find listed below a status report of the current projects in the City of Isanti:

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 first lift of pavement has been placed. 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 punchlist items are scheduled to be completed this month.

5) **Cajima Street/TH 65 Signal Study**

We presented the Intersection Control Evaluation (ICE) report to the Finance Committee February 9, 2018 and will proceed with discussions with MnDOT.

6) **Richard Avenue Feasibility Report**

We will complete the Richard Avenue feasibility report this month.

In addition to the current projects listed above we have completed and accepted 48 private developments and 61 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, MARCH 6, 2018 – 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 20, 2018 – Regular Meeting of the City Council

G. Citizens Input

H. Announcements

1. City Council Meeting	Tuesday, March 20, 2018 at 7:00 p.m.
2. Planning Commission Meeting	Tuesday, March 20, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*
3. Park, Recreation, and Culture Board Meeting	Tuesday, March 27, 2018 at 6:00 p.m.

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Discussion Regarding Request to have I.S.D. 911 Fund the SRO Full-Time During School Year (*Mayor Wimmer*)
2. Resolutions Approving Use of Isanti Community Garden for Educational Programs
    a. Resolution 2018-XXX Approving the Use of Isanti Community Garden by School for All Seasons In 2018
    b. Resolution 2018-XXX Approving the Use of Isanti Community Garden by Isanti County Public Health
3. Resolutions 2018-XXX Approving Contract for Building Inspection Services with MNSpect, LLC

<u>City Administrator Don Lorsung</u>
4. On-Sale and Sunday Liquor License Renewals
    a. Resolution 2018-XXX Approving a Consumption and Display Permit Renewal for Brushes & Boards
    b. Resolution 2018-XXX Approving a 3.2 Malt Liquor License for Patlok Design Inc. DBA Sanbrook Golf Course
    c. Resolution 2018-XXX Approving a Liquor License Renewal for Junction Bowl and Whistle Stop Bar & Grill
    d. Resolution 2018-XXX Approving a Liquor License Renewal for Rum River VFW 2735
    e. Resolution 2018-XXX Approving a Liquor License Renewal for Wintergreen's Golf & Grill
5. Resolution 2018-XXX Approving Pawnshop License Renewal to Norther Pawn, Inc.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $171,678.42 and Payroll in the amount of $88,813.70
2. Contractor's Pay Request No. 14 in the Amount of $15,494.00
3. Final Minutes of the January 23, 2018 Park, Recreation and Culture Board Meeting
4. Final Minutes of the January 16, 2018 Planning Commission Meeting
5. Resolution 2018-XXX Accepting Proposal for Isanti Community Center Maintenance
6. Resolution 2018-XXX Approving a Check be Written to Arts and Science Academy for Volunteering at the Community Movie Night
7. Resolution 2018-XXX Authorizing the Designation of Fund Balances for 2017
8. Resolution 2018-XXX Approving Request for Mayor Wimmer to Attend 2018 League of Minnesota Cities Legislative Conference
9. Ordinance No. XXX Amending Isanti Zoning Code (Sign Code) Section 16, Subd. 6 to allow for Larger Dynamic Signs in Permitted Zoning Districts
10. Resolution 2018-XXX Approving Sale of PD Seized Forfeiture Vehicle 1998 Polaris Indy 500 at Auction
11. Resolution 2018-XXX Authorizing Staff to Enter into an Agreement with Lano Equipment Buyback Program
12. Resolution 2018-XXX Awarding Quote and Authorizing to Enter into a Contract for Portable Toilet Services
13. Resolution 2018-XXX Amending Sprint Site Lease Agreement
14. Resolution 2018-XXX Approving an Amendment to the Personnel Policy, Section 17A., Acceptable use Policy for Electronic Communications and Internet use to Include Elected Officials

M. Other Communications

1. Draft Minutes of the February 20, 2018 Planning Commission Meeting
2. Draft Minutes of the February 27, 2018 Meeting of the Park, Recreation and Culture Board

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, FEBRUARY 20, 2018 – 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, Community Development Director Ryan Kernosky, and Assistant City Engineer Jason Cook

Others Present: Lisa McLaughlin, Joe Egge, Rod Barrows, Jake Frattalone, Isanti County Commissioner Mike Warring

D. Adopt Agenda

Motion by Bergley, second by Lundeen to approve the Agenda as presented. Motion carried.

E. Proclamations/Commendations/Certificate Awards

1. Minnesota's Safest Cities of 2017

Mayor Wimmer shared that the City of Isanti was recognized as being the 6th safest City in Minnesota out of more than 820 for 2017 based on ratings from the FBI.

F. Approve City Council Minutes

1. February 7, 2018 - Regular Meeting of the City Council
2. February 7, 2018 - Closed Session 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. Park, Recreation, & Culture Board Meeting	Tuesday, February 27, 2018 at 6:00 p.m.
2. City Council Meeting	Tuesday, March 6, 2018 at 7:00 p.m.
3. Economic Development Authority	Tuesday, March 6, 2018 at 7:00 p.m. (*Immediately following City Council Meeting*)

I. Council Committee Reports

None.

J. Public Hearings

None.

K. Business Items

1. **Resolution 2018-036** Approving a Special Event Permit Application for the "Walk for Life Event"

Lisa McLaughlin, of the Pregnancy Resource Center in Cambridge and East Bethel, explained that they would like to do their annual Walk for Life event in a more public area. They have had this family friendly event for the last 33 years. They have had up to 125 participants in past events. It is a two mile walk that usually lasts a couple hours and it is anticipated that there will be up to 200 participants with the more public venue.

Motion by Lundeen, second by Bergley to approve Resolution as presented. Motion carried.

City Administrator Don Lorsung

2. **Resolution 2018-037** Approving Extension of Engineering Services Agreement with Bolton & Menk, Inc.

Motion by Lorinser, second by Collison to approve Resolution as presented. Motion carried.

3. **Resolution 2018-038** Accepting State Bid for a Public Works Service Vehicle and Purchase of a Plow, De-Ice Unit and Accessories

Motion by Collison, second by Lorinser to approve Resolution as presented. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $236,218.05 and Payroll in the amount of $92,979.23
2. Final Meeting Minutes for the January 2, 2018 Economic Development Authority Meeting
3. **Resolution 2018-039** Approving Exempt Gambling Permit for Cambridge-Isanti Rotary Club
4. **Resolution 2018-040** Authorizing the Acceptance of the Police Lieutenant Labor Agreement Between the City of Isanti and Law Enforcement Labor Services, Local 416
5. **Resolution 2018-041** Awarding Quote for Outsourcing the Mowing of Nuisance Weed/Grass Abatement Lots
6. **Resolution 2018-042** Approving Seasonal Workers for Public Works for Spring Through Fall 2018
7. **Resolution 2018-043** Temporary Application for 3.2 On-sale Malt Liquor License for the Military Order of Cootie

Motion by Lorinser, second by Collison to approve Consent Agenda as presented. Motion carried.

M. Other Communications

1. Draft Meeting Minutes of the February 7, 2018 Economic Development Authority Meeting
2. January Police Department Reports
3. January Code Enforcement Officer Report
4. January Building Inspector Report
5. February Engineering Project Status Report.

Adjournment

Motion to adjourn by Bergley, second by Lundeen. Motion carried. The meeting was adjourned at 7:05 p.m.

Respectfully Submitted,

Jeannifer Anderson

Jeannifer Anderson
Administrative Data Clerk

Request for City Council Action

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

From: **Katie Everett, Community Events & Parks Coordinator**

Date: **March 6, 2018**

Subject: Resolutions Approving Use of Isanti Community Garden for Educational Programs

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Background

The Isanti Community Garden will be open for its third season this year. In the first two seasons, the School For All Seasons has used a section of the garden for educational opportunities. The City of Isanti has waived all reservation fees. The School for All Seasons has expressed interested in returning this year.

In addition to the School for All Seasons, Isanti County Public Health has approached staff with interest in utilizing space in the community garden to pilot a "Grow Your Own" project. The project will connect local families with Master Gardener mentorship throughout the growing the season.

In order to create a more manageable amount of space for the School For All Seasons and to create space for the Grow Your Own project, staff recommend dividing the space previously reserved exclusively for the school. Because both of these programs will contribute to the community garden's goal of increasing the community's access to healthy foods, staff recommend waiving the reservation fees for these programs each year a completed reservation form is submitted by program staff. Both programs will be held to the same maintenance standards as other garden users.

Staff Request

City staff is requesting that Council approve the School For All Season's use of the Isanti Community Garden and to waive the reservation fees for the 2018 garden season.

Additionally, City staff is requesting that Council approve Isanti County Public Health's use of the Isanti Community Garden and to waive the reservation fees for the 2018 garden season.

Attachments

- Resolution No. 2018-XXX (School for All Seasons)
- Resolution No. 2018-XXX (Isanti County Public Health)

RESOLUTION NO. 2018-XXX

RESOLUTION APPROVING USE OF ISANTI COMMUNITY GARDEN BY SCHOOL FOR ALL SEASONS IN 2018

WHEREAS, the goals of the Isanti Community Garden include providing educational opportunities and increasing access to healthy foods for the community; and,

WHEREAS, programs that support these goals and demonstrate commitment to maintenance may apply to use open areas of the community garden; and,

WHEREAS, the reservation fees may be waived by City Council for approved participating programs; and,

WHERAS, the School For All Seasons has submitted an application for the 2018 garden season for educational programs with students;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the use of the Isanti Community Garden by the School For All Seasons and to waive the reservation fees for 2018.

This resolution was duly adopted by the Isanti City Council this 6th day of March, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2018-XXX

RESOLUTION APPROVING USE OF ISANTI COMMUNITY GARDEN BY ISANTI COUNTY PUBLIC HEALTH

WHEREAS, the goals of the Isanti Community Garden include providing educational opportunities and increasing access to healthy foods for the community; and,

WHEREAS, programs that support these goals and demonstrate commitment to maintenance may apply to use open areas of the community garden; and,

WHEREAS, the reservation fees may be waived by City Council for approved participating programs; and,

WHEREAS, Isanti County Public Health has submitted an application for a Grow Your Own pilot program to mentor local families throughout the 2018 gardening season;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the use of the Isanti Community Garden by Isanti County Public Health and to waive the reservation fees for 2018.

This resolution was duly adopted by the Isanti City Council this 6th day of March, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
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: March 6, 2018

SUBJECT: **CONTRACT – CITY OF ISANTI & MNSPECT, LLC**

Background

The City has expressed interest into entering into a long-term contract with MNSpect, LLC. After several discussions about the current interim contract services. MNSpect, LLC has offered a three-year contract with the following payment requirements:

A. The Inspector shall be paid seventy percent (70%) 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 seventy percent (70%) 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.

For your information, the interim contract provides eighty percent of the permit fee as found in the City's fee schedule.

DOAC has requested that a monetary penalty is included in the contract if MNSpect, LLC fails to process building permits within ten days (residential) or fifteen days (commercial). This penalty is $50.00 per day.

Staff Recommendation

I recommend that the City enters into the attached contract with MNSpect, LLC.

Attachment

- Contract – MNSpect, LLC and the City of Isanti
- Resolution 2018-XXX Approving a Contract for Building Inspection Services with MNSpect, LLC

AGREEMENT AND CONTRACT FOR INSPECTION SERVICES

THIS AGREEMENT and contract for inspection services is made and entered into this _____ day of March, 2018, 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 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 First day of January, 2018.

5. Termination of Agreement.

This Agreement shall remain in force and effect from the effective date of service until December 31, 2020. 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 (12) 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 March, 2018.

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. Verify (measure) set-backs and other requested measurements supplied by Municipality for zoning code compliance 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. Perform all on-site construction inspections required for Building Code enforcement.
3. Provide timely building inspection reports and other information for the permanent records kept by the Municipality.
4. Assist in maintaining the building files kept by the municipality by providing physical or electronic copies of all documents required by Minnesota Rule 1300.
5. Assist in all Building Code prosecutions with the Inspector's time and records (Hourly Fees Apply).
6. Provide permit & code information to the contractors, developers, architects, and citizens of Municipality.
7. 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.
8. Originate and provide Certificates of Occupancy.
9. Recommend updating of Building Code ordinances.
10. Review and recommend fee schedule changes.
11. Create and update all applicable permit applications and forms.
12. Represent Municipality as its Inspector within the limits of the Minnesota State Building Code.
13. 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 approved valuation, and the amount of the fees. 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.
14. Analyze trends in construction design and techniques, highlight problem areas with recommendation of solutions, and provide recommendations for process and/or policy changes.
15. Assist Fire Chief with Building Code related issues.
16. 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.
17. 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.
18. Calculate building permit fees for building permits.

19. 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).
20. Verify all appropriate contractor licenses & lead certifications, and refer enforcement issues to the proper CCLD Enforcement Division authorities.
21. Any software that is available for use by clients of Inspector shall be made available for use by the Municipality.
22. 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 seventy percent (70%) 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 seventy percent (70%) 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. If requested, 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
Senior Building Official	$95.00/hour
Fire Inspector	$90.00/hour
Building Inspector	$75.00/hour
Other Staff	$75.00/hour

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.

I. Municipality and Inspector mutually agree that failure to process building permits within the timeline as described in Appendix A, paragraph 3(B)(16), and Appendix A, paragraph 3(B)(17) will result in a penalty placed on the Inspector by the Municipality of $50.00 per day if said building permit is not processed within the timelines described in the aforementioned paragraphs.

Exhibit A
BUILDING INSPECTION PROCESS

Required Services
(Included in Building Permit Fees)

Residential Buildings
(One inspection per item)

1. Plans Examination
2. Footing
3. Foundation
4. Pre-backfill inspection
5. Sub-slab vapor-barrier inspection
6. Wall-bracing inspection
7. Framing
8. Plumbing – rough in.
9. Insulation
10. Gypsum wall board (optional)
11. Gas line pressure test
12. Heat/mechanical – rough in
13. Heat/mechanical – final
14. Final plumbing and sump pump
15. Final building
16. 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 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. Notwithstanding the provisions of this contract, it is understood that services within Appendix D will be performed by the Municipality, and that the Inspector may perform the services within Appendix D on an "as needed, as requested" basis.
   B. Render required enforcement and administration of Municipality's currently adopted Rental Housing Ordinance and represent the Municipality as its Rental Inspector.
   C. 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, **T**HEREFORE, 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 2018-XXX

A RESOLUTION APPROVING A CONTRACT FOR BUILDING INSPECTION SERVICES WITH MNSPECT, LLC

WHEREAS, the City has entered into interim building inspection services with MNSpect, LLC on December 19, 2017; and,

WHEREAS, at the direction of the Development and Operations Advisory Committee, the City desires to enter into long-term contract between the City of Isanti and MNSpect, LLC; and,

WHEREAS, the Development and Operations Advisory Committee has reviewed the proposed contract between the City of Isanti and MNSpect, LLC, and has recommended entering into the proposed three-year contract for building inspection services.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby enter into the proposed contract between the City of Isanti and MNSpect, LLC for building inspection services.

This Resolution is hereby approved by the Isanti City Council this 6th day of March, 2018.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
City Clerk/Human Resources

A Community For Generations.

Isanti

K.4.

MEMO

To: **Mayor and City Council**
From: Katie Brooks, Human Resources/City Clerk
Date: March 1, 2018
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:

- Brushes & Boards, LLC (Consumption and Display Permit)
- Sanbrook Golf Course (3.2 Malt Liquor License)
- Junction Bowl and Whistle Stop Bar and Grill
- Rum River VFW 2735
- Wintergreens Golf & 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 Consumption and Display Permit for Brushes & Boards, LLC
c. Resolution Approving a 3.2 On-Sale 3.2 Percent Malt Liquor License Renewal for Sanbrook Golf Course (AKA Patlok Design Inc.)
d. Resolution Approving a Liquor License Renewal for Junction Bowl and Whistle Stop Bar and Grill
e. Resolution Approving a Liquor License Renewal for Rum River VFW 2735
f. Resolution Approving a Liquor License Renewal for Wintergreens Golf & Grill

Incidents at Establishments Holding Liquor Licenses - 2015, 2016 & 2017

		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
	2017	1	1	2	0	0	1	0	0	5
Wintergreens	2015	0	0	0	0	0	1	1	0	2
	2016	0	2	1	0	0	0	0	1	4
	2017	1	0	0	1	0	0	0	0	2
Junction Bowl	2015	1	0	0	0	0	0	1	3	2
	2016	0	0	0	0	0	0	0	1	1
	2017	0	1	0	0	0	0	0	0	1
Green Table	2015	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	1	1
	2017	0	0	0	0	0	0	0	0	0
Brushes & Boards	2017	0	0	0	0	0	0	0	0	0
Total 2015		3	3	4	1	1	2	3	3	17
Total 2016		2	3	3	0	0	0	3	5	16
Total 2017		2	2	2	1	0	1	0	0	8

RESOLUTION 2018-XXX

RESOLUTION APPROVING THE CONSUMPTION & DISPLAY PERMIT RENEWAL TO BRUSHES & BOARDS, LLC

WHEREAS, Brushes & Boards, LLC has a Consumption and Display permit that will expire on March 31, 2018; and,

WHEREAS, the applicant has completed the renewal application for the City of Isanti and has provided proof of liability insurance and is not required to obtain workers' compensation insurance as there are no other employees; 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. Brushes & Boards, LLC Consumption and Display Permit is hereby approved.
2. The effective date of the On-Sale and Sunday Liquor License shall be April 1, 2018 through March 31, 2019.
3. 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 is hereby approved by the Isanti City Council this 6th day of March, 2018.

Attest: Mayor George A. Wimmer

Katie Brooks
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, Stacy Upton Jo Kurth
(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
__X__ 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 Brushes and Boards
(Name of the Establishment)

located at 401 East Dual Blvd - Suite 102
(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, 2018 and ending March 31, 2019.

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

In studio during classes teaching wood sign making

Licensee Residence Address _____

Licensee Home Phone _____ Business Phone 763. 238. 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:

Y	License Fee
Y	Supporting License Documentation
Y	Signed Tennessen Warning
Y	Copy of your Driver's License for background check
C	Certificate of Insurance evidencing liquor liability coverage must cover license period of April 1 to March 31, or Waiver of Insurance if applicable

[signature]
(Signature of Person Making Application)

2-9-2018
(Date)

Data Practices Advisory
Tennessen Warning – Liquor Licensing

You are being asked to answer questions and provide information pursuant to the liquor licensing and application process that is required by Minnesota state law and the City of Isanti, Minnesota city code. The purpose and intended use of the requested data is to verify that each applicant meets the requirements for state statues and city code provisions and, if the license or permit is approved, to verify that all required data remains current.

The following data collected, created, or maintained is classified under the Minnesota Government Data Practices Act as public data once a license has been approved (Minn. Stat. § 13.41, subd. 5):

1. Data submitted by applicants (other than names and designated addresses)
2. Orders for hearing, findings of fact, conclusions of law, and specification of any final disciplinary action
3. Entire record concerning any disciplinary proceeding
4. License numbers
5. License status

The following data collected, created, or maintained is classified under the Act as private data (Minn. Stat. § 13.41, subd. 2):

1. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to disclosure
2. The nature or content of unsubstantiated complaints when the information is not maintained in anticipation of legal action
3. Inactive investigative data relating to violations of statutes or rules
4. Record of disciplinary proceedings, except as limited by the provisions above

The following data collected, created, or maintained is classified under the Act as confidential data ((Minn. Stat. § 13.41, subd. 4) :

1. Active investigative data relating to complaints against any license.

Under law, private data may be shared with licensing and inspection employees, approval authorities, insurance providers, law enforcement employees, contracted inspection officials, city officials who have a bona fide need for it, or as required by court order. The City of Isanti may make any data classified as private or confidential accessible to an appropriate person or agency if the licensing agency determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

We ask that you complete or provide all data requested on the application form(s) unless we have noted that it is not required. Refusal to supply required information may mean that your application cannot be processed.

I READ AND UNDERSTAND THE ABOVE INFORMATION REGARDING MY RIGHTS AS A SUBJECT OF GOVERNMENT DATA:

Signature of License Applicant

2.9.2018
Date

CERTIFICATE OF LIABILITY INSURANCE

American Family Insurance Company ☐
American Family Mutual Insurance Company, S.I. if selection box is not checked.
6000 American Pky Madison, Wisconsin 53783-0001

Insured's Name and Address
Brushes & Boards LLC
401 East Dual Blvd Ste 102
Isanti, MN 55040

Agent's Name, Address and Phone Number (Agt./Dist.)
Kelli Riebel Agency Inc
Po Box 407
Big Lake, MN 55309
(763) 263-2163 (299/077)

This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder.
This certificate does not amend, extend or alter the coverage afforded by the policies listed below.

COVERAGES

This is to certify that 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.

TYPE OF INSURANCE	POLICY NUMBER	POLICY DATE EFFECTIVE (Mo, Day, Yr)	POLICY DATE EXPIRATION (Mo, Day, Yr)	LIMITS OF LIABILITY		
Homeowners/ Mobilehomeowners Liability				Bodily Injury and Property Damage Each Occurrence	$	,000
Boatowners Liability				Bodily Injury and Property Damage Each Occurrence	$	,000
Personal Umbrella Liability				Bodily Injury and Property Damage Each Occurrence	$	,000
Farm/Ranch Liability				Farm Liability & Personal Liability Each Occurrence	$	,000
				Farm Employer's Liability Each Occurrence	$	,000
Workers Compensation and Employers Liability †				Statutory		**********
				Each Accident	$	,000
				Disease - Each Employee	$	,000
				Disease - Policy Limit	$	,000
General Liability ☒ Commercial General Liability (occurrence) ☐ ☐	22-XJ5935-01	02/22/2018	02/22/2019	General Aggregate	$	2,000,000
				Products - Completed Operations Aggregate	$	2,000,000
				Personal and Advertising Injury	$	1,000,000
				Each Occurrence	$	1,000,000
				Damage to Premises Rented to You	$	100,000
				Medical Expense (Any One Person)	$	10,000
Businessowners Liability				Each Occurrence††	$	,000
				Aggregate††	$	,000
Liquor Liability				Common Cause Limit	$	,000
				Aggregate Limit	$	,000
Automobile Liability ☐ Any Auto ☐ All Owned Autos ☐ Scheduled Autos ☐ Hired Auto ☐ Nonowned Autos ☐				Bodily Injury - Each Person	$	,000
				Bodily Injury - Each Accident	$	,000
				Property Damage	$	,000
				Bodily Injury and Property Damage Combined	$	,000
Excess Liability ☐ Commercial Blanket Excess ☐				Each Occurrence/Aggregate	$	,000

Other (Miscellaneous Coverages)

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / RESTRICTIONS / SPECIAL ITEMS

†The individual or partners shown as insured elected to be covered under this policy. ☐ Have ☐ Have not

††Products-Completed Operations aggregate is equal to each occurrence limit end is included in policy aggregate.

CERTIFICATE HOLDER'S NAME AND ADDRESS

City of Isanti
110 First Ave NW
PO Box 428
Isanti, MN 55040

CANCELLATION

☐ Should any of the above described policies be cancelled before the expiration date thereof, the company will endeavor to mail *(days) written notice to the Certificate Holder named, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives. *10 days unless different number of days shown.

☒ This certifies coverage on the date of issue only. The above described policies are subject to cancellation in conformity with their terms and by the laws of the state of issue.

DATE ISSUED	AUTHORIZED REPRESENTATIVE
02/08/2018	Kelli Riebel

Minnesota Department of Public Safety
Alcohol and Gambling Enforcement
445 Minnesota Street, Suite 222
St. Paul, MN 55101
651-201-7512

RENEWAL OF CONSUMPTION AND DISPLAY PERMIT

Permit Fee $250 (Renewal Date: April 1)

ID# **64571**		License Code	**CDPBL**
Brushes & Boards LLC			
Brushes & Boards			
401 Dual Blvd E/Suite 102			
Isanti	**MN**		**55040**
Business Phone **7632389261**			

Worker's Comp. Ins. Name _____ Policy # _____ Policy Period _____

City/County where permit approved _____

Licensee Name _____

Address, City, State, Zip _____

Business Phone _____ Email _____

By signing this renewal application, applicant certifies that there has been no change in ownership, corporate officers, bylaws, membership, 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. Applicant 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. Applicant 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. Applicant 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 the back of this renewal, then sign below.
4. Applicant confirms that workers compensation insurance is in effect for the full license period.
5. Applicant confirms, no club on-sale intoxicating liquor license is held.
6. Applicant confirms business premises are separate from any other business establishment.

Licensee Signature _____ Date _____
(Signature certifies all application information to be correct and permit has been approved by city/county.)

City Clerk/County Signature _____ Date _____
(Signature certifies that a consumptions and display permit has been approved by the city/county as stated above.)

MAKE CHECKS PAYABLE TO: DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT AND RETURN WITH APPLICATION

Amount Received_____

RESOLUTION 2018-XXX

K.4.b.

RESOLUTION AUTHORIZING AN ON-SALE 3.2 PERCENT MALT LIQUOR LICENSE TO PATLOK DESIGN INC DBA SANBROOK GOLF COURSE

WHEREAS, Minnesota Statute provides for the licensing of 3.2 Percent Malt Liquor Licenses; and

WHEREAS, City Code Chapter 76, Article IV provides for the licensing of 3.2 Percent Malt Liquor; and

WHEREAS, Patlok Design, Inc. DBA Sanbrook Golf Course has a current license through Isanti County that expires on June 30, 2018; and,

WHEREAS, Patlok Design, Inc. DBA Sanbrook Golf Course has been licensed within the City in the past and is requesting said licensee consideration by the City due to being annexed into the City; and,

WHEREAS said licenses would be considered a renewal of their 3.2 Percent Malt Liquor License which is valid for all days of the week and does not require a separate license for Sunday sales; 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 BE IT RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The renewal of a 3.2 Percent Malt Liquor On-Sale license valid on all days of the week including Sundays for the period from April 1, 2018 to March 31, 2019 to Patlok Design, Inc. doing business under the assumed trade name of Sanbrook Golf Course, located at 1260 County Road 5 NE, Isanti Minnesota 55040, is hereby approved.

2. An on-sale 3.2 percent malt liquor license valid on all days of the week including Sundays is hereby granted, subject to and condition upon

compliance by the licensee with all conditions applicable to such licensees under the laws of the State of Minnesota and City Ordinance.

3. Staff shall forward all necessary information to the State of Minnesota to complete the 3.2 license process.

4. That the Mayor and City Clerk are hereby authorized to sign all required documents to provide for the issuance of the on-sale 3.2 percent malt liquor license in accordance with the provisions hereof.

This Resolution is hereby approved by the Isanti City Council this 6th day of March, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
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, Kyle Kleven ORRIN
(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
__X__ 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 Sanbrook Golf Course AKA: PATIOK Design Inc.
(Name of the Establishment)

located at 1260 Co. Rd 5 NE. Isanti, MN. 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, 2018 and ending March 31, 2019.

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

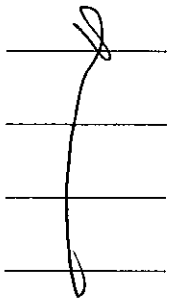
Licensed Premises

Licensee Residence Address _____

Licensee Home Phone _____ Business Phone (763) 444-9904

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

_____ Supporting License Documentation

_____ Signed Tennessen Warning

_____ Copy of your Driver's License for background check

_____ Certificate of Insurance evidencing liquor liability coverage must cover license period of April 1 to March 31, or Waiver of Insurance if applicable

Sheryl Harker
(Signature of Person Making Application)

2-6-18
(Date)

Data Practices Advisory
Tennessen Warning – Liquor Licensing

You are being asked to answer questions and provide information pursuant to the liquor licensing and application process that is required by Minnesota state law and the City of Isanti, Minnesota city code. The purpose and intended use of the requested data is to verify that each applicant meets the requirements for state statues and city code provisions and, if the license or permit is approved, to verify that all required data remains current.

The following data collected, created, or maintained is classified under the Minnesota Government Data Practices Act as public data once a license has been approved (Minn. Stat. § 13.41, subd. 5):

1. Data submitted by applicants (other than names and designated addresses)
2. Orders for hearing, findings of fact, conclusions of law, and specification of any final disciplinary action
3. Entire record concerning any disciplinary proceeding
4. License numbers
5. License status

The following data collected, created, or maintained is classified under the Act as private data (Minn. Stat. § 13.41, subd. 2):

1. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to disclosure
2. The nature or content of unsubstantiated complaints when the information is not maintained in anticipation of legal action
3. Inactive investigative data relating to violations of statutes or rules
4. Record of disciplinary proceedings, except as limited by the provisions above

The following data collected, created, or maintained is classified under the Act as confidential data ((Minn. Stat. § 13.41, subd. 4) :

1. Active investigative data relating to complaints against any license.

Under law, private data may be shared with licensing and inspection employees, approval authorities, insurance providers, law enforcement employees, contracted inspection officials, city officials who have a bona fide need for it, or as required by court order. The City of Isanti may make any data classified as private or confidential accessible to an appropriate person or agency if the licensing agency determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

We ask that you complete or provide all data requested on the application form(s) unless we have noted that it is not required. Refusal to supply required information may mean that your application cannot be processed.

I READ AND UNDERSTAND THE ABOVE INFORMATION REGARDING MY RIGHTS AS A SUBJECT OF GOVERNMENT DATA:

Sheryl Harker — 2-6-18

Signature of License Applicant — Date

3.2 MALT LIQUOR ON SALE LICENSE

$75.00

NO. 30-1039

License is hereby Granted to

PATLOK DESIGN, INC
DBA SANBROOK GOLF COURSE

1260 COUNTY ROAD 5 E, ISANTI, MN 55040; SECTIONS 21 & 28, TOWNSHIP 35, RANGE 23
in the TOWNSHIP of ISANTI, COUNTY OF ISANTI, STATE OF MINNESOTA

TO SELL AT RETAIL 3.2 MALT LIQUORS FOR CONSUMPTION **"ON"** THE PREMISES

FOR THE PERIOD COMMENCING
JULY 1, 2017 AND TERMINATING JUNE 30, 2018 AT MIDNIGHT.

This license is granted pursuant to application and payment of fee therefor and is subject to all the provisions and conditions of the laws of the state and of the federal government pertaining to such sale; and is revocable for the violation thereof: Not transferable.

WITNESS THE GOVERNING BODY of the COUNTY OF ISANTI and the seal thereof this **7TH day of JUNE, 2017.**

TERRY TURNQUIST – BOARD CHAIR
ISANTI COUNTY BOARD
OF COMMISSIONERS

CHAD STRUSS
ISANTI COUNTY AUDITOR-
TREASURER

Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
445 Minnesota Street, Suite 222, St. Paul, MN 55101-5133
Telephone 651-201-7500 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:_____ To:_____

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

License type: (check 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: $_____ 3.2% Off Sale fee: $_____

Licensee Name:_____ DOB_____ Social Security #_____
(corporation, partnership, LLC, or Individual)

Zip Code_____ County_____ Business Phone_____ Home Phone_____

Business Trade Name_____ Business Address_____ City_____

Licensee's Federal Tax ID # 41-1762267
(To apply call IRS 800-829-4933)

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

Home Address_____ City_____ Licensee's MN Tax ID # 1304841

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.

☐ 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:_____ 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_____ Date_____
(title)

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.

To Lyw 5/12/17

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/12/2017

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: Gwyn Blindauer	
B&A Insurance Solutions 6000 American Parkway Madison WI 53783	PHONE (A/C, No, Ext): 608-242-4100	FAX (A/C, No): 866-254-2164
	E-MAIL ADDRESS: SS--MN-ND-SD@amfam.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Illinois Union Insurance Company	
INSURED Sanbrook Golf Course Patlok Design Inc 1260 Cty Road 5NE 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	
	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? (Mandatory in NH) N	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Liquor Liability			TBD	07/01/2017	07/01/2018	Occurrence/ Aggregate- $1,000,000	

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

CERTIFICATE HOLDER

Isanti County
555 18th Ave SW
Cambridge MN 55008

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

Gwyn Blindauer

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American Family Mutual Insurance Company, S.I. & its Operating Companies, American Family Life Insurance Company, 6000 American Parkway, Madison, WI 53783

RESOLUTION 2018-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, 2018; 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, 2018 through March 31, 2019.
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process.

This Resolution is hereby approved by the Isanti City Council this 6th day of March, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
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 HERBERT
(Name of person making application) First Last Middle Maiden

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

the following licenses:

- [X] On-sale Liquor License - $2,500
- [ ] On-sale 3.2 Malt Liquor License - $250
- [ ] Club License - $500
- [ ] Consumption and Display - $200
- [X] 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 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, 2018 and ending March 31, 2019.

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

INSIDE BUILDING & IN FENCED IN OUTDOOR PATIO AREA

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	Supporting License Documentation
X	Signed Tennessen Warning
X	Copy of your Driver's License for background check
X	Certificate of Insurance evidencing liquor liability coverage must cover license period of April 1 to March 31, or Waiver of Insurance if applicable

(Signature of Person Making Application)

2-7-18
(Date)

Data Practices Advisory
Tennessen Warning – Liquor Licensing

You are being asked to answer questions and provide information pursuant to the liquor licensing and application process that is required by Minnesota state law and the City of Isanti, Minnesota city code. The purpose and intended use of the requested data is to verify that each applicant meets the requirements for state statues and city code provisions and, if the license or permit is approved, to verify that all required data remains current.

The following data collected, created, or maintained is classified under the Minnesota Government Data Practices Act as public data once a license has been approved (Minn. Stat. § 13.41, subd. 5):

1. Data submitted by applicants (other than names and designated addresses)
2. Orders for hearing, findings of fact, conclusions of law, and specification of any final disciplinary action
3. Entire record concerning any disciplinary proceeding
4. License numbers
5. License status

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1. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to disclosure
2. The nature or content of unsubstantiated complaints when the information is not maintained in anticipation of legal action
3. Inactive investigative data relating to violations of statutes or rules
4. Record of disciplinary proceedings, except as limited by the provisions above

The following data collected, created, or maintained is classified under the Act as confidential data ((Minn. Stat. § 13.41, subd. 4) :

1. Active investigative data relating to complaints against any license.

Under law, private data may be shared with licensing and inspection employees, approval authorities, insurance providers, law enforcement employees, contracted inspection officials, city officials who have a bona fide need for it, or as required by court order. The City of Isanti may make any data classified as private or confidential accessible to an appropriate person or agency if the licensing agency determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

We ask that you complete or provide all data requested on the application form(s) unless we have noted that it is not required. Refusal to supply required information may mean that your application cannot be processed.

I READ AND UNDERSTAND THE ABOVE INFORMATION REGARDING MY RIGHTS AS A SUBJECT OF GOVERNMENT DATA:

Signature of License Applicant

2-2-18
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** 3/31/2018 **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 _____ DOB__ __ __ SS#__ __ __ Date 7 FEB 2018
(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:

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/25/2018

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	**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:** cheryl@edwards-brandt.com
INSURED Warring Companies, Inc DBA. Junction Bowl PO Box 189 Isanti MN 55040	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** Illinois Casualty Company — 15571 **INSURER B :** SFM Insurance **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** CL1812507355 **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)	$
	☐ 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 $							$
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			093739.201	11/19/2017	11/19/2018	☐ 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	03/31/2018	03/31/2019	Easch 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

City of Isanti
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

William J. Hayes

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RESOLUTION 2018-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, 2018; 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, 2018 through March 31, 2019.
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process.

This Resolution is hereby approved by the Isanti City Council this 6th day of March, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
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, Russell Smith III Roy
(Name of person making application) First Last Middle Maiden

as OFFICER, COMMANDER 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 Rum River VFW Post 2735
(Name of the Establishment)

located at 410 RAILROAD AVE So 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, 2018 and ending March 31, 2019.

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	Supporting License Documentation
X	Signed Tennessen Warning
X	Copy of your Driver's License for background check
X	Certificate of Insurance evidencing liquor liability coverage must cover license period of April 1 to March 31, or Waiver of Insurance if applicable

(Signature of Person Making Application)

1-19-2018
(Date)

Data Practices Advisory
Tennessen Warning – Liquor Licensing

You are being asked to answer questions and provide information pursuant to the liquor licensing and application process that is required by Minnesota state law and the City of Isanti, Minnesota city code. The purpose and intended use of the requested data is to verify that each applicant meets the requirements for state statues and city code provisions and, if the license or permit is approved, to verify that all required data remains current.

The following data collected, created, or maintained is classified under the Minnesota Government Data Practices Act as public data once a license has been approved (Minn. Stat. § 13.41, subd. 5):

1. Data submitted by applicants (other than names and designated addresses)
2. Orders for hearing, findings of fact, conclusions of law, and specification of any final disciplinary action
3. Entire record concerning any disciplinary proceeding
4. License numbers
5. License status

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1. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to disclosure
2. The nature or content of unsubstantiated complaints when the information is not maintained in anticipation of legal action
3. Inactive investigative data relating to violations of statutes or rules
4. Record of disciplinary proceedings, except as limited by the provisions above

The following data collected, created, or maintained is classified under the Act as confidential data ((Minn. Stat. § 13.41, subd. 4) :

1. Active investigative data relating to complaints against any license.

Under law, private data may be shared with licensing and inspection employees, approval authorities, insurance providers, law enforcement employees, contracted inspection officials, city officials who have a bona fide need for it, or as required by court order. The City of Isanti may make any data classified as private or confidential accessible to an appropriate person or agency if the licensing agency determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

We ask that you complete or provide all data requested on the application form(s) unless we have noted that it is not required. Refusal to supply required information may mean that your application cannot be processed.

I READ AND UNDERSTAND THE ABOVE INFORMATION REGARDING MY RIGHTS AS A SUBJECT OF GOVERNMENT DATA:

Signature of License Applicant

1-19-2018
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** 3/31/2018 **ID#** 977

ISSUING AUTHORITY Isanti

Licensee Name Rum River VFW 2735

Trade Name Rum River VFW

City, State, Zip Code 410 S Railroad Ave/PO Box 55
Isanti MN 55040

Business Phone 7634447185

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 _____ DOB _____ SS# _____ Date 1-19-2018
(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:

SAME AS PRIOR

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): 1/22/2018

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	CONTACT NAME: Pat Gleason
Insurance Advisors Inc 15020 27th Avenue North Plymouth MN 55447	PHONE (A/C, No, Ext): 763-536-8006 FAX (A/C, No): 7633984060 E-MAIL ADDRESS: p.gleason@iaimn.com
	INSURER(S) AFFORDING COVERAGE — NAIC #
	INSURER A : Integrity Mutual Insurance Co. — 14303
INSURED VFWISA1 Rum River VFW Post 2735 410 Railroad Ave S. PO Box 55 Isanti MN 55040	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 46360818 **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			BP 2620513	4/1/2018	4/1/2019	EACH OCCURRENCE	$ 1,000,000
	[ ] CLAIMS-MADE [ ] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
	[X] Business Owners						MED EXP (Any one person)	$ 1,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	[X] POLICY [ ] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			BP 2620513	4/1/2018	4/1/2019	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	[ ] ANY AUTO						BODILY INJURY (Per person)	$
	[ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	[X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY						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	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBEREXCLUDED? [ ] (Mandatory in NH)		N/A				E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Liquor Liability			BP 2620513	4/1/2018	4/1/2019	Each Cause Aggregate	1,000,000 1,000,000

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

CERTIFICATE HOLDER

State Of Minnesota
MN Dept of Public Saftey
Liquor Control Division
445 Minnesota Street STE 1000
St. Paul MN 55101
USA

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

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EMPLOYERS®

EMPLOYERS PREFERRED INS. CO.
A Stock Company

Workers' Compensation and Employers Liability Insurance Policy

Policy Number	Policy Period From	To
EIG 2562300 00	12/01/2017	12/01/2018

12:01A.M. Standard Time at the address of the Insured as stated herein

Transaction

POLICY DECLARATIONS

NCCI Carrier # 31283 **WCIRB CARRIER#** **PRIOR POLICY NUMBER** NEW

1. Named Insured and Address	Agent
RUM RIVER VFW POST 2735 PO BOX 55 ISANTI MN 55040	ADP-PA-DM 0033013 1 ADP BLVD #625 ROSELAND, NJ 07068 Telephone: 8005247024

Customer #	Carrier #	FEIN #	Risk ID #	Entity of Insured
000000000000	31283	416037248		CORPORATION

Additional Locations:

2. The Policy Period is from 12/01/2017 to 12/01/2018 12:01 a.m. Standard Time at the Insured's mailing address.

3. A. Workers Compensation Insurance: Part ONE of the policy applies to the Workers Compensation Law of the states listed here: MN

B. Employers Liability Insurance: Part TWO of the policy applies to work in each state listed in Item 3A. The limits of our liability under Part TWO are:

Bodily Injury by Accident	$	1,000,000	each accident
Bodily Injury by Disease	$	1,000,000	policy limit
Bodily Injury by Disease	$	1,000,000	each employee

C. Other States Insurance: Part THREE of the policy applies to the states, if any, listed here: All states except ND, OH, WA, WY, AK, DE, HI, LA, ME, NH, RI, SD, VT, WV and states listed in item 3.A.

D. This policy includes these endorsements and schedules: See attached schedule.

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates, and Rating Plans. All information required below is subject to verification and change by audit.

SEE EXTENSION OF INFORMATION PAGE

Minimum Premium	$	750	**Expense Constant**	$	220
			Premium Discount	$	
Assessments and Taxes	$		**Total Estimated AnnualPremium**	$	4,155

☐ This is a Three Year Fixed Rate Policy

Premium Adjustment Period: ☒ Annual; ☐ Semiannual; ☐ Quarterly; ☐ Monthly

Countersigned this Day of

Issued Date: 11/30/2017

Authorized Representative

Issuing Office **EMPLOYERS PREFERRED INS. CO.**
500 NORTH BRAND BLVD., SUITE 700
GLENDALE, CA 91203-3916

EMPLOYERS®
EMPLOYERS PREFERRED INS. CO.
A Stock Company
500 NORTH BRAND BLVD., SUITE 700
GLENDALE, CA 91203-3916

WORKERS' COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

Policy Number:	EIG 2562300 00
Named Insured:	RUM RIVER VFW POST 2735
Agent: ADP-PA-DM	0033013

EXTENSION OF INFORMATION PAGE

CLASSIFICATION OF OPERATIONS

Code No.	Classification Description	Premium Basis Total Est. Annual Remuneration	Rate Per $100 of Remuneration	Estimated Annual Premium
Minnesota				
Rating Period: 12/01/2017 through 12/01/2018				
Site 00001				
8810	CLERICAL OFFICE EMPLOYEES NOC	68,000	0.120000	82.00
9084	BAR, DISCOTHEQUE, LOUNGE, NIGHTCLUB OR TAVERN.	204,000	2.240000	4,570.00
Site 00001 Total				$ 4,652.00
Total of Sites for Rating Period				$ 4,652.00
Rating Period Total				$ 4,652.00
Rating Period: 12/01/2017 through 12/01/2018				
9812	INCREASED COVERAGE II	4,652	0.011000	51.00
9848	BALANCE TO MIN PREM-COVERAGE II			69.00
9887	SCHEDULE CREDIT	4,772	0.250000	-1,193.00
0900	EXPENSE CONSTANT			220.00
0174	MN-SPECIAL FUND ASSESSMENT	3,881	0.070704	274.00
9740	FOREIGN TERRORISM	272,000	0.030000	82.00
Rating Period Total				$ 497.00-
State Total				$ 4,155.00
Policy Total				$ 4,155.00

RESOLUTION 2018-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, 2018; 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, 2018 through March 31, 2019.
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process.

This Resolution is hereby approved by the Isanti City Council this 6th day of March, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
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 JAMES
(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:

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 WINTERGREEN GOLF & GRILL (STAWSKI & STAWSKI INC)
(Name of the Establishment)

located at 306 CREDIT UNION DR 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, 2018 and ending March 31, 2019.

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

Bar, Grill, Dining Room, Patios, Volleyball Area

Licensee Residence Address _____

Licensee Home Phone _____ Business Phone 763 444 8422

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
✓	Supporting License Documentation
✓	Signed Tennessen Warning
✓	Copy of your Driver's License for background check
✓	Certificate of Insurance evidencing liquor liability coverage must cover license period of April 1 to March 31, or Waiver of Insurance if applicable

Ron Stewart
(Signature of Person Making Application)

1/22/18
(Date)

Data Practices Advisory
Tennessen Warning – Liquor Licensing

You are being asked to answer questions and provide information pursuant to the liquor licensing and application process that is required by Minnesota state law and the City of Isanti, Minnesota city code. The purpose and intended use of the requested data is to verify that each applicant meets the requirements for state statues and city code provisions and, if the license or permit is approved, to verify that all required data remains current.

The following data collected, created, or maintained is classified under the Minnesota Government Data Practices Act as public data once a license has been approved (Minn. Stat. § 13.41, subd. 5):

1. Data submitted by applicants (other than names and designated addresses)
2. Orders for hearing, findings of fact, conclusions of law, and specification of any final disciplinary action
3. Entire record concerning any disciplinary proceeding
4. License numbers
5. License status

The following data collected, created, or maintained is classified under the Act as private data (Minn. Stat. § 13.41, subd. 2):

1. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to disclosure
2. The nature or content of unsubstantiated complaints when the information is not maintained in anticipation of legal action
3. Inactive investigative data relating to violations of statutes or rules
4. Record of disciplinary proceedings, except as limited by the provisions above

The following data collected, created, or maintained is classified under the Act as confidential data ((Minn. Stat. § 13.41, subd. 4) :

1. Active investigative data relating to complaints against any license.

Under law, private data may be shared with licensing and inspection employees, approval authorities, insurance providers, law enforcement employees, contracted inspection officials, city officials who have a bona fide need for it, or as required by court order. The City of Isanti may make any data classified as private or confidential accessible to an appropriate person or agency if the licensing agency determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

We ask that you complete or provide all data requested on the application form(s) unless we have noted that it is not required. Refusal to supply required information may mean that your application cannot be processed.

I READ AND UNDERSTAND THE ABOVE INFORMATION REGARDING MY RIGHTS AS A SUBJECT OF GOVERNMENT DATA:

Ron Stawski — 1/22/18

Signature of License Applicant — 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 Retail or 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** 3/31/2018 **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 1/22/18
(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): 01/29/2018

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	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: d.wichman@insurancebrokersmn.com
INSURED Stawski & Stawski Inc DBA: Wintergreen Golf and Grill 306 Credit Union Drive Isanti MN 55040	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Wilson Mutual — 19950 INSURER B : Accident Fund Insurance Company of America — 10166 INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** CL1812968650 **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	03/31/2018	03/31/2019	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 $ 5,000 $ 1,000,000 $ 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	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	WCV6078804	11/17/2017	11/17/2018	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
A	Liquor Liability			BR233018	03/31/2018	03/31/2019	per occurance aggregate	300,000 300,000

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

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 D Wichman

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A Community For Generations.

Isanti

K.5.

MEMO

To: **Mayor and City Council**
From: Katie Brooks, Human Resources/City Clerk
Date: February 27, 2018
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 2018-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, 2018 to March 31, 2019.

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 is hereby approved by the Isanti City Council this 6th day of March, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
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 PAWN SHOP LICENSE

TO THE HONORABLE CITY COUNCIL:

I, Charles Niles Joseph
(Name of person making application) First Last Middle Maiden

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

a pawnshop license:

X Pawnbroker/Shop License - $1,500.00

_____ Pawnshop Investigation Fee
(initial application – does not apply to renewal)

for the Northern Pawn Inc.
(Name of the Establishment)

located at 303 Credit Union Drive #9 for the sale of
(Street address and / or plat and parcel number)

in accordance with the provision of State Statute and Isanti City Ordinance No. 345, commencing April 1,

2018 and ending March 31, 2019.

Licensee Residence Address _____

Licensee Home Phone _____ Business Phone 763-444-7347

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

Licensee email address joepawnmn@hotmail.com

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

_____ Bond Certificate for the period of April 1 to March 31

_____ Supporting License Documentation (*renewal application materials*)

_____ Copy of Drivers License to accompany the Consent to Release Form

_____ 2/19/18

(Signature of Person Making Application) (Date)

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

Receipt No: 1.024426 Feb 22, 2018

Northern Pawn Inc

LICENSES & PERMITS	
4-1-18 to 3-31-19 303 Credit Union Dr NE #9 Northern Pawn Inc	1,500.00
Total:	1,500.00
CHECK	
Check No: 6794	1,500.00
Payor: Northern Pawn Inc	
Total Applied:	1,500.00
Change Tendered:	.00

02/22/2018 01:53PM

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: _____

2/19/18
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. #9 PH: 763-444-7347
Home Office Address: 303 Credit Union Dr. #9 PH: 763-444-7347
City/State/Zip: Isanti, MN 55040

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 Andrzej 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:_____ DOB:_____
(Last) (First) (Middle)
Title:_____
Residence Address:_____ PH:_____
City/State/Zip:_____

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: _____
  (Last) (First) (Middle)
  Residence Address: _____ PH: _____
  City/State/Zip: _____ Interest 49 %

- Full Name: Pruchnik Dariusz Andrej DOB: _____
  (Last) (First) (Middle)
  Residence Address: _____ PH: _____
  City/State/Zip: _____ Interest 51 %

- Full Name: _____ DOB: _____
  (Last) (First) (Middle)
  Residence Address: _____ PH: _____
  City/State/Zip: _____ Interest _____ %

- 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

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: 763-689-0749
  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.) 2/9/18
2/15/16
2/8/17

Street Address	City/State/Zip	Dates
1		2/06 - Pres.
1		9/04 - 2/06
		9/82 - 9/04

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)

2/16/18
2/22/13
2/13/12
7/24/11
2-17-10
2/17/14
2/4/15
2/15/16
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 Charles Joseph DOB: / /
(Last) (First) (Middle)

Full Name: Pruchnik Dariusz Andrej DOB: / /
(Last) (First) (Middle)

Full Name:_____ 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 Charles Joseph DOB: / /
(Last) (First) (Middle)

Full Name: Pruchnik Dariusz Andrej DOB:_____
(Last) (First) (Middle)

Full Name:_____ 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: 303 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 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.

Applicant Signature

Subscribed and sworn to before me, a Notary Public, on this 21st day of February, 20 18.

Notary Signature

HELONNA M DULLEA
Notary Public
Minnesota
My Commission Expires January 31, 2023

Notary (Stamp)

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.

Applicant Signature

Subscribed and sworn to before me, a Notary Public, on this 21st day of February, 2018.

HELONNA M DULLEA
Notary Public
Minnesota
My Commission Expires January 31, 2023

Notary Signature

Notary (Stamp)

PART II - PERSONAL INFORMATION

IN SUPPORT OF AN APPLICATION FOR PAWNBROKER LICENSE

Directions: This form must be filled out by a sole owner, or by each general partner, each officer, each manager, each proprietor or other person with management responsibilities for the premises, and by each person who by combined ownership or control has an interest in the corporation or association in excess of five percent.

True Name: Nila Charles Joseph Maiden Name: _____
(Last) (First) (Middle)
Residence Address: _____ PH: _____
City/State/Zip: _____
Business Name: Northern Pawn Inc.
Business Address: 703 Credit Union Dr. #9 PH: 763 444 7347
City/State/Zip: Isanti MN 55040
Place of Birth: _____ DOB: _____
Height: 5'7 Weight: 190 Color of Hair: Black Color of Eyes: Green

U.S. Citizen:
Yes: X Naturalized? Yes: _____ If yes, give date/place: _____
No: _____ No: X

Marital Status: Married: X Single: _____ Divorced: _____

If married, give true name, place and date of birth, and residence address of spouse:

True Name: Nila Katarzyna Alicja Maiden Name: Pawlak
(Last) (First) (Middle)
Residence Address: _____ PH: _____
City/State/Zip: _____
Place of Birth: _____ DOB: _____

1. Are you a registered voter? Yes: X If yes, where are you registered: Isanti
No: _____
Is your spouse a registered voter: Yes: X If yes, where: Isanti
No: _____

2. Address(es) at which your present spouse has lived during preceding five years:
(Begin with present or last address and work back.)
_____
_____
_____
_____

3. Kind, name and location of every business or occupation you have been engaged in during preceding five years: (Begin with present or last occupation and work back.)

2/19/18
2/15/16
2/18/17

Business or Occupation	Street Address	City/State/Zip	Dates
Northern Pwr	303 Credit Union Dr #9	Isanti MN 55040	Owner 5/07 - present

4. Kind, name and location of every business or occupation you have been engaged in during preceding five years: (Begin with present or last occupation and work back.)

Business or Occupation	Street Address	City/State/Zip	Dates

5. Names and addresses of your employers and partners, if any, for the preceding five years: (Begin with present or last employer/partner and work back.)

Employers or Partners	Street Address	City/State/Zip	Dates

6. Names and addresses of your spouse's employers and partners, if any, for the preceding five years: (Begin with present or last employer/partner and work back.)

CESD #911	315 7th Ln NE	Cambridge MN 55008	

7. Have you, your spouse, parent, brother, sister, or child of either of you, ever been convicted of any felony, crime or violation of any ordinance, other than traffic? Yes_____ No_____
If yes, give information as to the time, place and offense for which convictions were had:

_____

_____

8. Have you been in military service? Yes_____ No~~X~~ If yes, was discharge honorable?
Yes_____
No_____ (Copies of discharge papers may be required)

9. Are you directly or indirectly interested in other establishments in the City of Isanti to which a license of the same kind has been issued?

Yes_____ No~~X~~ If yes, list names, addresses, and interest:

_____

_____

10. Are you the spouse of a person who would be ineligible for a license?:
Yes_____ No~~X~~

2/19/18

2/5/18

10. Are you the spouse of a person who would be ineligible for a license?:
Yes____ No X

11. What is the amount of investment that you will have in the business, building, premises, fixtures, furniture, stock in trade, etc.? State the source of such money: (You must be prepared to furnish proof of the source of such money.)

0

12. Have you had any interest in any previous pawnbroker license that was revoked, suspended or not renewed? Yes____ No X If yes, explain in detail:

13. Have you ever individually, or with others, made application for a pawnbroker license and had such application denied? Yes____ No X If yes, state circumstances:

14. Have you or your spouse ever filed for bankruptcy either as individuals, jointly, or in connection with any business you have had an interest in? Yes____ No X If yes, explain in detail:

15 List the names, dates of birth, residence and business addresses of three residents of three residents of Minnesota of good character, not related to the applicant or financially interested in the premises or business, who may be referred to as to the applicant's character

Full Name: Olson Joel J DOB:____
(Last) (First) (Middle)
Residence Address:____
City/State/Zip:____ PH:____
Business Address: /
City/State/Zip:

Full Name: Kasella Larry J DOB:____
(Last) (First) (Middle)
Residence Address:____
City/State/Zip:____ PH:____
Business Address: Best Pawn - 960 W 7th St
City/State/Zip: St. Paul MN 55102
Det

Full Name: Stahnke John DOB:____
(Last) (First) (Middle)
Residence Address:____
City/State/Zip:____ PH:____
Business Address: CR PD - 11155 NW Robinson Dr
City/State/Zip: Coon Rapids MN 55433

2/19/18
2/22/13
2/13/12
2/17/10
1/24/11
2/17/14
2/14/15
2/15/16
2/6/17

A Financial Statement, as of the date of application, of net worth and a short autobiography must accompany this application.

Signature of Applicant

ANY FALSIFICATION OF ANSWERS TO THE ABOVE QUESTIONS WILL RESULT IN DENIAL OF THE APPLICATION.

Subscribed and sworn to before me, a Notary Public, on this 21st day of February, 20 15.

HELONNA M DULLEA
Notary Public
Minnesota
My Commission Expires January 31, 2023

Notary Signature

Notary (Stamp)

PART II - PERSONAL INFORMATION

IN SUPPORT OF AN APPLICATION FOR PAWNBROKER LICENSE

Directions: This form must be filled out by a sole owner, or by each general partner, each officer, each manager, each proprietor or other person with management responsibilities for the premises, and by each person who by combined ownership or control has an interest in the corporation or association in excess of five percent.

True Name: Pruchnik Dariusz Andrzej Maiden Name: _____
(Last) (First) (Middle)
Residence Address: _____ PH: _____
City/State/Zip: _____
Business Name: Northern Pawn
Business Address: 303 Credit Union Dr #9 PH: 763-444-7347
City/State/Zip: Isanti MN 55040
Place of Birth: _____ DOB: _____
Height: 6-0 Weight: 215 Color of Hair: BL Color of Eyes: Blue

U.S. Citizen:
Yes: X Naturalized? Yes: X If yes, give date/place: 10-10-1996
No: _____ No: _____ Memphis TN

Marital Status: Married: X Single: _____ Divorced: _____

If married, give true name, place and date of birth, and residence address of spouse:

True Name: Pruchnik Anna Jolante Maiden Name: Walus
(Last) (First) (Middle)
Residence Address: _____ PH: _____
City/State/Zip: _____
Place of Birth: _____ DOB: _____

1. Are you a registered voter? Yes: X If yes, where are you registered: Andover MN
No: _____
Is your spouse a registered voter: Yes: X If yes, where: Andover MN
No: _____

2. Address(es) at which your present spouse has lived during preceding five years:
(Begin with present or last address and work back.)
_____
_____
_____
_____

3. Kind, name and location of every business or occupation you have been engaged in during preceding five years: (Begin with present or last occupation and work back.)

2/19/18
2/15/16
2/8/17

Business or Occupation	Street Address	City/State/Zip	Dates
Northern Power	303 Credit Union Dr #9	Isanti MN 55040	05-01-2007

4. Kind, name and location of every business or occupation you have been engaged in during preceding five years: (Begin with present or last occupation and work back.)

Business or Occupation	Street Address	City/State/Zip	Dates

5. Names and addresses of your employers and partners, if any, for the preceding five years: (Begin with present or last employer/partner and work back.)

Employers or Partners	Street Address	City/State/Zip	Dates

6. Names and addresses of your spouse's employers and partners, if any, for the preceding five years: (Begin with present or last employer/partner and work back.)

7. Have you, your spouse, parent, brother, sister, or child of either of you, ever been convicted of any felony, crime or violation of any ordinance, other than traffic? Yes_____ No X
If yes, give information as to the time, place and offense for which convictions were had:

8. Have you been in military service? Yes_____ No X If yes, was discharge honorable?
Yes_____
No_____ (Copies of discharge papers may be required)

9. Are you directly or indirectly interested in other establishments in the City of Isanti to which a license of the same kind has been issued?

Yes_____ No X If yes, list names, addresses, and interest:

10. Are you the spouse of a person who would be ineligible for a license?:
Yes_____ No_____

2/19/18
2/15/16
2/8/17

10. Are you the spouse of a person who would be ineligible for a license?:
Yes____ No X

11. What is the amount of investment that you will have in the business, building, premises, fixtures, furniture, stock in trade, etc.? State the source of such money: (You must be prepared to furnish proof of the source of such money.)
100,000 - Second mortgage

12. Have you had any interest in any previous pawnbroker license that was revoked, suspended or not renewed? Yes____ No X If yes, explain in detail:

13. Have you ever individually, or with others, made application for a pawnbroker license and had such application denied? Yes____ No X If yes, state circumstances:

14. Have you or your spouse ever filed for bankruptcy either as individuals, jointly, or in connection with any business you have had an interest in? Yes____ No X If yes, explain in detail:

15. List the names, dates of birth, residence and business addresses of three residents of three residents of Minnesota of good character, not related to the applicant or financially interested in the premises or business, who may be referred to as to the applicant's character

Full Name:_____ DOB:_____
(Last) (First) (Middle)
Residence Address:_____ PH:_____
City/State/Zip:_____
Business Address:_____
City/State/Zip:_____

Full Name:_____ DOB:_____
(Last) (First) (Middle)
Residence Address:_____ PH:_____
City/State/Zip:_____
Business Address:_____
City/State/Zip:_____

Full Name:_____ DOB:_____
(Last) (First) (Middle)
Residence Address:_____ PH:_____
City/State/Zip:_____
Business Address:_____
City/State/Zip:_____

2/19/18
2/4/15
2/15/16
2/8/17

A Financial Statement, as of the date of application, of net worth and a short autobiography must accompany this application.

Signature of Applicant

ANY FALSIFICATION OF ANSWERS TO THE ABOVE QUESTIONS WILL RESULT IN DENIAL OF THE APPLICATION.

Subscribed and sworn to before me, a Notary Public, on this 21st day of February, 2018.

HELONNA M DULLEA
Notary Public
Minnesota
My Commission Expires January 31, 2023

Notary Signature

Notary (Stamp)

Data Practices Rights Advisory
Pawnbroker License Applicants

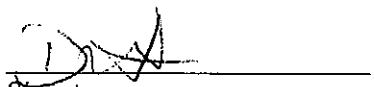
As an applicant for a pawnbroker license in the City of Isanti, you are being asked to provide information about yourself which will be used in evaluating your suitability for the receipt of said license. Attached are several documents which require your signature and/or personal information about you. This information will allow this department to fully consider your suitability for a pawnbroker license. The information contained in the License Application is required by Isanti City Ordinance. If the information is not furnished, processing of your application may not proceed and the license may not be issued.

The data you are being asked to provide is defined as licensing data under the Minnesota Government Data Practices Act. Under the Data Practices Act, some licensing data is classified as public data and the remaining information is classified as private data or confidential data. The name of the applicant and associated individuals are public data, but all other information is considered private until the applicant is licensed. The classification of this information as private means that the data will not be revealed to any person other than those public officers or employees of the city who have a need to know such information in order to process and make a decision on the issuance of the license. The purpose and intended use of the information provided to the city is to determine whether a pawnbroker license should be granted.

If a license is granted, the data supplied by the applicant will become public data, which is available to any person upon request.

The authorizations for information which you signed and the data you provide may be conveyed to third parties. To the extent they reveal private information; they will be disclosed only to the extent that is necessary to do the required license investigation.

I have read and understand the above



Signature

02-20-18

Date

Data Practices Rights Advisory
Pawnbroker License Applicants

As an applicant for a pawnbroker license in the City of Isanti, you are being asked to provide information about yourself which will be used in evaluating your suitability for the receipt of said license. Attached are several documents which require your signature and/or personal information about you. This information will allow this department to fully consider your suitability for a pawnbroker license. The information contained in the License Application is required by Isanti City Ordinance. If the information is not furnished, processing of your application may not proceed and the license may not be issued.

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I have read and understand the above

Signature

2/19/17
Date

Northern Pawn Inc.
Trade Name of Proposed Business

STATEMENT OF PLANNED OPENING INVESTMENT FOR PROPOSED BUSINESS

Made a part of License Application
Dated: _____

INTENDED USE OF FUNDS FROM OPENING INVESTMENT
AND OTHER SOURCES LISTED BELOW: (Round to nearest hundred dollars)

Operating capital for daily needs, such as, but not limited to the opening checking account balance, cash register change, sufficient money to carry an average amount of accounts receivable (if credit is extended to customers), insurance, rent and other expenses which must be paid in advance..... $ 45,000

Merchandise for resale (stock in trade)..... $105,000

Business Property:

Land and buildings used for the business (enter zero if rented)..... Ø

Equipment and other furnishings..... $5,000

Other uses of funds, if any (describe each)

_____ ..... _____

_____ ..... _____

_____ ..... _____

TOTAL REQUIREMENTS..... 115,000

SOURCES OF FUNDS TO PROVIDE FOR BUSINESS REQUIREMENTS ABOVE:

Indebtedness owed to the seller if applicant purchases an existing business with the seller financing part of the price after the closing date..... $ Ø

Loans from financial institutions, banks and other such lenders..... $85,000

Loans from relatives..... —

Loans from other individuals..... —

2/19/18
2/22/13
2/15/12
1/24/11
2/17/10
2/18/11
2/17/14
2/4/15
2/15/16
2/8/17

Other outside sources, if any (describe each)

_____ ..... _____

_____ ..... _____

STATEMENT OF PLANNED OPENING INVESTMENT

OPENING INVESTMENT BY OWNERS (Answer only one line of the three lines immediately below)

Ownership by only one individual (sole proprietorship)

Opening investment by that one person .... _____

Ownership by two or more individuals (partnership)

Opening investment by all of the partners . _____

Ownership by a corporation

Opening investment paid to the corporation by the stockholders for the capital stock issued to them and for added capital contributed, if any ... 100 000

TOTAL OPENING INVESTMENT AND OTHER SOURCES .....$ 100,000

"TOTAL REQUIREMENTS" AND "TOTAL OPENING INVESTMENT AND OTHER SOURCES" MUST EQUAL EACH OTHER.

2/19/18
2/22/13
2/13/12
1/24/11
2/17/10
2/15/11
2/17/14
2/4/15
2/15/16
2/8/17

CITY OF ISANTI

BACKGROUND INVESTIGATION CONSENT RELEASE
INFORMATION TO BE USED FOR BUSINESS LICENSE PROCESSING

As a license applicant, I hereby give my consent for a personal background investigation, to include a criminal history check, to be used in the determination of whether my application is to be approved. The results of such investigation shall be made public pursuant to appropriate City Council approval or denial of the license application. I understand that I am under no legal obligation to consent to such investigation, but that if I refuse to so consent, my application cannot be processed.

I release the City of Isanti and the Isanti Police Department, and any of its agents or employees, from any and all liability for its receipt and use of information and records received pursuant to this consent. I further acknowledge that I have carefully read this release, fully understand its terms and legal significance, and execute it voluntarily.

Business Name: Northern Pawn **Type of License Applied for:** Pawn

Applicant: Charles Joseph Niles
(First Name) (Full Middle Name) (Last Name)

Address: _____
(Address) (City) (State) (Zip)

Home Phone: ( ) _____ **Business Phone:** (763) 444-7347

Date of Birth: _____ **Place of Birth:** _____
(City) (State)

Drivers License Number: _____ **State:** MN

Physical:
Sex ___ **Race** ___ **Ht** ___ **Wgt** ___ **Eyes** ___ **Hair:** ___

Aliases: _____

Have you ever been convicted of a felony, gross misdemeanor, or misdemeanor?
☐ Yes ☒ No
If yes, state jurisdiction, type of violation and disposition: _____

_____

Applicant Signature: _____ **Date:** 2/19/18
These statements are true, correct, and are made with the knowledge that this information may be made public. False disclosures are subject to perjury proceedings and forfeiture of the license application.

Office Use Only-Background Check/Investigation
Comments: _____

Police Signature: _____ Date: _____

CITY OF ISANTI

BACKGROUND INVESTIGATION CONSENT RELEASE
INFORMATION TO BE USED FOR BUSINESS LICENSE PROCESSING

As a license applicant, I hereby give my consent for a personal background investigation, to include a criminal history check, to be used in the determination of whether my application is to be approved. The results of such investigation shall be made public pursuant to appropriate City Council approval or denial of the license application. I understand that I am under no legal obligation to consent to such investigation, but that if I refuse to so consent, my application cannot be processed.

I release the City of Isanti and the Isanti Police Department, and any of its agents or employees, from any and all liability for its receipt and use of information and records received pursuant to this consent. I further acknowledge that I have carefully read this release, fully understand its terms and legal significance, and execute it voluntarily.

Business Name: Northern Pawn Inc **Type of License Applied for:** Pawn

Applicant: Dariusz Andrej Pruchnik
(First Name) (Full Middle Name) (Last Name)

Address: _____
(Address) (City) (State) (Zip)

Home Phone: _____ **Business Phone:** (763) 444-7347

Date of Birth: _____ **Place of Birth:** _____
(City) (State)

Drivers License Number: _____ **State:** MN

Physical:
Sex ____ ____ **Race** _____ **Ht** _____ **Wgt** _____ **Eyes** _____ **Hair:** _____

Aliases: _____

Have you ever been convicted of a felony, gross misdemeanor, or misdemeanor?
☐ Yes ☒ No
If yes, state jurisdiction, type of violation and disposition: _____

_____

Applicant Signature: _____ **Date:** 02-20-18
These statements are true, correct, and are made with the knowledge that this information may be made public. False disclosures are subject to perjury proceedings and forfeiture of the license application.

Office Use Only-Background Check/Investigation
Comments: _____

Police Signature: _____ Date: _____

Form SP:C1

State of Minnesota
License Applicant Information

Under Minnesota law (M.S. 270.72), the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the Social Security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we must advise you that:

- This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest;
- The licensing agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service;
- Failing to supply this information may jeopardize or delay the issuance of your license or processing your renewal application.

Please fill in the following information and **return this form along with your application to the agency issuing the license.** Do not return this form to the Department of Revenue.

PLEASE TYPE OR PRINT

Personal Information:

Pruchnik Dariusz A

Applicant's last name | First name and initial | Social Security Number

[redacted]

Applicant's address | City | State | Zip Code

Business Information (if applicable):

Northern Pawn Inc.

Business name

303 Credit Union Dr. #9 | Isanti | MN 55040

Business address | City | State | Zip Code

88226161 | 77-0679758

Minnesota Tax identification number | Federal tax identification number

If a Minnesota tax identification number is not required, please explain on the reverse side of this form.

[redacted] | OWNER | 02-20-18

Signature | Title | Date

Form SP:C1

State of Minnesota
License Applicant Information

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- Failing to supply this information may jeopardize or delay the issuance of your license or processing your renewal application.

Please fill in the following information and **return this form along with your application to the agency issuing the license.** Do not return this form to the Department of Revenue.

PLEASE TYPE OR PRINT

Personal Information:

Niles Charles J

Applicant's last name | First name and initial | Social Security Number

Applicant's address | City | State | Zip Code

Business Information (if applicable):

Northern Pawn Inc.

Business name

303 Credit Union Dr. #9 Isanti MN 55040

Business address | City | State | Zip Code

8822661 | ~~[illegible]~~ 77-0679758

Minnesota Tax identification number | Federal tax identification number

If a Minnesota tax identification number is not required, please explain on the reverse side of this form.

[signature] owner 2/19/18

Signature | Title | Date

APPLICATION FOR LICENSE INVOLVING
PRIVATE OR CONFIDENTIAL INFORMATION
(Tennessen Warning)

In connection with your request for a license the City of Isanti has asked that you provide it with information about yourself which is classified as either *private* or *confidential* by the Minnesota Government Data Practices Act (M.S.A. 13.04). Accordingly, the City is required to inform you of the following:

1. The private or confidential information requested includes, but may not necessarily be limited to, the following: *Your social security number or Minnesota business identification number.*

2. The purpose and intended use of the information requested is: *To comply with Minnesota Statutes, Section 270.72.*

3. You are required to supply the requested information.

4. The known consequences of supplying the requested information is as follows: *Loss or denial of the requested license if you owe the State of Minnesota delinquent taxes, penalties or interest.*

5. The known consequences of refusing to supply the requested information is: *Your request for a license cannot be processed.*

6. The following persons and entities are authorized by law to receive the information if provided: *State of Minnesota - Department of Revenue and other government agencies as provided by law.*

The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice.

2/19/18
Date

Signature of Applicant

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 Charles Joseph
(last, first, middle)

Doing Business As: Northern Pawn 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: 2/19/14

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, 2018, and ending April 01, 2019, 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 02 day of February, 2018.

WESTERN SURETY COMPANY

By Paul T. Bruflat

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 02 day of February, 2018.

ATTEST

L. Nelson

L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY

By Paul T. Bruflat

Paul T. Bruflat, Vice President

WESTERN SURETY COMPANY CORPORATE SEAL SOUTH DAKOTA

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 02 day of February, 2018, 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

L.1.

City of Isanti

Gross Payroll	76,813.28
Social Security & Medicare	4,377.48
Public Employees Retirement	7,622.94
Total City Expense	88,813.70

Pay Date 2/23/2018

Pay Period 4 (2/4-17/18)

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/18	03/01/2018	48282	2030	ARTISAN BEER COMPANY	609-20200	153.75
03/18	03/01/2018	48283	2582	ARTS & SCIENCE ACADEMY	101-20200	70.86
03/18	03/01/2018	48284	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	521.90
03/18	03/01/2018	48285	53	BELLBOY CORPORATION	609-20200	2,991.63
03/18	03/01/2018	48286	9	BERNICKS PEPSI-COLA	609-20200	1,334.28
03/18	03/01/2018	48287	1950	BLUETARP FINANCIAL	602-20200	90.06
03/18	03/01/2018	48288	1500	BOLTON & MENK INC	505-20200	5,083.50
03/18	03/01/2018	48289	157	BOYER TRUCKS	101-20200	110.81
03/18	03/01/2018	48290	2319	BREAKTHRU BEVERAGE	609-20200	4,330.92
03/18	03/01/2018	48291	421	CARGILL INC	101-20200	6,642.07
03/18	03/01/2018	48292	1815	CENTURYLINK	609-20200	841.07
03/18	03/01/2018	48293	1934	CHISAGO COUNTY	101-20200	190.50
03/18	03/01/2018	48294	120	CONNEXUS ENERGY	101-20200	19,061.27
03/18	03/01/2018	48295	918	CRYSTAL SPRINGS ICE	609-20200	41.04
03/18	03/01/2018	48296	1067	CUMMINS NPOWER, LLC	602-20200	342.21
03/18	03/01/2018	48297	8	DAHLHEIMER DISTRIBUTING CO	609-20200	18,220.20
03/18	03/01/2018	48298	1941	DELTA DENTAL	861-20200	2,863.85
03/18	03/01/2018	48299	1840	DIRTWORKS INC	603-20200	2,201.00
03/18	03/01/2018	48300	2478	EAST CENTRAL ENERGY	101-20200	43.85
03/18	03/01/2018	48304	55	ECM PUBLISHERS INC	101-20200	168.56
03/18	03/01/2018	48305	385	FEDERATED CO-OPS INC	101-20200	1,244.00
03/18	03/01/2018	48306	2002	FERGUSON ENTERPRISES	601-20200	715.35
03/18	03/01/2018	48307	949	GRAINGER	602-20200	280.46
03/18	03/01/2018	48308	2433	GRIDOR CONSTR INC	439-20200	15,494.00
03/18	03/01/2018	48309	424	H&L MESABI	101-20200	1,419.40
03/18	03/01/2018	48310	739	HACH COMPANY	601-20200	4,700.13
03/18	03/01/2018	48311	2589	HANCK, NATALIE	101-20200	293.91
03/18	03/01/2018	48312	663	INITIATIVE FOUNDATION	108-20200	825.00
03/18	03/01/2018	48313	2209	INNOVATIVE OFFICE	101-20200	26.88
03/18	03/01/2018	48314	2574	ITL PATCH COMPANY, INC.	101-20200	391.00
03/18	03/01/2018	48315	1534	J. J. TAYLOR	609-20200	1,488.55
03/18	03/01/2018	48316	7	JOHNSON BROTHERS LIQUOR CO	609-20200	12,335.33
03/18	03/01/2018	48317	1857	JOSLIN & MOORE	101-20200	6,523.40
03/18	03/01/2018	48318	5	KAWALEK TRUCKING	609-20200	454.60
03/18	03/01/2018	48319	762	KEEPRS INC	101-20200	1,315.36
03/18	03/01/2018	48320	1773	KLERSY,SCOT	603-20200	64.26
03/18	03/01/2018	48321	1789	MADDEN GALANTER HANSEN, LLP	101-20200	240.75
03/18	03/01/2018	48322	871	MARTIN-MCALLISTER	101-20200	500.00
03/18	03/01/2018	48323	17	MCDONALD DISTRIBUTING CO	609-20200	11,754.38
03/18	03/01/2018	48324	616	MENARDS - CAMBRIDGE	101-20200	11.90
03/18	03/01/2018	48325	1536	MINNESOTA DEED	219-20200	2,331.95
03/18	03/01/2018	48326	2208	MINNESOTA EQUIPMENT	101-20200	1,313.00
03/18	03/01/2018	48327	1996	MN GFOA	101-20200	50.00
03/18	03/01/2018	48328	161	MN POLLUTION CONTROL AGENCY	602-20200	23.00
03/18	03/01/2018	48329	2080	MVTL LABORATORIES INC	602-20200	130.96
03/18	03/01/2018	48330	838	NORTHLAND SECURITIES	108-20200	5,440.00
03/18	03/01/2018	48331	617	PAUSTIS & SONS	609-20200	444.75
03/18	03/01/2018	48332	44	PHILLIPS WINE & SPIRITS INC	609-20200	15,214.27
03/18	03/01/2018	48333	2073	PUDLICK, JACOB	101-20200	10.00
03/18	03/01/2018	48334	1113	RJM DISTRIBUTING INC	609-20200	186.83
03/18	03/01/2018	48335	2093	ROBY, ROBERT C.	101-20200	75.00
03/18	03/01/2018	48336	2028	SELECTACCOUNT	603-20200	70.80
03/18	03/01/2018	48337	2028	SELECTACCOUNT	861-20200	1,239.31

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/18	03/01/2018	48338	2396	SOUTHERN GLAZERS OF MN	609-20200	8,917.17
03/18	03/01/2018	48339	1442	ST. LOUIS MRO INC	101-20200	67.50
03/18	03/01/2018	48340	315	ST.PAUL STAMP WORKS	101-20200	39.49
03/18	03/01/2018	48341	1361	STAPLES ADVANTAGE	101-20200	492.31
03/18	03/01/2018	48342	859	SYLVESTER, MATTHEW	603-20200	15.00
03/18	03/01/2018	48343	1290	THE AMBLE GROUP	101-20200	107.55
03/18	03/01/2018	48344	1878	TOWMASTER	101-20200	341.73
03/18	03/01/2018	48345	950	USABLUEBOOK	603-20200	1,901.10
03/18	03/01/2018	48346	427	VESSCO INC	601-20200	3,177.52
03/18	03/01/2018	48347	42	VIKING COCA-COLA BOTTLING CO	609-20200	475.89
03/18	03/01/2018	48348	1286	VINOCOPIA INC	609-20200	501.25
03/18	03/01/2018	48349	380	WAL MART	101-20200	11.79
03/18	03/01/2018	48350	4	WATSON CO INC	609-20200	2,727.26
03/18	03/01/2018	48351	2475	White Bear IT Solutions, LLC	603-20200	229.00
03/18	03/01/2018	48352	780	WINE MERCHANTS	609-20200	762.00
Grand Totals:						171,678.42

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

BOLTON & MENK
Real People. Real Solutions.

7533 St
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

L.2.

March 6, 2018

City of Isanti
Attn: Don Lorsung
City Administrator
110 1st Ave N
PO Box 428
Isanti, MN 55040-0428

RE: Pay Request No. 14 – Final Pay Request
Wastewater Treatment Improvements
Isanti, Minnesota
BMI Project No.: R13.109638

Dear Mr. Lorsung:

Please find enclosed three copies of the Final Pay Request, Pay Request No. 14 for the above referenced project in the amount of $15,494.00. You will also find the enclosed Change Order No. 1 for the project which provides a deduct of $9,154.00 from the original contract price to rectify the actual construction costs with Gridor Construction Inc. This deduct along with $24,714.00 which the City was previously reimbursed from Bolton and Menk, Inc. brings the project to completion under budget by $33.868.00.

I have reviewed the final pay request and would recommend final payment to Gridor Construction, Inc. for the requested amount. Following receipt of final payment, the contractor will provide final project closeout documents and request release of the securities being held as retainage for the project.

If you have any questions do not hesitate to call me at 612-756-1032.

Sincerely,

Bolton & Menk, Inc.

Bradley C. DeWolf, PE
City Engineer

cc: Josi Wood, City of Isanti (via email only)
Mike Betker, City of Isanti (via email only)
Shayna Forster, City of Isanti (via email only)
Katie Brooks, City of Isanti (via email only)
Paul Saffert, Bolton and Menk, Inc. (via email only)
Brian Guldan, Bolton and Menk, Inc. (via email only)

Enclosures (3 copies, signed Pay Request No. 14)
Change Order No. 1 – Final Change Order

Bolton & Menk is an equal opportunity employer.

Lump Sum Contract

Contractor's Application for Payment No. 14

Project:	Wastewater Treatment Plant Improvements	From (Contractor):	Gridor Construction, Inc.	Application Date:	1/25/2018
To (Owner):	City of Isanti, MN	Owner's Project No.:		Period From:	9/30/2017
Via (Engineer):	Bolton & Menk, Inc.	Engineer's Proj. No.:	R13.109638	Period To:	1/30/2018

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			$ -9,154.00
3.	Current Contract Price (Line 1 + 2)			$ 2,933,246.00
4.	TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate)			$ 2,933,246.00
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)			$ 2,933,246.00
7.	LESS PREVIOUS PAYMENTS (Line 6 from prior Application)			$ 2,917,752.00
8.	AMOUNT DUE THIS APPLICATION			$ 15,494.00
9.	BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)			$ 0.00

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 interests or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: [signature] Date: 2/19/18

Payment of $ 15,494.00
(Line 8 or other - attach explanation of the other amount)

Is recommended by: [signature] (Engineer) 2/19/18 (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 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 1									
1.001	Mobilization Insurance and Bonds	$240,000	$215,352	10%	$24,648		$240,000	100.0%	$0
Subtotal for	Division 1	$240,000	$215,352		$24,648		$240,000	100.0%	$0
			$215,352			check	$240,000		
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	$10,000				$10,000	100.0%	$0
2.004	Demo Labor and Material	$80,000	$80,000				$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	Exterior 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	$40,000				$40,000	100.0%	$0
2.011	Landscape and Seedings	$7,500	$7,500				$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	$507,500.00		$0	$0	$507,500	100.00%	$0
		check	$507,500			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 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)	J 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 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	$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	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	$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	$30,000				$30,000	100.0%	$0
Subtotal for	Division 16	$310,000	$310,000.00		$0	$0	$310,000	100.00%	$0
		check	$310,000			Check	$310,000		
CO #1									
17.001	Change Order #1	-$9,154		100.00%	-$9,154		-$9,154	100.0%	$0
Subtotal for	CO #1	-$9,154	$0.00		-$9,154	$0	-$9,154	100.00%	$0
		check				Check	-$9,154		
	Grand Total	$2,933,246	$2,917,752		$15,494	$0	2,933,246	100.00%	$0

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 14
Period Ending: 1/30/2018

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	$2,933,246								
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. 14
Period Ending: 1/30/2018

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. 14
Period Ending: 1/30/2018

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
CO #1										
17.001	Change Order #1	-$9,154								
Subtotal for	CO #1	-$9,154	$0	$0		$0	$0	$0	$0	$0
	Grand Totals	$2,933,246	$645,692	$0		$645,692	$645,693	$0	$645,693	$0

CHANGE ORDER NO. 1 - FINAL

PROJECT: Wastewater Treatment Improvements

DATE OF ISSUANCE: March 6, 2018 EFFECTIVE DATE: March 6, 2018

OWNER: City of Isanti

ENGINEER'S Project No.: R13.109638

CONTRACTOR: Gridor Construction, Inc. ENGINEER: Bolton and Menk, Inc.

You are directed to make the following changes in the Contract Documents.

Description:

Reduce final contract amount by $9,154.00.

Reason for Change Order:

Final Project Costs to rectify construction costs.

Attachments: (List documents supporting change)

Allowance Summary

CHANGE IN CONTRACT PRICE:

Original Contract Price

$2,942,400.00

Net changes from previous Change Orders No. 0 to No. 0

$0.00

Contract Price Prior to this Change Order

$2,942,400.00

Net Decrease of this Change Order

$9,154.00

Contract Price with all approved Change Orders

$2,933,246.00

RECOMMENDED:	APPROVED:	ACCEPTED:
By: _____ Engineer (Authorized Signature)	By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Date: February 19, 2018	Date: _____	Date: February 19, 2018

EJCDC No. 1910C8-B (1990 Edition)

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America.

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
January 23, 2018
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, Clark Joslin, City Attorney
Others Present:	Julie Robillard,

D. Agenda Modifications.
Zdon asked if there were any agenda modifications. Witte stated that he would like to discuss snow clearing on trails in the City. Mayor Wimmer stated that could be discussed under the Parks Updates item. The board agreed. Mayor Wimmer made a motion to approve the agenda; second by Johnson. The January 23, 2018 Parks, Recreation, and Culture Board Agenda was unanimously approved.

2. Organization of Advisory Bodies per Chapter 8 of the Isanti City Code

A. *Oath of Office for New Parks, Recreation, and Culture Board Member*
Garvey stated the Oath of Office.

B. *Chair of Parks, Recreation, and Culture Board*
Mayor Wimmer nominated Aaron Zdon for Chair. Garvey seconded the nomination. Zdon was unanimously approved as Chair.

C. *Vice-Chair of Parks, Recreation, and Culture Board*
Mayor Wimmer nominated Jennifer Garvey for Vice-Chair. Johnson seconded the nomination. Garvey was unanimously approved as Vice-Chair.

D. *Secretary of Parks, Recreation and Culture Board*
Mayor Wimmer nominated City Staff; Zdon seconded the nomination. City Staff was unanimously approved as Secretary.

E. *Approve Parks, Recreation, and Culture Board Meeting Dates*
Wimmer made a motion to approve the 4th Tuesday of each month with no meeting in December as the meeting dates for Parks, Recreation, and Culture Board in 2018; second by Johnson. The meeting dates were unanimously approved.

F. *Discussion of Parks, Recreation, and Culture Board Member Involvement with other Boards*
Everett stated that this has been a standard item for the January agenda in the past. The Board determined that it is not applicable and can be removed for the future.

G. *Review of Conflict of Interest Policy – Resolution No. 2018-008*
City Attorney Clark Joslin reviewed the policy with the board members. Joslin stated that the purpose of the policy is to assure that the business of the city that comes before any board or commission is subject to the provisions of the policy and state law which prohibit any public officials from acting on matters on which they may have a conflict of interest. He explained what a conflict of interest is and gave the examples. He stated that if the board members ever had a question about a situation that may be a conflict of interest, they can check online at the League

of Minnesota Cities or feel free to call him as City Attorney and he will help them to find the answer. Joslin also explained the Open Meeting Law to the board; whenever there is a quorum present outside of a meeting there should not be any discussions on any issues that may come before the board. Similarly, it is not permissible for one member to call another member to discuss a matter of business and encourage that they call another member; this is a way to circumvent the Open Meeting Law and is not allowed.

2. Approval of Minutes from November 28, 2017 Parks, Recreation, and Culture Board Meeting

Motion by Johnson; second by Witte. Minutes were unanimously approved.

3. Schedule Annual Park Tour

Everett explained that this typically is done in April, this year that will be April 24th. Wimmer made a motion to approve the April meeting as the park tour date; second by Garvey. Motion unanimously approved.

4. Rock Program – Julie Robillard, Cambridge-Isanti Schools

Julie Robillard, Isanti township resident and School District representative, came to the podium to address the board. Robillard explained that she came to the board to ask permission to use the City Parks for a project she'd like to start. Her daughter attends Southwest Minnesota State where they have a project that is wildly popular. They paint rocks and hide them in the parks; people find them and take pictures of them and post them to their rock page and then rehide it. There are businesses in town that have a special rock and then something they do with it; they have a Hy-Vee grocery store so the kids can bring in the rock and get a free cookie or something. She explained that when she was there to visit over the summer there were hundreds of families in the parks doing this. She is interested in trying this here as well. She explained that they would also put the Facebook page on the back of the rocks so people knew where to find them online. She has also spoken with Isanti County Parks and City of Cambridge and everyone is on board to get a Cambridge-Isanti rock program started. Zdon asked who would paint the rocks. Robillard explained that she works for the school district for Moving Forward which is a program for special needs kids that have graduated from high school but have not yet moved on to a working position. They volunteer to get work experience. Those kids have been painting. Some homeschool families have been painting rocks as well, and the recreation person at River Hills and Grace Point Crossing will be getting rocks so that the residents can paint as well. Depending on the weather, they are hoping to start in March or April. They will kick off the Facebook page; they're hoping to get it posted to the County Parks Facebook page and hoping that the Mayor will put out a blurb on his page. There will also be an article in the newspaper. Her kids will go out and hide them initially and the community will take over after that. Robillard will manage the Facebook page. Johnson asked for clarification if her kids are painting the rocks and he finds one does he re-hide it. Robillard explained that yes, he could re-hide it or he could keep it if he really liked it. Witte asked if Facebook would be the only social media outlet used. Robillard confirmed that it would; she will pin rules to the top of the page. The rules would include no hiding in grass for lawn maintenance and safety so the rocks don't fly out from the mowers. She explained that the rocks for smaller kids are hidden in plain sight; so they are hoping to use playground equipment and in bushes in landscaping or crooks of trees. Isanti County would like a rule that the rocks are painted with only appropriate images (nothing religious and all age appropriate). Wimmer stated that he and Everett had met with the other family interested in doing this program and what they discussed was that everything on the rocks would have to be appropriate and that getting business approval if their landscaping is going to be used. Additionally making sure that people know if they want to paint rocks how to get them stamped as part of the program. Robillard stated that will just be putting the Facebook on them; she hasn't set up the page yet but will do that once she has the rules from everyone. She also stated that Isanti County would like to post at the larger parks something that states that if people find a rock they can post it to the Facebook page to advertise the program. They are also hoping to use the bike path

too, maybe on the bridge or where the benches are. Some of the rules from Cambridge are to not hide down by the river for safety. Witte asked how long Marshall has been doing this; Robillard stated that they started last year. Their program is progressing, they started with rocks and then in the winter they did small pieces of wood that kids used as ornaments on trees. She stated that they don't have snow in Marshall right now, so they're still out finding rocks.

Zdon asked what the board needs to do for approval. Wimmer stated that the board would give a recommendation and City Council would have to give approval for them to be placed in the parks. Council would want to look at the rules; they'd want some of the same things that the County is looking for like keeping everything appropriate. He stated that giving a pitch to the Chamber may also be a good idea because there are a number of businesses that may embrace it. The Chamber here is the North 65 Chamber, so it's not just one city and actually fits well with what Robillard is trying to accomplish. Johnson stated that he thinks it's a great idea; and as long as we have the rules and are emphasizing that 7:00 am to 10:00 pm are the park hours. Witte asked how many rocks they plan to start with. Robillard explained there are a lot of parks to hide them in, but they hope to get at least 5 rocks in most parks. There are a lot of rocks to paint which is why she has so many people involved. Wimmer stated that there are 40-50 depending on what you count as a park between the county and city parks.

Mayor Wimmer made a motion to make a recommendation to City Council to approve the rock program; second by Johnson. Vote was unanimously approved.

5. Winter Event – Jeff Johnson

Johnson explained that he has done quite a bit of legwork on the idea of Bentleyville in Isanti. He actually talked to the guy that builds Bentleyville, another holiday lights company, and a gentleman that grasped the idea of building it for us. He has a lot of questions that he asked. Bentleyville is now 15 years old; he's been there twice and remembers it like yesterday because it's a pretty cool place. He recognized that it will start out slow and it might be kind of rough. Bentleyville started with 10-12 major sponsors; today they have 150. He asked the gentleman that he spoke with, Tim, and asked him to pull up a map and they talked about Bluebird Park as a location and Tim stated it was a great location. Tim said it would probably start around 5 to 10 acres and grow from there. The price tag he found was $600,000 on lights alone, over 15 years it's been $2 million. The light structures are iron structures that are painted and the lights are put on them. They did have a significant amount of loss until 2013, and now they are tripling that amount. If it is done right, in hopes we could turn out that way. Tim stated that $30,000-$50,000 should be sufficient to start. That is just for lights. He also mentioned that we need volunteers to work the event. Johnson reached out to see if there was any interest and the Lions and the VFW jumped on board. The big thing that Tim said was electric cords and checking the codes where that is concerned. Tim also recommended that if we are going to buy the displays that we go oversees or he recommended Temple Display. Tim said that Bentleyville uses the displays 3 to 5 seasons and then they replace them; so we could also grab on to somebody's recycled stuff for cheaper. Witte asked what they do with them now. Johnson stated that they scrap them, so why not grab on to something like that. He said that Minnesota Power has a kickback program if you use LED lights. Zdon stated that we'd have to use LED. Bentleyville in the first year with their 5 to 10 acres, Minnesota Power gave them $25,000. Johnson stated that because his goal is to fill the hotel, why not get a kickback from the hotel. If people tell the hotel that they're staying the night to see the holiday light festival; the hotel then kicks the program a small percentage. These are all ideas. Johnson stated Bentleyville is spending $40,000 a year on hot cocoa, $30,000 on popcorn, $20,000 on hats. After 15 years, they can do all of this. It's a lot of giveaways. Witte asked if all of this is given away. Johnson confirmed that it is all free. When they started there wasn't any of that; you paid $5 for parking and saw your free light display. Johnson stated this is obviously the way we'd have to go; he doesn't see any other way we'd survive. We would work something out with whomever decides to run this for us. He said he found a gentleman from Duluth jumped on it immediately and said he'd build it in Isanti. Johnson said that he clarified with that person that he isn't just looking for someone to build it, we also need someone to run the whole thing. Johnson said that he has done the

legwork and has everything at his fingertips. He thinks if he hands it to the right people it will take off. He stated that with the information he has, all he'd ask is that it's brought to the Council. Zdon asked for clarification if it was Tim that runs Bentleyville that said he'd be interested in running it. Johnson said no, it was another person from Duluth Event Lighting.

Zdon asked Mayor Wimmer, for arguments sake, if someone wanted to spearhead this, if it would be a Special Event Permit or how it would work. He would imagine they'd be using the park for a month. Johnson stated that Bentleyville goes from the weekend after Thanksgiving to the weekend after Christmas. Garvey stated that they'll also have to do prep and tear down, so she would estimate 6-8 weeks. Mayor Wimmer stated that first we'd have to see it all in writing so we can make a judgement on it. When you say "hand off" if it's something that would be done by a private group, that private group would put together that proposal and make the presentation to the Council. That's how rodeo is done, BMX, soccer, that's how all of those big events are done. That sounds kind of like what this what Johnson is leaning toward. Then it would be a Special Event Permit situation. Zdon asked if a Special Event Permit could cover that length of time. Wimmer stated that it could; Zdon clarified that there aren't any bi-laws that say you can't have a six week event. Wimmer stated that again, if it's going to be a private entity that's doing it, he's assuming that it will have to be funded whether that's with sponsorship or cost to get in. When you do that in Bluebird Park, it would be difficult to have the park shut down for everything else but that. You have skating going on, other events going on. Bentleyville takes over the whole area. The benefit they have is that they have those parking garages right there. A lot of people will go up for a weekend or overnight. We would have to see on paper how they would propose to do it. For them to be able to do that, they'd have to come out and look at the site. Zdon stated that people would have to pay for admission; there'd have to be a gate or a thing of lights you walk through, they wouldn't be paying for parking. Johnson said that Bentleyville does paid parking. Zdon stated that you can't do that in the City park; there's no way to tell who is coming to park to go to this or to go skating or using the park for something. That's what we've done for BMX and other events. Wimmer stated that Chippewa Falls, Wisconsin has a smaller version of Bentleyville. It's still pretty elaborate, they take over a whole park. There it's donation only. You park in the park for free and then there's a donation bucket. To charge for parking within the park, we don't do that for those facilities. If it's something that would limit or eliminate the ability to use the other facilities in the park, that would, Wimmer thinks, a hindrance. It all depends on how they are going to do it. Zdon said he would think they'd start with the open bowl space, that's about 5 acres right there. Wimmer explained that how Special Event Permits work is there is an event map and an idea of the event impact. He and Everett are working with the rodeo for overflow parking, so there's a map of that whole area of town with the different parking, shuttling, horse trailers, etc. It's pretty elaborate. The rodeo has been doing this for decades, obviously, and it's getting bigger and kind of bursting from its seams. Those organizations are responsible for getting it all together, presenting it to us, and then we evaluate it. The Special Event permit goes through a number of departments here, including PD, as well as the Fire Disrict. Everybody has to sign off on it that they've seen it and if there are any issues they'd have. When BMX does some of their big events, we block off that road. It's important for emergency services to know that so if an ambulance is coming through they know where they'll need to go. The permit process tries to cover all those things that come in to play. Everett stated that she can get Johnson that permit application so he knows what kind of information we look for. Zdon stated to summarize that Johnson can keep working on it and try to get someone to commit to taking it over, unless he wants to do it. Johnson said he can't. Zdon stated that whoever takes that over, would then get the benefits of whatever admissions and he would just have the Special Event Permit with us. Wimmer stated the first step is really getting down on paper what they think the impact would be. We don't want to get them so far down the road and then there's some hurdle that we have to get solved. It's best to kind of be talking about these things as they go. Johnson stated that putting together a proposal looks like it's the next step. Zdon agreed, and adding that looking at the power supply and all of those things. Everett stated that there are currently two outlets at Bluebird and each one can carry one bounce house before the circuit is blown. Zdon said those are things that can be addressed. Wimmer agreed and stated that when Wake Park was over there, they had to pay and upgrade all that electrical. It's all

ridiculously expensive. Johnson stated that he heard numbers of Bentleyville over the last 15 years and it was jaw dropping. Wimmer stated that Duluth, because they're so tourism driven, has passed some new sales taxes. What we're looking at doing, if we do get a hotel is a lodging tax. Then that money can be used to marketing and promoting any of those types of activities that get bodies into that facility. That's what those larger areas are using to grow these types of events. Then you get sponsors who want to give money to it because you get thousands of people coming to see it. It's one of those chicken and egg kinds of things – you need money to prime the pump, but you to have a good event that people are going to want to go to, so they have to kind of grow hand-in-hand. This is something that could be a really good thing. If there's somebody who's willing to put a plan on paper, that's the first test to see if they're real or not. If you get someone to do that, that's probably half the battle right there. We just need to see what the impact would be; everything from duration to facilities to power and how many port-a-potties would have to be brought in and how does that work in winter. All of those things that when you go to one of these events you don't notice until something doesn't work.

6. Middle School Tennis Court Reservation

Everett explained that the contract will be up after the Spring season. Right now, they are paying $400 per season. The last few contracts we've been going up by $25 an then those contracts are good for 2 years. Wimmer recommended going at least $500 per season. We're putting in $15,000 right now on those courts. It's still a great deal. When we first started it was set low just to get it in their mindset that these are something that need to be paid for. If you go to use a School District building or facility, there's a lot of cost for that including paying for a janitor to be on staff. They are well aware of the cost of doing business. The one way you can look it is that $500 is not that much, the other way is that's a 25% increase from what we have previously. Johnson asked if they started at $350. Everett said she thought that back in the day they actually started at $300 or $325. Johnson said that 10 years later, we're at $500, that's still a good deal. Wimmer stated that he wants to keep accelerating this so we're getting a little bit for the usage out of it. They are using it for a couple hours kind of in prime time. We want to have a good partnership with the school district and have a good place for the kids to play, Wimmer doesn't want to lose sight of that. Johnson said he's seen the public use it quite often. Wimmer stated that he has heard some consternation that on beautiful days people can't use it because the court is taken. One of the things we could also start looking at is that we have another court over at Academy Park. They like this court because they can have the kids walk there and then there's no transportation cost. Everett added that there are also two courts here and there's only one at Academy Park. Garvey asked if Everett knows how many days per week they're using the courts. Everett stated they use it Monday through Thursday. Garvey asked if they use it for both games and practice. Everett said she didn't know for sure, but she's never seen any buses or anything there so she would have to think it's only practice. Zdon stated that he would think games would be at the high school. Zdon stated that he thinks $500 per season is fair, especially with the $15,000 resurfacing this year. He asked when the last work was done; Wimmer stated he thought it was '03 or '04. Zdon stated that then it works out to about $1,000 per year just in surface upkeep.

Johnson made a motion to recommend $500 per season for use of the Mattson Tennis Courts; second by Witte, vote unanimously approved.

Everett also gave a quick update that the Finance Committee has recommended a contractor for the resurfacing which will go to City Council on February 7th. Because the courts need to be around 50 degrees overnight, it likely won't happen before the Spring season, but hopefully right after that so they can be open most of the summer.

7. 2018 Farmers' Market Rules

Everett stated that for the most part these will stay the same. There are actually a lot of Farmers' Market rules that are state mandated and we couldn't change them if we wanted to. Anything that has to do with food has a lot of extra regulation. There are just a couple of things for us to think about that Everett has seen different at other markets. A language change for our membership. Over the last couple of years, we

have gotten more and more vendors who only come every other week because they rotate with other markets or things like that. Everett hasn't required them to come to the first four because then they wouldn't come at all. She recommended changing this to stated that instead of all vendors being required to come to the first four that full season vendors are there. The reason we have that rule at all is so that the first few weeks we are establishing that our market is something our customers will want to come to all season. If we open the market and we have two vendors there, customers give up right away. Everett has seen that it doesn't necessarily apply very well to all vendors; some people don't have anything to sell the first four weeks.

Everett stated that we have a rule about having to weigh down tents. It's a rule from when we were on the pavement at the old location. Now we're on grass, so people really have no excuse. As we get more and more new vendors they are inexperienced with pop up tents. Everett spends a lot of time helping to set those up and then realizing they don't have weights with them. Almost all of those tents come with stakes. Staking them down is what she usually recommends. Other markets have requirements for how much weight is required because some people will toss a backpack on a corner and the tent will still blow away. The recommended change is to require 40 pounds.

Everett stated that the last change is open for more discussion. In the past, we have had a business of the week booth. Since Everett took over, she has not had any businesses do this. The sponsorship program does include the chance for the sponsors to come for a day to have a booth to promote themselves and their common interest with the market. Last year, we had two different kids under 18 that wanted to start selling things at the market. Everett talked to the Minnesota Farmers Market Association about what kinds of rules there are about ages for being able to have a booth by yourself. What she did last year was to tell them they could come and just have a parent there with them. Minnesota Farmers Market Association says that there is no rule and they can have a booth at any age, and some markets have started having a youth booth. The kids can come in for free and the goal is to encourage kids to start getting into it. It sounds like it's a lot of 4-Hers that are expanding their fair projects and things. Wimmer stated that he's not a huge fan of doing it for free that way you can get the ones that are going to do it seriously, and they will be making money. That's the kind of person you want to attract; then they have a little skin the game too. Wimmer stated that he would also be concerned with that worst case scenario, if you have someone younger and they're not quite used to doing that kind of thing and someone tries to talk them down or something, we don't want to have something negative to happen. Wimmer stated he doesn't think there should be an age limit for vendors, but would want to have a responsible adult present. Garvey agreed that wording should be added. Witte asked for clarification that they'd have to pay the membership fee of $10 and if they wanted to continue pay the $10 fee for the days they'll be there. Everett stated that if someone wants to only come one day, it ends up costing them $20; $10 for the membership fee and $10 for a single day booth fee. There are discounts if they want to come the full season or half season. Wimmer stated that the fee is there for the same reason that we charge at the community garden; it's to get people to have some skin the game so that people don't take it seriously. It also teaches the kids a life lesson that things cost money.

Everett stated that she will run them through Council with that change to the ages. Mayor Wimmer made a motion to recommend Council approve the rule changes; second by Garvey, unanimously approved.

8. 2018 Parks Publication Drafts

Everett explained that each member has updated color copies of the documents. She explained that the past Parks Brochures had a lot of redundant information from one year to the next, so in the 8x8 booklet she has combine all of the parks directory information that will be the same year over year. That information will be distributed at events or to new residents and can also be placed on the website so that people know what facilities we have here and what there is going on. Then we're not paying to print that same thing over and over again. To convey the information that does change, we have the handy foldable calendars. They will go out with Spring Isantian that goes out the beginning of March. They'll be printed

on the same paper as the old Parks Brochure so they'll be glossy and a little bit heavier than the copy paper. The goal is that people will keep them handy all year. They can hang up the calendar on their fridge or keep in their pocket and know what's going on. Johnson stated that he still has the 2017 brochure. Everett explained that the full page calendar has the overview of events and the back has a little bit more detail. For all of the big events that we do, Everett puts out all kinds of there marketing materials as well, but this is kind of a primer of what we've got going on.

Wimmer asked if Everett could give an update on Celebrate Isanti. Everett explained that Celebrate Isanti will be August 11th and we will be working with Anderson Race Management for timing of the 5K for us. That can help boost participation and will make it easier for us to manage. The experience for the runners will be much more fluid to get them registered and the timing at the end. We still will have places. Wimmer stated that we had about twice as many last year as we did the year before; Zdon stated that it will continue to grow. Everett stated that the race will continue to be free; there is money built into the budget for the event to bring someone in to help with that.

Everett asked the board if they had any other comments or questions on the brochures, otherwise they will be printed very soon. Wimmer stated that the golf course was added since the packet was put together because it is now part of the City.

9. Parks Updates

Everett stated that movie nights have been a success this year. We had 39 come for Arts and Science Academy's night. It was one of those days that it was really nice out so she wasn't sure if anyone would come to watch a movie. A point of discussion for the board is that Arts and Science Academy put their name in the hat to come back in February, but we also have a new girl scout troop. All of those girls are from Cambridge. She wasn't sure who would have priority, the Isanti group coming back or the outside group for the first time. She told both of those groups she would let them know by the beginning of February. Potentially, a new Isanti group still could come in. The rules do not clearly state which would have priority. Wimmer stated that we'd have to give precedent to the Isanti group because it's Isanti funded. Zdon asked if Heavenly Sunshine is in one yet; Everett stated that they're signed up for Secret Life of Pets. Garvey asked if we'd need to bring it back to the board to change the rules; Everett stated we would. Garvey said that we should do that so the rules are more clear, and we should also have some sort of a deadline. Everett stated when the rules were established we didn't have groups every time, but it's nice to give groups time to advertise and get people excited about it. Waiting to the last minute isn't great for anyone. Everett said that she'll bring the rules back in February.

Everett explained that the Street Dance bands have been booked. June 23rd we'll have Maiden Dixie, July 14 Jonah and the Whales are coming back, and August 11, which is also Celebrate Isanti, we'll have Bad Girlfriends. We have all of those contracts and we're getting them paid, so the bands are good to go. Everett explained that all of the bands have websites, so the board can go listen to them.

Everett explained that Celebrate Isanti is August 11, and all of the main events will be the same with the 5K run/walk and family bike ride. We'll have the kids festival in Bluebird Park; we bring in County Public Safety people, we'll work on having some Public Works people there as well this year with some of their big equipment to show people what keeps the town running that people never see, as well as lots of the community groups. We'll also have the car show with Rum River Rods going on on Main Street, and the Street Dance to close out the event. Hopefully we continue to grow each of the parts of that event from year to year too.

Everett stated that she is starting a new program each month called Curious Creatures. We had been having the first Saturday of every month Nature Detectives meet over at the Community Center. We tried it for 3 or 4 years and it just wasn't catching on; people are super busy on Saturdays. Everett is going to try a parent/child program and put it in the parks. We'll get people at our parks, and it kind of opens up

the nature world too to be able to do some really cool things while we're in the parks. Those will rotate between Bluebird Park, River Bluff Preserve, and Mattson Park so they're kind of distributed around town so they're easy for different people to get to as well. The program is free for Isanti residents. Winter is a hard sell to get people to come outside, so it might take a while to get this going.

Everett stated that the job posting for the Parks Intern is up on the website now. We're looking for a college student who is interested in going into Recreation Management or Parks and Rec field, or a communications person would be great to help with marketing. They'll help with all of the things Everett does in the summer. They'll help with parks maintenance at the community garden, inspections of the playgrounds, helping at events, farmers' market, etc. That person will be very busy.

Everett stated that we are very close to finally getting Academy Park. She checked in earlier today and they are waiting for someone from Highland Bank to give them the okay to go ahead with the title. We will hopefully get there very soon. Everett stated that something that didn't make it onto the list was that we have to update the portable bathroom contract this year, and she needs to know if we'll put one at Academy Park. Johnson stated that there isn't a bathroom accessible to the public anywhere over there. Wimmer stated that it's a public park so we'll need to have one. Zdon asked if there are any portables in any of the parks right now. Everett and Wimmer stated that there are not. Everett explained that we pull them out the end of October, usually before Halloween. Zdon said that he's had some people ask him why there's never any in the winter. Everett stated that she doesn't know that they'd get used enough to justify having them out there, and they may freeze. Zdon stated that when they use them at work they don't freeze because of the chemicals. He just asked because he's gotten the question before. Everett stated that in the winter, the board can direct people to the public restrooms at Bluebird on the Indoor Arena because those are open.

Everett explained that we just had the goal setting meeting. Staff gave an update to Council that the dog park is partly budgeted this year and we're planning to finish budgeting for that in 2019. One of the Council members also asked us to look into potentially getting a sledding hill somewhere in the City. He mentioned Bluebird Park. The City is very flat, but we may also look at the hill that's at the soccer complex. The top of that hill are our retention ponds so there may be some challenges there as well. Wimmer stated that we will not be doing it Bluebird, but he stated that he was brainstorming with the City Administrator and City Attorney after the meeting about different locations. The original proposal for Bluebird wouldn't be feasible because we'd need so many changes. He stated that we could potentially take a look at the area at River Bluff near the stairs. We'd first have to see if the DNR would allow us to do it. It's got a nice hill for sledding and a flat clearing so you don't hit anything at the bottom. The other locations have differing logistical issues that way. Obviously we'd need to have enough snow. Witte stated that it's a very steep hill. Wimmer agreed and stated we'd have to have a path that was obviously cleared. But we'd have to look at any erosion issues, and again if the DNR would let us do it. The only area we totally control would be off of the ponds at Public Works, but that goes down into the soccer fields, so they'd have to be okay with what may or may not happen to the fields. Zdon stated that it's a pretty good hill there but at the top there's no where to go because of the fence. Wimmer stated that we used to have one at the middle school as well as a skating rink, but the school said they didn't want any of that stuff there anymore.

Garvey stated that she had a couple of questions. Going back to the Street Dances, when Everett advertises when she says what band it is does it ever say what type of music genre? Everett said no, they're typically advertised as a group in any paid advertising. That's kind of the most efficient way to do that so we just list band titles. Everett stated the sponsor that creates the big flyers takes the band's marketing things and creates those and you can usually get an idea from that what type of music they are, but that's the most specific we usually get. Wimmer stated that so many of the bands that we get are also such a cross over, the country groups still play some rock and that type of thing.

Witte stated that he wasn't sure who maintains the Bike/Walk Trail, but he's been trying to run over there lately but there's always snow and ice. Wimmer stated that we don't plow it, and that's on purpose. One reason is so that people could ski or snowshoe; the other is that from a maintenance stand point, snowmobiles aren't allowed but if someone did drive across it they would damage it.

Garvey stated that she had one other question, going back to the intern. She asked if Everett had gone to any of the universities or anything like that. Everett stated that she hasn't done anything yet, it just went up the end of last week. Garvey stated she didn't know if that's something they've done in the past; Everett stated that we can definitely do it. Wimmer stated that this is our first Park and Rec intern, but we've done marketing interns before.

Johnson asked who we have that maintains the ice rink for the public. Everett answered Public Works.

10. 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 7:20 p.m.

Dated at Isanti, Minnesota this 23rd day of January, 2018.

Respectfully submitted,

Katie Everett

Katie Everett
Community Events and Parks Coordinator

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
January 16, 2018

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:12 p.m.

B. Pledge of Allegiance.

The Pledge of Allegiance was recited.

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; Clark Joslin, City Attorney; Gene Hill, Police Chief

1D. Agenda Modifications.

Director Kernosky stated that there were no Agenda Modifications, the meeting proceeded with the published agenda.

2. Organization of Advisory Bodies as per the City Code of Ordinances, Chapter 8

Motion by Lundeen, second by Bergely to reappoint the existing officers as follows:

Chairman: Mayor George Wimmer
Vice-Chairman: Councilman Steve Lundeen
Secretary: Director Ryan Kernosky

Motion passed unanimously.

Motion by Lundeen, seconded by Bergely to adopt the 2018 Planning Commission Meeting Dates, motion passed unanimously.

3. Approval of Minutes from December 19, 2017 Planning Commission Meeting

Motion by Lundeen, seconded by Bergely to approve the December 19, 2017 Planning Commission Meeting Minutes, motion passed unanimously.

4 Review of Conflict of Interest Policy

City Attorney Clark Joslin provided copies of the City's conflict of interest policy, and provided a presentation on the City of Isanti's conflict of interest policy to members of the City Planning Commission.

5. Public Hearing

A. Conditional Use Permit request from Warren and Brett Thunstrom to operate a Microbrewery at 2 Enterprise Avenue NE Suite A3 (PID 16.132.0040

Mayor Wimmer opened the Public Hearing at 7:20 p.m.

Director Kernosky provided the Commission an overview of the request from Warren & Brett Thunstrom to operate a Microbrewery at 2 Enterprise Avenue NE Suite A3. Because the subject parcel falls within the B-2 and TH-65 overly zoning districts, 'Microbrewery' is a conditional use in the aforementioned districts. Director Kernosky stated that the Conditional Use Permit is consistent with the Conditional Use Permit standards set forth within the zoning code, and is consistent with the City's Comprehensive Plan. Director Kernosky stated that staff is recommending approval with the conditions set forth in the attached Resolution.

No one spoke at the public hearing.

Mayor Wimmer closed the Public Hearing at 7:22 p.m.

Commissioner Bergely asked whether or not the applicant was able to answer any questions. Mayor Wimmer yielded the floor to Warren Thunstrom and asked him a number of questions regarding the Conditional Use Permit. Mr. Thunstrom stated he had no concerns regarding the conditions placed on the land-use permit.

Commissioner Bergely asked if a restaurant was going to be apart of this project, Mr. Thunstrom responded and stated that there were no plans to have a restaurant. Mayor Wimmer asked Mr. Thunstrom to provide the Commission with details on the differences between a microbrewery and a brewpub.

Mr. Thunstrom stated they were still working on obtaining licensing from the various jurisdictions.

Motion by Collison, seconded by Lorinser to recommend approval of the Conditional Use Permit with conditions within the Resolution. Motion passed unanimously.

6. Discussion Items.

A. 2017 Community Development Department Report

Director Kernosky provided a report on the activities within the Community Development Department in 2017. He stated that 91 new homes were constructed in 2017, and reduced our vacant lot inventory to 145 single-family lots. He continued to state that 755 code violations were citied in 2017, with the majority of those violations being for long grass and illegal parking of vehicles. Finally, he reviewed the 2017 City Council Goals, stating that the annexation project is near completion, and that the 2028 Comprehensive Plan update is getting ready for 2019/2020 budget cycle, and that the City continues to have high requirements for quality of projects.

Mayor Wimmer stated that we are still working on finding a quality candidate for the Building Official position. The City is working with MNSpect, LLC on a potential long-term contract.

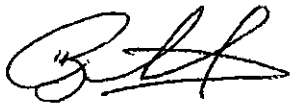
6. Adjournment

Motion by Lundeen, second by to Bergely to adjourn the January 16, 2018 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:28 p.m.

Dated at Isanti, Minnesota this 17th day of January, 2017.

Respectfully submitted,



Ryan Kernosky
Community Development Director

RESOLUTION NO. 2018-XXX

RESOLUTION ACCEPTING PROPOSAL FOR ISANTI COMMUNITY CENTER MAINTENANCE

WHEREAS, some of the Isanti Community Center exterior doors are in need of replacement; and,

WHEREAS, the door replacements are included in the Parks, Recreation, and Culture budget (101-45300-401) in 2018 at $4,400.00; and,

WHEREAS, in addition to the door replacements City staff have received concerns from facility users about ice on the east sidewalk and main entrance area, and these issues may be alleviated by the addition of gutters; and,

WHEREAS, staff received bids for the door replacements and gutters from two contractors as follows:

NHH	$5,008.80
LJ Level Construction	$5,166.00

WHEREAS, the project bids are over the $4,400.00 budgeted, however PRC-401 (Maintenance & Repairs – Buildings) has $2,000.00 budgeted for Miscellaneous Maintenance and Repairs; and,

WHEREAS, at its February 22, 2018 meeting, the Finance Committee discussed the projects and bids and recommends accepting the bid from NHH for the replacement of the community center doors and the addition of gutters on the east side of the facility and over the main entrance; and,

WHEREAS, with a 10% contingency, the work is estimated at $5,509.68, and the funding source will be 101-453000-401, including up to $1,109.68 in unbudgeted funds;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the bid from NHH to perform the replacement of three exterior doors and the addition of gutters the east side and main entrance of the Isanti Community Center in the amount, not to exceed, $5,509.68 with the funding source of 101-45300-401.

This resolution was duly adopted by the Isanti City Council this 6th day of March, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2018-

RESOLUTION APPROVING A CHECK BE WRITTEN TO ARTS AND SCIENCE ACADEMY FOR VOLUNTEERING AT THE FEBRUARY 2018 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 Arts and Science Academy to volunteer at the February 16, 2018 movie; and,

WHEREAS, the profit from the February 16, 2018 movie night was $70.86; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that a check will be written to Arts and Science Academy in the amount of $70.86.

This resolution was duly adopted by the Isanti City Council this 6th day of March, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/ City Clerk

RESOLUTION NO. 2018-XXX

A RESOLUTION AUTHORIZING THE DESIGNATION OF FUND BALANCES FOR 2017

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 2017 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 6th day of March 2018.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

(SEAL)

RESOLUTION 2018-XXX

RESOLUTION APPROVING REQUEST FOR MAYOR WIMMER TO ATTEND 2018 LEAGUE OF MINNESOTA CITIES LEGISLATIVE CONFERENCE

WHEREAS, Mayor Wimmer has requested to attend the annual League of Minnesota Cities Legislative Conference; and,

WHEREAS, the conference will focus on current and upcoming Legislative issues and matters that effect the City of Isanti; and,

WHEREAS, the conference will be held at the Christ on Capitol Hill Lutheran Church, the LMC Building and State Capitol in St. Paul, Minnesota; and,

WHEREAS, the cost of the conference is $99.00.

NOW, THEREFORE, IT IS HEREBY 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 Legislative Conference with the associated cost for registration of $99.00.

This Resolution is hereby approved by the Isanti City Council this 6th day of March, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

STAFF REPORT

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: March 6, 2018

SUBJECT: **REQUEST FROM THE CITY OF ISANTI TO AMEND ISANTI ZONING CODE (SIGN CODE) SECTION 16, SUBD. 6 TO ALLOW FOR LARGER DYNAMIC SIGNS IN PERMITTED ZONING DISTRICTS.**

Background

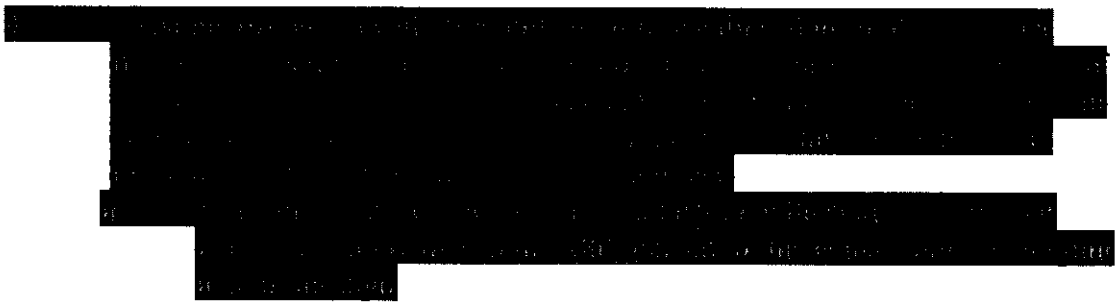
Local businesses have inquired about changing our sign code to allow for larger dynamic signage to be installed. At the direction of the Development and Operations Advisory Committee, I have put together this amendment to our sign code.

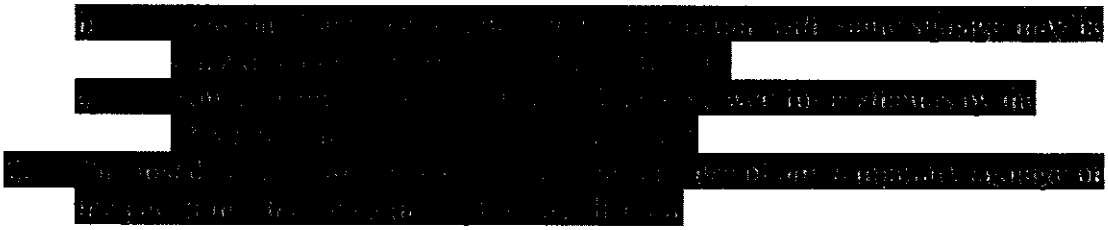
Current Ordinance

The current code allows up to 35% of the total area of the sign allowed to be dynamic. We also have several additional requirements pertaining to brightness and time of change for different messages, and, depending on the zoning district, the sign may be permitted, permitted by a conditional use, or not permitted at all.

Proposed Ordinance

After several discussions with the Development and Operations Advisory Committee, it was determined to increase the percentage of the sign from 35 percent to 80 percent if the sign has a static portion. If the Dynamic sign does not have a static portion, they are allowed to have up to 70 square feet of sign. Finally, if a parcel has a dynamic sign, the use of a temporary sign is prohibited. The actual language and changes are below:





Public Comment

No public comment was received during the public hearing held on the February 20, 2018 Planning Commission meeting. After the meeting, a member of the business community expressed concerns about the 20-second rule, citing that those messages would be too long. They also stated that the temporary sign prohibition on parcels that have dynamic signage may be needed for special events.

Planning Commission Recommendation

The Planning Commission reviewed this matter at the regularly scheduled meeting on February 20, 2018. They have recommended approval as presented.

Attachments

- Ordinance No. XXX

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO 445 ZONING: SECTION 16 SIGNS

THE CITY OF ISANTI DOES ORDAIN:

I. AMENDMENTS

Section 16: Signs is hereby amended to remove and replace and read as follows:

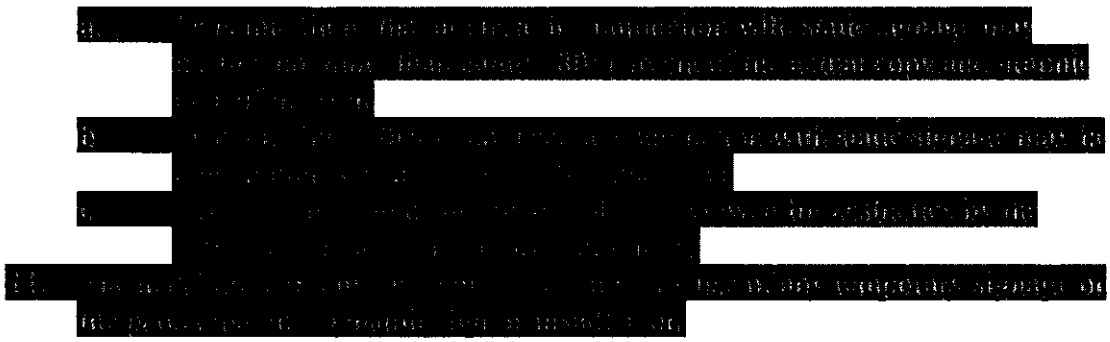
Subdivision 6: Dynamic and Changeable Copy Signs

A. Dynamic Signs. Any characteristics of a sign that appear to have movement or that appear to change, caused by any method other than physically removing and replacing the sign or its components, whether the apparent movement or change is in the display, the sign structure itself, or any other component of the sign. This includes display that incorporates a technology or method allowing the sign face to change the image without having to physically or mechanically replace the sign face or its components. This also includes any rotating, revolving, flashing, blinking or animated display and any display that incorporates rotating panels, LED lights manipulated through digital input, "digital ink" or any other method of technology that allows a sign face to present a series of images or displays.

1. Findings. Studies show that there is a correlation between dynamic displays on signs and the distraction of highway drivers. Distraction can lead to traffic accidents. Drivers can be distracted not only by a changing message, but also by knowing that the sign has a changing message. Drivers may watch a sign waiting for the next change to occur. Additionally, drivers are more distracted by special effects used to change the message, such as fade-ins and fade-outs. Time and temperature signs appear to be an exception to these concerns because the messages are short, easily absorbed, and become inaccurate without frequent changes. Despite these public safety concerns, there is merit to allowing new technologies to easily update messages. Except as prohibited by state or federal law, sign owners should have the opportunity to use these technologies with certain restrictions. The restrictions are intended to minimize potential driver distraction and to minimize proliferation in residential districts where signs can adversely impact residential character. The City finds that dynamic displays should be allowed on signs but with significant controls to minimize their proliferation and their potential threats to public safety.
2. Permitted sign type and locations. Dynamic displays are solely permitted as freestanding signs and only within the "T1-B" Tier One Business District, "B-2" General Business District, "B-3" Neighborhood Business District, "RC" Recreational Commercial District, "T1-I" Tier One Industrial Park District, and "I-1" Industrial Park District.
3. Duration of Image. A dynamic display image, or any portion thereof, may not change more than once every twenty (20) seconds, except one for which changes are necessary to correct hour-and-minute, date, or temperature information. A display of time, date, or temperature must remain for at least twenty (20) seconds before changing to a different display, but the time, date, or temperature information itself may change not more often than once every three (3) seconds.

4. Transition. If a dynamic display's image or any portion thereof changes, the change sequence must be instantaneous without any special effects.
5. Prohibition on Video Display. No portion of a dynamic display may change any part of its sign face by a method of display characterized by motion or pictorial imagery, or depict action or a special effect to imitate movement, or display pictorials or graphics in a progression of frames that gives the illusion of motion of any kind.
6. Prohibition of fluctuating or flashing illumination. No portion of a dynamic display image may fluctuate in light intensity or use intermittent, strobe or moving light, or light that changes in intensity in sudden transitory bursts, streams, zooms, twinkles, sparkles or any other manner that creates the illusion of movement.
7. Audio. Dynamic displays shall not be equipped with audio speakers.
8. Malfunctions. Dynamic displays must be designed and equipped to freeze the sign face in one position if a malfunction occurs. Dynamic displays must be equipped with a means to immediately discontinue the display if it malfunctions and the sign owner or operator must immediately turn off the display when notified by the City that it is not complying with the standards of this Ordinance.
9. Brightness. All dynamic displays shall meet the following brightness standards:
    a) No dynamic display may exceed a maximum illumination of 5,000 nits (candelas per square meter) during the daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn as measured from the sign's face at maximum brightness.
    b) All dynamic displays having illumination by means other than natural light must be equipped with a dimmer control or other mechanism that automatically controls the sign's brightness to comply with the requirements of this Section.
    c) No dynamic displays may be of such intensity or brilliance that it interferes with the effectiveness of an official traffic sign, device, or signal.
    d) The owner or controller of the dynamic display must adjust the sign to meet these brightness standards in accordance with the City's instructions. The adjustment must be made immediately upon notice of non-compliance from the City.
    e) A written certification from the sign manufacturer that light intensity has been preset to conform to the brightness levels established by code and that the preset level is protected from end user manipulation by password protected software or other method. This would offer the advantage of ensuring that electronic signs at a minimum cannot exceed the standards.

10. [redacted]



B. Changeable Copy Signs. Changeable copy signs must meet the requirements as defined for wall or freestanding signs for the district in which the sign will be located.

This Ordinance is hereby approved by the Isanti City Council this 6th day of March, 2018.

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: February 21, 2018

MEMO

Subject: Vehicle Forfeiture ICR#15000758
1998 Polaris Indy 500 VIN#3337770

Background:

The City of Isanti through its Police Department have lawfully seized and forfeited a 1998 Polaris Indy 500. The City of Isanti holds clear claim 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 contractor's public auction held on March 17th 2018. 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
Chief of Police
Emergency Management Director

Filed in Tenth Judicial
District Court

State of Minnesota
Isanti County

District Court
10th Judicial District

Court File Number: **30-CO-15-109**

Case Type: Conciliation - Forfeiture

Harren, Beverly (Isanti Court Administration)
Feb 7 2018 10:39 AM

FILE COPY

Notice of Filing of Order

Martin Paul Antonelli vs 1998 Polaris Indy 500 VIN #3337770 MN Reg #CB0893, Isanti Police Department

You are notified that an order was filed on February 07, 2018.

Order for Judicail Forfeiture

Dated: February 7, 2018

Tracy Gullerud, Court Administrator
By: Beverly Harren, Deputy
Isanti County District Court
555 18th Avenue SW
Cambridge Minnesota 55008
763-689-2292

cc: Martin Paul Antonelli
HEIDI ANN SWISHER

A true and correct copy of this notice has been served upon the parties herein at the last known address of each, pursuant to Minnesota Rules of Civil Procedure, Rule 77.04.

Filed in Tenth Judicial
District Court

Harren, Beverly (Isanti Court Administration)
Feb 7 2018 10:34 AM

State of Minnesota **District Court**

County of Isanti	Judicial District: Tenth
	Court File Number: 30-CO-15-0109
	Case Type: Civil – MV Forfeiture

Martin Paul Antonelli,
Plaintiff

Order For Judicial Forfeiture

vs.

1998 Polaris Indy 500:
VIN #3337770, MN Reg. #CB0893,
Defendant

Isanti Police Department,
Defendant

IT IS HEREBY ORDERED:

The above matter, having been duly heard by the Court on 2-5, 2018, upon proper notice and based upon the defendant's Motion, files, records and proceedings herein, and the Court being duly advised in the premises, the Defendant's request for an Order declaring the above-described motor vehicle, judicially forfeited pursuant to the provisions of Minnesota Statutes §169A.63.9, is hereby GRANTED.

ACCORDINGLY, the vehicle described in the caption above is hereby declared judicially forfeited to the City of Isanti Police Department, and said vehicle may be disposed of by the Isanti Police Department as provided by law.

Klossner, John (Judge)
2018.02.06 16:33:54
-06'00'

Dated: _____

JUDGE OF DISTRICT COURT

RESOLUTION 2018-XXXX

RESOLUTION APPROVING TO SELL THE FORFEITED 1998 POLARIS INDY 500 SNOWMOBILE AT PUBLIC AUCTION

WHEREAS, the police department lawfully seized and forfeited a 1998 Polaris Indy 500 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, they vehicle is not viable for use by the City of Isanti by any department; and

WHEREAS, the next public auction is March 17th 2018 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 6th Day of March, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
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: Matt Sylvester, Public Works Foreman

Date: March 6, 2018

Subject: Consider Resolution to Proceed with Buy-back Program with Lano Equipment Inc.

The City entered into an agreement with Crawford Equipment in 2014 for an Annual Skidsteer Buy-back Program. When we started the program with Crawfords Equipment it was $1600 per unit per year. In our annual review of the program the City received a quote from Crawfords Equipment for $3,000.00. This was a 40% increase from last year. Staff then looked into other Vendors. Lano Equipment Inc. will offer the same program for $2,200.00 per unit per year. Staff did a comparison on keeping the machines for 10 years or staying with the Buy-back Program. It is in the best interest of the City to remain on the Buy-back program.

Finance Committee Recommendation:
Finance Committee reviewed the information and recommends moving forward with Lano Equipment Inc. staying on the Buy-back Program.

Request:
It is requested that City Council review and take action on this item.

Attachments:

- Resolution 2018-XXX
- Lano Equipment Quote

RESOLUTION NO. 2018-XXX

A RESOLUTION AUTHORIZING STAFF TO ENTER INTO AN AGREEMENT WITH LANO EQUIPMENT FOR THE EQUIPMENT BUYBACK PROGRAM

WHEREAS, the City of Isanti has determined that it is in the city's best interest to continue with the annual buyback of two skid steer units and enter into an agreement with Lano Equipment, Inc.; and,

WHEREAS, quotations were received from Lano Equipment, Inc. to trade-in the two 2017 Bobcat S550's; and,

WHEREAS, Finance Committee has reviewed the Equipment Buyback Program offered by Lano Equipment, Inc. and recommends the annual trade-in of the City's Bobcat Skid Steer units;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the City is hereby authorized to enter into an agreement with Lano Equipment, Inc. for the annual trade-in (buyback) of the two Skid Steer units at an annual cost of $4,400.00 from the City's General Fund Streets Operating Fund.

This resolution was duly adopted by the Isanti City Council this 6th day of March, 2018.

ATTEST:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

Bobcat

Product Quotation

Quotation Number: 23898D024154
Date: 2018-01-18 08:24:30

Ship to	Bobcat Dealer	Bill To
CITY OF ISANTI Attn: JOSI WOOD PO BOX 428 ISANTI, MN 55040 Phone: (763) 270-6188	Lano Equipment, Inc,Ramsey,MN 6140 HIGHWAY 10 NW RAMSEY MN 55303-4529 Phone: (763) 323-1720 Fax: (763) 422-3949 --- Contact: DAN OLSON Phone: 612-251-4501 Fax: 763-422-3949 Cellular: 612-251-4501 E Mail: dan_o@lanoequip.com	CITY OF ISANTI Attn: JOSI WOOD PO BOX 428 ISANTI, MN 55040 Phone: (763) 270-6188

Description	Part No	Qty	Price Ea.	Total
S550 T4 Bobcat Skid-Steer Loader	M0253	1	$26,997.60	$26,997.60
61.0 HP Tier 4 Turbo Diesel Engine Auxiliary Hydraulics: Variable Flow Backup Alarm Bob-Tach Bobcat Interlock Control System (BICS) Controls: Bobcat Standard Cylinder Cushioning - Lift, Tilt Engine/Hydraulic Systems Shutdown Glow Plugs (Automatically Activated) Horn Instrumentation: Engine Temperature & Fuel Gauges, Hourmeter, RPM and Warning Lights	Lift Arm Support Lift Path: Radius Lights, Front & Rear Operator Cab Includes: Adjustable Suspension Seat, Top & Rear Windows, Parking Brake, Seat Bar & Seat Belt Roll Over Protective Structure (ROPS) meets SAE-J1040 & ISO 3471 Falling Object Protective Structure (FOPS) meets SAE-J1043 & ISO 3449, Level I; (Level II is available through Bobcat Parts) Spark Arrestor Exhaust System Tires: 10-16.5, 8 PR, Bobcat Standard Duty Machine Warranty: 12 Months, unlimited hours Bobcat Engine Warranty: Additional 12 Months or total of 2000 hours after initial 12 month warranty			
Factory Installed A91 Option Package Cab enclosure with Heat and AC High Flow Hydraulics Two-Speed Travel Sound Reduction Hydraulic Bucket Positioning	M0253-P01-A91 Power Bob-Tach Deluxe Instrument Panel Keyless Start 3-Point Belt Attachment Control Kit Cab Accessories Package	1	$6,612.20	$6,612.20
	10-16.5, 10 PR, Heavy Duty Tires Offset	M0253-R09-C03	1	$202.30	$202.30
	Radio	M0253-R26-C02	1	$291.90	$291.90
	Telematics US	M0253-R51-C02	1	$0.00	$0.00
Dealer Installed	Strobe Light Kit, Amber	7129301	1	$255.57	$255.57
Attachments	62" Low Profile Bucket	6731415	1	$637.00	$637.00
	--- Bolt-On Cutting Edge, 62"	6718005	1	$146.72	$146.72
			Total for this Machine		**$35,143.29**

Description	Part No	Qty	Price Ea.	Total
S550 T4 Bobcat Skid-Steer Loader	M0253	1	$26,997.60	$26,997.60
61.0 HP Tier 4 Turbo Diesel Engine Auxiliary Hydraulics: Variable Flow Backup Alarm Bob-Tach Bobcat Interlock Control System (BICS) Controls: Bobcat Standard	Lift Arm Support Lift Path: Radius Lights, Front & Rear Operator Cab Includes: Adjustable Suspension Seat, Top & Rear Windows, Parking Brake, Seat Bar & Seat Belt			

Cylinder Cushioning - Lift, Tilt
Engine/Hydraulic Systems Shutdown
Glow Plugs (Automatically Activated)
Horn
Instrumentation: Engine Temperature & Fuel Gauges, Hourmeter, RPM and Warning Lights

Roll Over Protective Structure (ROPS) meets SAE-J1040 & ISO 3471
Falling Object Protective Structure (FOPS) meets SAE-J1043 & ISO 3449, Level I; (Level II is available through Bobcat Parts)
Spark Arrestor Exhaust System
Tires: 10-16.5, 8 PR, Bobcat Standard Duty
Machine Warranty: 12 Months, unlimited hours
Bobcat Engine Warranty: Additional 12 Months or total of 2000 hours after initial 12 month warranty

Factory Installed	A91 Option Package	M0253-P01-A91	1	$6,612.20	$6,612.20
Cab enclosure with Heat and AC		Power Bob-Tach			
High Flow Hydraulics		Deluxe Instrument Panel			
Two-Speed Travel		Keyless Start			
Sound Reduction		3-Point Belt			
Hydraulic Bucket Positioning		Attachment Control Kit			
		Cab Accessories Package			
	10-16.5, 10 PR, Heavy Duty Tires Offset	M0253-R09-C03	1	$202.30	$202.30
	Radio	M0253-R26-C02	1	$291.90	$291.90
	Telematics US	M0253-R51-C02	1	$0.00	$0.00
Dealer Installed	Strobe Light Kit, Amber	7129301	1	$255.57	$255.57
Attachments	62" Low Profile Bucket	6731415	1	$637.00	$637.00
	--- Bolt-On Cutting Edge, 62"	6718005	1	$146.72	$146.72
			Total for this Machine		**$35,143.29**

Total of Items Quoted		**$70,286.58**
Dealer P.D.I.		**$0.00**
Freight Charges		**$0.00**
Trade-in	S550 S/N:AHGM12890 A91, 2 Spd, 62" Bucket	**($32,943.29)**
Trade-in	S550 S/N:AHGM12885 A91, 2 Spd, 62" Bucket	**($32,943.29)**
Quote Total - US dollars		**$4,400.00**

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:** _____

A Community For Generations.

Isanti

MEMO L.12.

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

From: Don Lorsung, City Administrator

Date: March 1, 2018

Subject: Award Quote for Portable Toilet Services

A request for quotes was placed in the Official Newspaper and posted for Portable Toilet Services for the City. The service is for a period of two years; from April 1, 2018 through March 31, 2020.

Three quotes were received for the service and they were from Jimmy's Johnnys, Absolute Portable Restrooms and Onsite Sanitation.

A summary of the quotes received for the services is provided in the following table. Appendix A represents City Parks, Farmers Market and Street Dance Units. In the past, organizations had inquired if they would have the ability to use the quotes provided for the City. To accommodate this request by the organizations, the specifications provided that the contractor submit quotes for the organizations as provided within Appendix 'B' (BMX Association, C-I Soccer Association, & Redbirds Association) and Appendix 'C' (City and/or North 65 Chamber of Commerce for City Civic Events / Celebrate Isanti) of the contract.

BIDDER	**BID AMOUNT**						
	Appendix 'A" Handicap Units Seven (7)	**Appendix 'A' Regular Unit Two (2)**	**Appendix 'A' Regular Unit – Dec. thru Feb.**	**Appendix 'A' Handicap Unit Farmers Market May thru Sept.**	**Appendix 'A' Reg(8) Handi (3) Street Dance Weekends**	**Appendix 'B'**	**Appendix 'C' Weekend Portable**
Jimmy's Johnnys, Inc. North Branch, MN	$760 /mo	$120 /mo	$60/mo	$95 /mo	Handicap- $330/wkend Regular – $440 /wkend	Handicap – $95 /mo Plus tax Regular $60 /mo Plus tax	Handicap - $110/unit $ 0/extra service Plus tax Regular $55 /unit $ 0 /extra service Plus tax
Absolute Portable Restrooms Cambridge MN	$760 /mo	$120/mo	$60/mo	$95/mo	Handicap- $285/wkend Regular – $480/wkend	Handicap - $95 /unit Plus Tax Regular $ 60 /unit Plus Tax	Handicap - $95/unit Plus Tax Regular $60 /unit Plus Tax

Onsite Sanitation St. Paul, MN	$1,628/mo	$187.40/mo	$111/mo	$203.50 /mo	Handicap- $450 /wknd $25.00 extra Service Regular – $520/wknd $25/extra Service	Handicap- $203.50 /unit $25/extra service Plus Tax Regular $93.73 /unit $25/extra service Plus tax	Handicap- $150/unit $25/extra service Plus tax Regular $70/unit $25/extra service Plus tax

Staff Recommendation:

Staff has reviewed the quotes received. The quotes from Jimmy's Johnnys and Absolute Portable Toilets were close in costs. However, in comparing the combined costs for regular and handicapped toilets in Appendix A – Street Dance Weekends and Appendix C, Absolute Portable Restrooms was slightly lower. Therefore, staff recommends awarding the Portable Toilet Services to Absolute Portable Restrooms as the lowest responsible quoter and authorization to enter into a contract for the service.

RESOLUTION NO. 2018-XXX

A RESOLUTION AWARDING QUOTE AND AUTHORIZING TO ENTER INTO A CONTRACT FOR PORTABLE TOILET SERVICES

WHEREAS, the City of Isanti has determined it is in the city's best interest to receive quotes for portable toilet services and enter into a two year contract for said services; and

WHEREAS, the specifications provided to obtain quotes for

WHEREAS, an ad was placed in the official newspaper requesting quotes for Portable Toilet Services; and

WHEREAS, three quotes were received and are as follows:

BIDDER	**BID AMOUNT**						
	Appendix 'A" Handicap Units Seven (7)	**Appendix 'A' Regular Unit Two (2)**	**Appendix 'A' Regular Unit – Dec. thru Feb.**	**Appendix 'A' Handicap Unit Farmers Market May thru Sept.**	**Appendix 'A' Reg(8) Handi (3) Street Dance Weekends**	**Appendix 'B'**	**Appendix 'C' Weekend Portable**
Jimmy's Johnnys, Inc. North Branch, MN	$760 /mo	$120 /mo	$60/mo	$95 /mo	Handicap- $330/wkend Regular – $440 /wkend	Handicap – $95 /mo Plus tax Regular $60 /mo Plus tax	Handicap - $110/unit $ 0/extra service Plus tax Regular $55 /unit $ 0 /extra service Plus tax
Absolute Portable Restrooms Cambridge MN	$760 /mo	$120/mo	$60/mo	$95/mo	Handicap- $285/wkend Regular – $480/wkend	Handicap - $95 /unit Plus Tax Regular $ 60 /unit Plus Tax	Handicap - $95/unit Plus Tax Regular $60 /unit Plus Tax
Onsite Sanitation St. Paul, MN	$1,628/mo	$187.40/mo	$111/mo	$203.50 /mo	Handicap- $450 /wknd $25.00 extra Service Regular – $520/wknd $25/extra Service	Handicap- $203.50 /unit $25/extra service Plus Tax Regular $93.73 /unit $25/extra service Plus tax	Handicap- $150/unit $25/extra service Plus tax Regular $70/unit $25/extra service Plus tax

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

1. The City Council hereby awards the bid to Absolute Portable Restrooms as the lowest and most responsible bidder.

2. That the City Administrator is hereby authorized to enter into a contract with Absolute Portable Restrooms. for the provision of portable toilet services for the City of Isanti for a two (2) year period starting April 1, 2018 and ending March 31, 2020.

3. That a copy of the said contract is attached to this resolution that provides for the responsibilities of both parties for the service.

4. That Absolute Portable Restrooms (contractor) shall submit monthly statements for services provided in a given month to the city and receive compensation in the amounts as provided within the attached contract.

This resolution was duly adopted by the Isanti City Council this 6th day of March 2018.

Attested:

Mayor George A. Wimmer

Katie Brooks
Human Resources / City Clerk

(SEAL)

CITY OF ISANTI

CONTRACT FOR PORTABLE TOILET SERVICES

This agreement is made as of the ____ day of _____, 2018, between the City of Isanti, a Minnesota Municipal Corporation **("City")**, and _____ **("Contractor")**. The **City** and the **Contractor** agree as follows:

SECTION 1. PURPOSE

The purpose of this agreement is to establish a standardized portable toilet servicing procedure for portable toilet units placed on City property.

SECTION 2. SERVICES TO BE PERFORMED

A. The **Contractor** shall provide portable toilets and service the units as listed on Attachment 'A'.

B. The **Contractor** shall not be required to service the portable toilets on State of Minnesota legal holidays; provided, however, that service shall occur on the routes reasonably in advance thereof or thereafter as the **City** and **Contractor** may agree so that the schedule can be completed regardless of a holiday.

SECTION 3. TERM OF CONTRACT

A. The term of this **Contract** shall be April 1, 2018 through March 31, 2020.

SECTION 4. CONTRACTOR'S EQUIPMENT

A. All vehicles used by the **Contractor** to service the portable toilet units placed on municipal properties shall be painted and marked uniformly and shall be identified on both sides of the cab. All required equipment to service the units shall be maintained in good usable condition on each vehicle.

B. The **Contractor** shall make all collections of materials in vehicles with closed tops so that contents will not spill or leak. All of the **Contractor's** vehicles shall be kept clean and as free from offensive odors as possible and shall not be allowed to stand in any street or other place longer than is reasonably necessary to service the units.

C. The **Contractor** shall keep all equipment used in the performance of the work required by this Contract in good operating condition and in a clean, sanitary condition. Cabs shall be cleaned daily and the exterior of the vehicle shall be thoroughly washed at least one time per week. All of the **Contractor's** equipment is subject to periodic inspection by the **City**.

SECTION 5. CONTRACTOR'S OPERATIONS

A. The **Contractor** shall establish and maintain, in a location approved by the City Administrator, an office staffed and capable of accepting complaints and customer calls. The office shall be in service during the

hours of 8:00 a.m. and 5:00 p.m. on all days of service as specified herein. The address and telephone number of the office shall be given to the **City** in writing. Any changes in address and telephone number of the office shall be given to the **City** in writing at least ten (10) working days prior to such change. An emergency contact phone number for evenings, holidays and weekends to address emergency events shall be provided to the **City**.

B. Complaints on service will be taken and collected by the **City** in addition to those received at the **Contractor's** office. The **City** will notify the **Contractor** of all complaints it receives. The **Contractor** is responsible for all corrective actions. A record of all such complaints and the action taken thereon shall be kept by the **Contractor** and reported monthly to the Public Services Director. All complaints shall be answered by the **Contractor** courteously and promptly.

C. The **City** shall notify the **Contractor** by 12:00 noon on the day following the scheduled service of any missed stops. The **contractor** is required to service such locations before 5:00 p.m. on the date of notification.

D. The **Contractor's** employees shall handle all servicing of the units with reasonable care to avoid any spillage or leakage to occur. Any spillage or leakage shall be immediately cleaned up.

E. The performance of the Contract shall be done by the **Contractor** utilizing such equipment and work methods as are adequate to insure proper and satisfactory collection and disposal of the materials at all times. **Contractor's** failure to perform shall not be excused by adverse conditions of weather, breakdown and similar hindrances, which on other work might be regarded as "acts of providence".

SECTION 6. COMPENSATION

The **City** will compensate the **Contractor** for the rental and servicing of portable toilets located on designated municipal property as set forth in Attachment A and the Quote Form that was submitted by the **Contractor**, attached hereto and made a part hereof.

The **Contractor** will look to the particular entity receiving services under this contract as set forth in Appendix 'B' or Appendix "C" attached hereto and made a part hereof for compensation due from such entity for the rental and servicing of portable toilets for the benefit of that entity. The **City** will not be responsible for payment of services and servicing of toilets provided at the request of said entities; however said entities shall be entitled to receive services from the **Contractor** at the pricing set forth in Appendix 'B' or "C" at any time during the term of this contract.

The **Contractor** will provide rental and servicing of portable toilets for Special Events sponsored in whole or in part by the Isanti Area Chamber of Commerce at the pricing set forth in Appendix 'C' attached hereto and made a part hereof. The Chamber may designate the number and location of portable toilets needed and shall be solely responsible for payment of all compensation due the Contractor for the services so requested. The **City** shall have no responsibility for payment for the rental and servicing of portable toilets requested by the Chamber under this contract.

SECTION 7. LIABILITY INSURANCE / INDEMNIFICATION

The **Contractor** shall indemnify and hold harmless the **City** and its officers, agents and employees from and against all claims, damages, losses or expenses, including attorney fees, for which it may be held liable, arising out of or resulting from the assertion against them of any claims, debts or obligations in consequence of the performance of this **Contract** by the **Contractor**, its employees, agents or subcontractors. **Contractor** will

carry, for the duration of this Agreement, liability insurance coverage and shall provide a Certificate of Liability Insurance to the City and shall name the **City of Isanti** as an additional insured, an amount of not less than $500,000.00, insuring against personal injury or property damage for liability to third parties. The **Contractor** shall provide a copy of his license to haul as authorized and approved by Isanti County.

SECTION 8. TERMINATION

The **City** shall have the right to terminate this Contract prior to the expiration of its term if in the **City's** opinion; there has been a breach of its terms by the **Contractor**.

SECTION 9. PENALTIES AND DAMAGES

A. Failure by the **Contractor** to perform under this Contract, may result in its termination and/or claims by the **City** for damages.
B. In the event of breach of this Contract by the **Contractor**, or proven negligence by the **Contractor**, the **Contractor** agrees to pay, in addition to the actual damages sustained by the **City** as a result thereof, the cost, including reasonable attorney's fees incurred by the **City** in pursuing any of its rights under this Contract.

SECTION 10. SUCCESSORS AND ASSIGNS

The **Contractor** binds itself, its successors, executors, administrators and assigns to the **City** in respect to all covenants of this Contract, except that the **Contractor** shall not assign or transfer any part of its interest in this Contract nor shall the **Contractor** assign any moneys due, or to become due, without the **City's** written consent.

SECTION 11. AMENDMENT, MODIFICATION OR WAIVER

No amendment, modification, or waiver of any condition, provision, or term of this Contract shall be valid or of any effect unless made in writing, signed by the party or parties to be bound or by its duly authorized representative, and specifying with particularity the extent and nature of such amendment, modification, or waiver. Any waiver by any party or any default of another party shall not affect or impair any right arising from any subsequent default.

SECTION 12. SEVERABLE PROVISIONS

Each provision, section, sentence, clause, phrase, and word of this Contract is intended to be severable. If any provision, section, sentence, clause, phrase, or word hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Contract.

SECTION 13. ENTIRE CONTRACT

This Contract contains the entire understanding of the parties hereto with respect to the transactions contemplated hereby and supersedes all prior agreements and understanding between the parties with respect to such subject matter. No representations, warranties, undertakings, or promises, whether oral, implied, written, or otherwise, have been made by either party hereto to the other unless expressly stated in this Contract or unless mutually agreed to in writing between the parties hereto after the date hereof, and neither party has replied on any verbal representations, agreements, or understandings not expressly set forth herein.

SECTION 14. CAPTIONS, HEADINGS OR TITLES

All captions, headings or titles in the paragraphs or sections of this Contract are inserted for convenience of reference only and shall not constitute a part of this Contract as a limitation of the scope of the particular paragraphs or sections to which they apply.

The representative of _____ hereby acknowledges receipt of this Contract and has reviewed the conditions of this Contract and has agreed that they comply with the terms of this Contract.

This contract for refuse service for municipal facilities is hereby entered into on the ____day of _____, 2018, between _____ and the City of Isanti for the period from April 1, 2018 through March 31, 2020.

_____

Printed Name of Authorized Contractor Representative

_____

(Signature of Contractor)

_____

Date

_____

Donald C. Lorsung
City Administrator

Attachment A

Specifications for Portable Toilet Service for Isanti Municipal Public Parks

1. **Parks – Handicap Units - April – October, $ 700.00 per month (7 units - Service weekly)**
   - Unity Ball Field (Unity & 3rd Avenue)
   - Mattson Park (5th Ave & Main St)
   - Isanti Tot Lot – As Needed (6th Ave & Cedar St)
   - Riverside Park – As Needed (Rum River Dr NW & Hillock St)
   - Bluebird Park (201 Isanti Parkway)
   - Rum River Meadows Park (1108 South Passage)

2. **Parks – Regular Unit – April – October, $ 130.00 per month (2 units – Service Weekly)**
   - VFW Park (RR Ave & Palomino Rd)
   - Bluebird Park (201 Isanti Parkway)

3. **Parks – Regular Unit – December – February, $ 65.00 per month (1 unit – Service Weekly)**
   - Bluebird Park (201 Isanti Parkway) – for ice rink

4. **Farmer's Market – Handicap Unit – May-September, $ 100.00 per month (1 unit – Service Weekly)**
   - Eagle Park (18 Broadway Street NW)

5. **Street Dances – Regular Units – (Dates Vary – June to August) $ 250.00 per weekend (5 units – Daily Service), Handicap Unit $75.00 (1 unit – Daily Service)**
   - First Avenue (location between Main Street and Broadway)

4. Additional Services/Organizations –Handicap $100.00 per month each, Regular $65.00 per month each (both weekly service), Chamber/City Events Weekends, Handicap $75.00 each (daily service), Regular $50.00 each (daily service)

- The Contractor provides the bid amount for portable toilets to the following Associations and/or events:
  - BMX Association
  - Cambridge-Isanti Soccer Association
  - Redbirds Association
  - Chamber of Commerce for City events:
    - Jubilee Days
    - And/or Other Events
- The Associations shall independently contract for portable toilet services with the vendor.

5. Term of Contract and Insurance

- The Contract Term shall be two (2) years; from April 1, 2016 to March 31, 2018
- A Certificate of Insurance shall be required naming the City of Isanti as Additional Insured

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: March 6, 2018

SUBJECT: **SPRINT SITE LEASE AGREEMENT AMENDMENT**

Background

The City is in the process of approving a Conditional Use Permit for Sprint to install new antennas on top of the City's Water Tower. Since 2007, the City has had a site lease agreement with Sprint. The document was amended in 2013 when antennas were swapped out. Because Sprint is proposing to add additional antennas, they have proposed another amendment to the lease.

City Attorney Joslin has reviewed the proposed amendment and has provided no objections.

Staff Request

Staff is recommending approval of the site lease agreement amendment.

RESOLUTION NO. 2018-XXX

A RESOLUTION AMENDING THE SITE LEASE AGREEMENT BETWEEN SPRINT SPECTRUM REALTY COMPANY, LLC AND THE CITY OF ISANTI FOR THE PROPERTY AT 601 E DUAL BOULEVARD

WHEREAS, the City of Isanti and Northern PCS Services, LLC entered into a site lease agreement on May 1, 2007 for the placement of telecommunication devices on the City of Isanti Water Tower located at 601E Dual Blvd through Resolution 2007-22, and further amended such site lease agreement on February 20, 2007 through Resolution 2007-40; and,

WHEREAS, since entering into the original and amended agreement, Northern PCS Services, LLC has been succeeded by Sprint Spectrum Realty Company, LLC; and,

WHEREAS, the City has approved a Conditional Use Permit to allow for the upgrading and addition of telecommunication antennas through Resolution 2018-XXX, it is appropriate to amend the existing site lease agreement to reflect those changes; and,

WHEREAS, Sprint has provided an escrow of $7,500.00 to cover the costs for engineering and legal work that is required to move forward with the proposed project and has agreed to reimburse the City for any additional engineering and legal costs incurred that may exceed the original escrow amount; and,

WHEREAS, the City Attorney and Community Development Director have reviewed the proposed site lease amendment, and provided no further comments or concerns.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Isanti, Minnesota, hereby approves the "Amendment B" to the site lease agreement with Sprint Spectrum Realty Company, LLC, the successor company of Northern PCS Services, LLC.

This Resolution was duly adopted by the Isanti City Council this 6th day of March, 2018.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
City Clerk/ Human Resources

ST CLOUD Wireless HOLDINGS

ORIGINAL

SITE LEASE AGREEMENT

THIS SITE LEASE AGREEMENT ("Lease"), made this 1st day of May 2007 between City of Isanti ("Landlord") and Northern PCS Services, LLC, a Minnesota limited liability company ("Tenant").

For good and valuable consideration, the parties agree as follows:

1. **Leased Premises.** Subject to the terms and conditions of this Lease, Landlord hereby leases to Tenant and Tenant leases from Landlord a portion of Landlord's property, consisting of approximately 336 square feet, located at 601 E. Dual Boulevard, City of Isanti, County of Isanti, State of Minnesota, legally described in Exhibit A attached hereto, subject to any and all existing easements, and the non-exclusive right to use a portion of the water tower ("Structure"), between a minimum height of 160 feet and a maximum of 163 feet measured from grade as more particularly shown in Exhibit B attached hereto, on which directional antennas, connecting cables and appurtenances will be attached and located, the exact location of each to be reasonably approved by Landlord's Director of Public Works, together with a non-exclusive easement for reasonable access thereto and for adequate utility services, including sources of electric and telephone facilities also shown on Exhibit B ("Leased Premises").

2. **Rent**.

(a) Amount, Adjustments. As consideration for this Lease, Tenant shall pay Landlord a monthly rent in the amount of $1,000.00 for the remainder of 2007, which shall be increased each subsequent year on January 1st, by the greater of 3% or an amount equal to the increase in the Consumer Price Index. The CPI shall mean the "Consumer Price Index – for All Urban Consumers, All Cities, All Items (1982-84 = 100)" as published by the United States Department of Labor Statistics, or if such index is discontinued, the successor index, or if there shall be no successor index, such comparable index as mutually agreed upon by the parties. To determine the annual rental increase to be paid by the Tenant under a CPI adjuster, the annualized rental for the previous year shall be multiplied by a percentage figure, computed from a fraction, the numerator of which shall be the CPI for the third quarter of the preceding year (October) and the denominator of which shall be the CPI for the corresponding quarter of one year earlier. Such fraction shall be converted to a percentage equivalent. The resulting percentage figure shall be multiplied by the previous year's rent (annualized for the first year).

If Landlord consents to the installation of additional antennas, Tenant agrees to pay Landlord an increased monthly rental as specified in subparagraph 5(c) below. This rent in subparagraph 2(a) contemplates up to six (6) antennas. If more than six antennas are installed, each additional antenna shall require an additional monthly rent. For the remainder of 2007, the monthly rent will be calculated based upon an initial rent of $100.00 per month for each additional antenna. Monthly rent for each additional antenna

added after 2007 shall be calculated by multiplying $100.00 by the greater of 3% or an amount equal to the increase in the CPI for each subsequent year under the terms described in the preceding paragraph.

Upon full execution of this Agreement, Tenant agrees to pay to Landlord a legal and administrative review fee in the amount of One Thousand and no/100 Dollars ($1,000.00).

(b) Time of Payment, Taxes. The monthly rent shall be paid on or before the fifth business day of each month during the term of the lease. Rent for any partial month shall be pro-rated. Payments will be wired directly into the Landlord's bank account in accordance with written wiring instructions previously provided or to be provided by Landlord to Tenant. In addition to the annual rent, Tenant agrees to timely pay its pro rata share of any taxes or payment in lieu of taxes required as a result of this Lease.

3. **Governmental Approval Contingency.**

(a) Tenant Application. Tenant's rights to use the Leased Premises is expressly made contingent upon its obtaining all the certificates, permits, zoning and other approvals that may be required by any federal, state, or local authority. This shall include the engineering study specified in Subparagraph 3(b) below on the Structure to be conducted at Tenant's expenses. Landlord shall cooperate with Tenant in its efforts to obtain and retain such approvals and shall take no action which would adversely affect the status of the Leased Premises with respect to the Tenant's proposed used thereof.

(b) Interference Study. Before obtaining a building permit, Tenant must pay for the reasonable cost of (i) a radio frequency interference study carried out by an independent and qualified professional acceptable to the Landlord showing that Tenant's intended use will not interfere with any existing communications facilities and (ii) an engineering study showing that the Structure is able to support the Tenant's Facilities, as defined in Subparagraph 5(b), without prejudice to the City's use of the Structure. If the study finds that there is a potential for interference that cannot be reasonably remedied or for prejudice to the Structure, Landlord may terminate this Lease immediately and refund the initial rental to Tenant.

(c) Non-approval. In the event that any application necessary under Subparagraph 3(a) above is finally rejected or any certificate, permit, license or approval issued to Tenant is cancelled, expires, lapses, or is otherwise withdrawn or terminated by governmental authority so that Tenant, in its sole discretion, will be unable to use the Leased Premises for its intended purposes, Tenant shall have the right to terminate this Lease and be reimbursed for the rental payment if made pursuant to Subparagraph 2(b) above. Notice of Tenant's exercise of its right to terminate shall be given to Landlord in writing by certified mail, return receipt requested, and shall be effective upon receipt of such notice by Landlord as evidenced by the return receipt. Except as required under Subparagraph 13(d) below, upon such termination, this Lease shall become null and void and the parties shall have no further obligations to each other.

4. **Term and Renewal.**

The "Initial Term" of this Lease shall commence on the date in the first paragraph of this lease ("Effective Date") and end on December 31st of the fifth calendar year of the Lease. Subject to the terms and conditions of this Lease and the next paragraph below, unless Landlord gives written notice of non-renewal no later than 90 days prior to expiration of Initial Term or any Renewal Term (such notice to be provided in accordance with Paragraph 20 of this lease), Tenant shall have the right to extend this Lease for two (2) additional five (5) year renewal periods ("Renewal Term") commencing on January 1st following the expiration date of the Initial Term or any subsequent Renewal Term.

This Lease shall automatically renew for each successive Renewal Term unless either Landlord or Tenant sends written notice of non-renewal to the other no later than ninety (90) days prior to the expiration of the Initial Term or any Renewal Term, such notice to be provided in accordance with Paragraph 20 of this Lease.

5. **Tenant's Use.**

(a) User Priority. Tenant agrees that the following priorities of use, in descending order, shall apply in the event of communication interference or other conflict while this Lease is in effect, and Tenant's use shall be subordinate accordingly:

1. Landlord;
2. Public safety agencies, including law enforcement, fire, and ambulance services, that are not part of the Landlord;
3. Other government agencies where use is not related to public safety; and
4. Government-regulated entities whose antennae offer a service to the general public for a fee, in a manner similar to a public utility, such as long distance and cellular telephone, not including radio or television broadcasters.

(b) Purposes. Tenant shall use the Leased Premises only for the purpose of installing, maintaining, operating and removing a Landlord-approved communications antenna facility, equipment, cabinets and an accessory building, and uses incidental thereto for providing radio and wireless telecommunication services which Tenant is legally authorized to provide to the public. This use shall be non-exclusive, and Landlord specifically reserves the right to allow the Leased Premises to be used by other parties and to make additions, deletions, or modifications to its own facilities on the Leased Premises. Tenant's communications antenna facility shall consist of antennas at the Landlord-approved location, along with cables and appurtenances connected to an accessory building or cabinet located on the Lease Premises ("Antenna Facilities"). Both parties shall comply with all applicable ordinances, statutes and regulations of local, state and federal government agencies.

(c) Construction. Tenant may erect and operate an antenna array in accordance with its submitted application attached as Exhibit B. If Tenant seeks to increase the number of antennas, it must first pay for an evaluation carried out by a qualified professional, retained by Landlord demonstrating that (i) each additional antenna will not interfere with existing antennas or with proposed antennas with a higher priority and that (ii) any Structure can structurally support the additional antennas. The cost of each evaluation must be paid by the Tenant within 30 days after receiving written notice of the cost. Landlord must consent to installation of additional antennas; such consent will not be unreasonably withheld. If Landlord consents, the parties will negotiate the amount of additional rental for the antennas. All antennas and/or other appurtances permitted hereunder shall be installed in a manor that does not distract from the aesthetics of the structure, and shall be subject to approval by the City Engineer before installation.

(d) Operation. Tenant shall have the right, at its sole cost and expense, to operate and maintain the Antenna Facilities on the Leased Premises in accordance with good engineering practices, with all applicable FCC rules and regulations. Tenant's installation of all Antenna Facilities shall be done according to plans approved by Landlord, which approval shall not be unreasonably withheld, conditioned or delayed. Any damage done to the Leased Premises or other Landlord property, including the Structure during installation or during operations shall be repaired at Tenant's expense within 30 days after notification of damage. The Antenna Facilities shall remain the exclusive property of the Tenant, even in the event of default or termination, unless otherwise provided in this Lease.

(e) Maintenance, Improvement Expenses. All modifications to the Leased Premises relating to Tenant's use and all improvements made for Tenant's benefit shall be at the Tenant's expense and such improvements, including antenna, facilities and equipment, shall be maintained in a good state of repair, at least equal to the standard of maintenance of the Landlord's facilities on or adjacent to the Leased Premises, and secured by Tenant. If Tenant's Antenna Facilities are mounted on the Structure they shall, at all times, be painted, at Tenant's expense, the same color as the Structure.

(f) Replacements. Before the Tenant may update or replace the Antenna Facilities, Tenant must notify and provide a detailed proposal to Landlord. Tenant shall submit to Landlord a detailed proposal for any such replacement facilities and any other information reasonably requested by Landlord of such requested update or replacement, including but not limited to a technical study, carried out at Tenant's expense. Landlord may not unreasonably withhold, condition or delay approval.

(g) Drawings. Unless duplicative of previous specifications or drawings submitted to Landlord, Tenant shall provide Landlord with as-built drawings of the equipment and improvements installed on the Leased Premises, which show the actual location of all Antenna Facilities. Said drawings shall be accompanied by a complete and detailed inventory of all equipment, personal property, and Antenna Facilities actually placed on the Leased Premises.

(h) No Interference. Tenant shall, at its own expense, maintain any equipment on or attached to the Leased Premises in a safe condition, in good repair and in a manner suitable to Landlord so as not to conflict with the use of the surrounding premises by Landlord. Tenant shall not unreasonably interfere with the operations of any prior tenant using the Structure and shall not interfere with the working use of the water storage facilities thereon or to be placed thereon by Landlord. Landlord shall ensure that no subsequent tenant with the same or lesser priority level as Tenant shall install or operate equipment that will unreasonably interfere with Tenant's operation of its Antenna Facilities.

(i) Painting and Reconditioning of Structure. Prior to City painting and/or reconditioning the Structure, Tenant shall, at it's expense, have its communications equipment tested by a third party consultant of tenant's choice, to certify that the antennas, coax, transmission lines, transmitters, and receivers are in proper working condition. Testing results must be acknowledged in writing to City. Final testing and certification of the results must be completed within three (3) weeks of notification by City. Tenant shall provide City's painting contractor with pertinent safety instructions relative to working near the antennas, and if necessary, tenant must lower the power levels while City's painting contractor is working near the antennas. If the any of the above will interrupt tenant's service for more than 48 hours tenant shall have the option at it's sole expense to relocate it's facility to another location on city's property that is reasonably amenable to City and Tenant. Once interruption ceases, Tenant shall return it's facilities to the Premises, at it's sole expense.

(j) Damage To Paint or Surface of Structure. The antenna and any equipment attachments must not damage the paint or surface of the structure. Any additional expense of repainting, repairing, or maintaining the Premises or the structure reasonably incurred by the City as a direct consequence of the presence of the antennas and/or equipment being located thereon shall be paid promptly by Tenant to the City upon receipt of the City's written notice of such additional cost, which notice shall state the reason(s) for the incurring of such costs and shall include a reasonable itemization of such costs.

(k) Mitigation of Noise and/or Disturbance. Tenant agrees that if its communications equipment produces noise levels or interference that unreasonably cause a disturbance to the surrounding neighbors of the Premise as determined solely by the City, Tenant at it's own expense install such mitigation equipment or such buffer as is necessary to eliminate such disturbance.

(l) Notification of Scheduled Work. Tenant shall notify the City of scheduled work on it's communication facility that is to be done after 5:00 p.m. on business days, and any time on weekends or holidays. The notice shall be given to City so that it is received at lease 48 hours in advance of the start of such scheduled work, if possible. In the case of Tenant's emergency work on it's communication facilities, Tenant shall notify City as soon as practical after commencement of the work.

(m) Access. Tenant, at all times during this Lease, shall have access to the Leased Premises in order to install, operate, and maintain its Antenna Facilities. Tenant shall have access to the Structure only with the approval of Landlord. Tenant shall request access to the Structure twenty-four (24) hours in advance, except in an emergency, and Landlord's approval thereof shall not be unreasonably withheld or delayed. In the event it is necessary for Tenant to have access to the Structure at some time other than the normal working hours of Landlord, Landlord may charge Tenant for whatever expense, including employees' wages, that Landlord may incur in providing such access to Tenant. In the event that use of the Structure for water service, or use of the Structure to perform any necessary maintenance or repair, is interrupted or made impractical because of Tenant's antenna usage on the Structure, the City may interrupt Tenant's use of the Premises as reasonably necessary to prevent interruption of water service or interruption of maintenance and repair of the tower. The City will use its best efforts to prevent or minimize interruptions to Tenant's use.

(n) Payments of Utilities. Tenant shall separately meter charges for the consumption of electricity and other utilities associated with its use of the Leased Premises and shall promptly pay all costs associated therewith.

6. **Emergency Facilities**. In the event of a natural or man made disaster, in order to protect the health, welfare, and safety of the community, Tenant may erect additional Antenna Facilities and install additional equipment on a temporary basis on the Leased Premises to assure continuation of service. Such temporary operation shall not exceed 90 days unless Tenant obtains written approval from the Landlord, such approval of which shall not be unreasonably withheld, conditioned or delayed.

7. **Additional Maintenance Expenses**. Upon notice from Landlord, Tenant shall promptly pay to Landlord all additional Landlord reasonable expenses incurred in maintaining the Leased Premises, including painting or other maintenance of the Structure, that are caused by Tenant's occupancy of the Leased Premises.

8. **Additional Buildings**. Tenant acknowledges that Landlord may permit additional buildings to be constructed on the property described in Exhibit A, so long as such buildings do not interfere with Tenant's use of the Leased Premises. At such time as this may occur, Tenant will permit said buildings to be placed immediately adjacent to Tenant's building and will allow "attachments" to its building so as to give the appearance that all buildings are a connected facility. Said attachments will be made at no cost to Tenant and will not compromise the structural integrity of Tenant's building.

9. **Defense and Indemnification**.

(a) General. Each party agrees to defend, indemnify and hold harmless the other and the other's officials, officers, employees, agents, and representatives, from and against any and all claims, costs, losses, expenses, demands, actions, or causes of action, including reasonable attorneys' fees and other costs and expenses of litigation, which may be asserted against or incurred by a party or for which a party may be liable in the

performance of this Lease, except those which arise solely from the negligence, willful misconduct, or other fault of the other party. Tenant shall defend all claims arising out of the installation, operation, use, maintenance, repair, removal, or presence of Tenant's Antenna Facilities, equipment and related facilities on the Leased Premises.

(b) Hazardous Materials. Without limiting the scope of Subparagraph 9(a) above, Tenant will be solely responsible for and will defend, indemnify, and hold Landlord, its agents, and employees harmless from and against any and all claims, costs, and liabilities, including attorney's fees and costs, arising out of or in connection with the cleanup or restoration of the Leased Premises resulting from Tenant's use of Hazardous Materials. Landlord will be solely responsible for and will defend, indemnify, and hold Tenant, its agents, and employees harmless from and against any and all claims, costs, and liabilities, including attorney's fees and costs, arising out of or in connection with the cleanup or restoration of the Leased Premises resulting from Landlord's use of Hazardous Materials. For purposes of this Lease, "Hazardous Materials" shall be to include, without limitation, asbestos, fuel, batteries or any hazardous substance, waste, or materials as defined in any federal, state, or local environmental or safety law or regulations including, but not limited to, CERCLA.

(c) Tenant's Warranty. Tenant represents and warrants that its use of the Leased Premises will not generate and Tenant will not store or dispose of on the Leased Premises, nor transport to or over the Leased Premises, any Hazardous Materials. unless tenant specifically informs Landlord thereof in writing twenty-four hours prior to such storage, disposal or transport, or otherwise as soon as Tenant becomes aware of the existence of Hazardous Materials on the Leased Premises. The obligations of this Paragraph 9 shall survive the expiration or other termination of this Lease. Landlord represents and warrants that, to the best of its knowledge, no hazardous materials are or have been stored or transported to the Leased Premises.

10. **Insurance**.

(a) Worker's Compensation. The Tenant must maintain Worker's Compensation insurance in compliance with all applicable statutes. The policy shall also provide Employer's Liability coverage with limits of not less than $500,000 Bodily Injury each accident, $500,000 Bodily Injury by disease, each employee.

(b) General Liability. The Tenant must maintain an occurrence from comprehensive general liability coverage. Such coverage shall include, but not be limited to, bodily injury, property damage – broad form, and personal injury, for the hazards of Premises/Operation, broad form contractual, independent contractors, and products/completed operations.

The Tenant must maintain aforementioned comprehensive general liability coverage with limits of liability not less than $1,000,000 each occurrence; $1,000,000 personal and advertising injury; $2,000,000 general aggregate, and $2,000,000 products and completed operations aggregate. These limits may be satisfied by the comprehensive

general liability coverage or in combination with an umbrella or excess liability policy, provided coverage afforded by the umbrella or excess policy are no less than the underlying comprehensive general liability coverages.

(c) Automobile Liability. The Tenant must carry Automobile Liability coverage. Coverage shall afford total liability limits for Bodily Injury Liability and Property Damage Liability in the amount of $1,000,000 per accident. The liability limits may be afforded under the Commercial Policy, or in combination with an Umbrella or Excess Liability Policy provided coverages afforded by the Umbrella Excess Policy are no less than the underlying Commercial Auto Liability coverage.

Coverage shall be provided for Bodily Injury and Property Damage for the ownership, use, maintenance or operation of all owned, non-owned and hired automobiles.

The Commercial Automobile Policy shall include at least statutory personal injury protection, uninsured motorists and underinsured motorists coverages.

(d) Tenant Property Insurance. The Tenant must keep in force during the term and any renewals of the Lease a policy covering damages to its property at the Leased Premises. The amount of coverage shall be sufficient to replace the damaged property, loss of use and comply with any ordinance or law requirements.

(e) Hazardous Materials Coverage. Tenant must carry sufficient coverage, to the reasonable satisfaction of the Landlord, for damage caused by Hazardous Materials.

(f) Adjustment to Insurance Coverage Limits. The coverage limits set forth herein shall be increased at the time of any Renewal Term by the greater of the change in the Consumer Price Index as calculated under Paragraph 2(a) or 25%.

(g) Additional Insured – Certificate of Insurance. The Tenant shall provide, prior to tenancy, evidence of the insurance in the form of a Certificate of Insurance issued by a company (rated A+ or better) by Best Insurance Guide, licensed to do business in the state of Minnesota, which includes all coverages required in this Paragraph 10. Tenant will name Landlord as an Additional Insured on the General Liability and Commercial Automobile Liability Policies. The Certificate(s) shall also provide the coverage may not be canceled, non-renewed, or materially changed without thirty (30) days prior written notice to Landlord.

11. **Damage or Destruction**. If the Leased Premises is destroyed or damaged, without contributory fault of the Tenant or its agents, so as, in Tenant's judgment, to hinder its effective use of the Antenna Facilities, Tenant may elect to terminate the Lease upon 30 days' written notice to Landlord. In the event Tenant elects to terminate the Lease, Tenant shall be entitled to reimbursement of prepaid rent covering the period subsequent to the date of damage to or destruction of the Leased Premises.

12. **Lease Termination**.

(a) Events of Termination. Except as otherwise provided herein, this Lease may be terminated upon sixty (60) days written notice to the other party as follows:

(i) by either party upon a default of any covenant or term hereof by the other party, which default is not cured within sixty (60) days of receipt of written notice of default to the other party (without, however, limiting any other rights of the parties pursuant to any other provisions hereof);

(ii) by Tenant for cause if it is unable to obtain or maintain any license, permit, or other governmental approval necessary for the construction and/or operation of the Antenna Facilities or Tenant's business;

(iii) by Tenant for cause if the Leased Premises is or becomes unacceptable for technological reasons including without limitation shadowing or interference under Tenant's Antenna Facilities, design or engineering specifications or the communications systems to which the Antenna Facilities belong;

(iv) by Landlord, upon 180 days prior written notice to Tenant if its City Council decides, for any reason, to redevelop the Leased Premises in a manner inconsistent with continued use of the Leased Premises by Tenant and/or discontinue use of the Structure for all purposes, provided that the Landlord shall promptly pay to Tenant the reasonable costs incurred by Tenant to remove its equipment from the Structure if it exercises this provision prior to the end of the Initial Term.

(iv) by Landlord if it determines that the Structure is structurally unsound, including, but not limited to, consideration of age of the Structure, damage or destruction of all or part of the Structure on the Leased Premises from any source, or factors relating to condition of the Leased Premises;

(v) by Landlord if it determines that a potential user with a higher priority under Subparagraph 4(a) above cannot find another adequate location, or the Antenna Facilities unreasonably interfere with another user with a higher priority, regardless of whether or not such an interference was predicted in the initial interference study that was part of the application process, provided that for a one year period after termination under this subparagraph, Landlord shall not lease the Leased Premises to another party with equal or lesser priority for the same use as that of Tenant and shall protect Tenant from harmful interference caused by subsequent users; or

(vii) by Landlord if it determines that Tenant has failed to comply with applicable ordinances, or state or federal law, or any conditions attached to government approvals granted thereunder.

(b) Notice of Termination. The parties shall give Notice of Termination in writing by certified mail, return receipt requested. Such Notice shall be effective upon receipt as

evidenced by the return receipt, or such later date as stated in the Notice. All rentals paid for the Lease prior to said termination date shall be retained by the Landlord.

(c) Tenant's Liability for Early Termination. If Tenant terminates this Lease other than of right as provided in this Lease, Tenant shall pay to Landlord the annual rent for the year in which Tenant terminates, unless Tenant terminates during the last year of any Term under Paragraph 3 and Tenant has paid the annual rental for that year.

(d) Site Restoration. In the event that this Lease is terminated or not renewed, Tenant shall have 60 days from the termination or expiration date to remove its Antenna Facilities, and related equipment from the Leased Premises, repair and restore the site to it's pre-leased condition and restore the surface of the Structure to it's pre-leased condition. In the event that Tenant's Antenna Facilities, and related equipment are not removed to the reasonable satisfaction of the Landlord, the Landlord shall have the right to remove the equipment and store it all at the Tenant's expense. A post site walk will be completed with the landlord to confirm the work completed is to the Landlord's satisfaction.

13. **Limitation of Landlord's Liability**. If Landlord terminates this Lease other than as of right as provided in this Lease, or Landlord causes interruption of the business of Tenant or for any other Landlord breach of this Lease, Landlord's liability for damages to Tenant shall be limited to the actual and direct costs of equipment removal, relocation or repair and shall specifically exclude any recovery for value of the business of Tenant as a going concern, future expectation of profits, loss of business or profit or related damages to Tenant.

14. **Temporary Interruptions of Service**. If Landlord reasonably determines that continued operation of the antenna Facilities would cause or contribute to an immediate threat to public health and/or safety (except for any issues associated with human exposure to radio frequency omissions, which is regulated by the federal government), Landlord may order Tenant to discontinue its operation. Tenant shall immediately comply with such an order. Service shall be discontinued only for the period that the immediate threat exists. If Landlord does not give prior notice to Tenant, Landlord shall notify Tenant as soon as possible after its action and give its reason for taking action. Landlord shall not be liable to Tenant or any other party for any interruption in Tenant's service or interference with Tenant's operation of its Antenna Facilities, except as may be caused by the willful misconduct of the Landlord, its employees or agents. If the discontinuance extends for a period greater than three days, either consecutively or cumulatively, Tenant shall have the right to terminate this Lease within its sole discretion.

15. **Tenant Interferences**.

(a) With Structure. Tenant shall not interfere with Landlord's use of the Structure and agrees to cease all such actions which unreasonably interfere with Landlord's use thereof no later than three business days after receipt of written notice of the interference from Landlord. In the event that Tenant's cessation of action is material to Tenant's use

of the Leased Premises and such cessation frustrates Tenant's use of the Leased Premises, within Tenant's sole discretion, Tenant shall have the immediate right to terminate this Lease.

(b) With Higher Priority Users. If Tenant's Antenna Facilities cause impermissible interference with higher priority users as set forth in under Subparagraph 5(a) above or with pre-existing tenants, Tenant shall take all measures necessary to correct and eliminate within 48 hours after receiving Landlord's written notice of the interference, Tenant shall immediately cease operating its Antenna Facilities and shall not reactivate operation, except intermittent operation for the purpose of testing, until the interference has been eliminated. If the interference cannot be eliminated within 30 days after Tenant received Landlord's written notice, Landlord may at its option terminate this Lease immediately.

(c) Interference Study – New Occupants. Upon written notice by Landlord that it has a bona fide request from any other party to lease an area including or in close proximity to the Leased Premises ("Leased Premises Area"), Tenant agrees to provide Landlord, within sixty (60) days, the radio frequencies currently in operation or to be operated in the future of each transmitter and receiver installed and operational by Tenant on the Leased Premises at the time of such request. Landlord may then have an independent, registered professional engineer of Landlord's choosing perform the necessary interference studies to determine if the new applicant's frequencies will cause harmful radio interference to Tenant. Landlord shall require the new applicant to pay for such interference studies, unless the Landlord or other higher priority user requests the use. In that event, the Tenant and all other tenants occupying the Leased Premises Area shall pay for the necessary interference studies, pro rata.

(d) Interference – New Occupants. Landlord agrees that it will not grant a future lease in the Leased Premises Area to any party who is of equal or lower priority to Tenant, if such party's use is reasonably anticipated to interfere with Tenant's operation of its Antenna Facilities. Landlord agrees further that any future lease of the Leased Premises Area will prohibit a user of equal or lower priority from interfering with Tenant's Antenna Facilities. Landlord agrees that it will require any subsequent occupants of the Leased Premises Area of equal or lower priority to Tenant to provide Tenant these same assurances against interference. Landlord shall have the obligation to eliminate any interference with the operations of Tenant caused by such subsequent occupants. If such interference is not eliminated, Tenant shall have the right to terminate this Lease or seek injunctive relief against the interfering occupant, at Tenant's expense.

16. **Assignment**. This Lease, or rights thereunder, may not be sold, assigned, or transferred at any time by Tenant except to Tenant's affiliates or subsidiaries. As to other parties, this Lease may not be sold, assigned, or transferred without the written consent of the Landlord, such consent not to be unreasonably withheld, conditioned or delayed. For purposes of this paragraph, an "affiliate" or "subsidiary" means an entity in which Tenant owns greater than 50% interest. Landlord herby consents to the assignment by Tenant of

its rights under this Lease as collateral to any entity which provides financing for the purchase of the equipment to be installed at the Leased Premises.

17. **Condemnation**. In the event the whole of the Leased Premises is taken by eminent domain, this Lease shall terminate as of the date title to the Leased Premises vests in the condemning authority. In event a portion of the Leased Premises is taken by eminent domain, either party shall have the right to terminate this Lease as of said date of title transfer, by giving thirty (30) days' written notice to the other party. In the event of any taking under the power of eminent domain, Tenant shall not be entitled to any portion of the reward paid for the taking and the Landlord shall receive full amount of such award. Tenant hereby expressly waives any right or claim to any portion thereof. Although all damages, whether awarded as compensation for diminution in value of these leasehold or to the fee of the Leased Premises, shall belong to Landlord, Tenant shall have the right to claim and recover from the condemning authority, but not from Landlord, such compensation as may be separately awarded or recoverable by Tenant on account of any and all damage to Tenant's business and any costs or expenses incurred by Tenant in moving/removing its equipment, personal property, Antenna Facilities, and leasehold improvements.

18. **Disputes**. Any claim, controversy or dispute arising out of this Lease not resolved within ten (10) days following notice of the dispute, shall be submitted first and promptly to mediation. Each party shall bear its own costs of mediation. If mediation does not resolve in settlement within forty-five (45) days after the matter was submitted to mediation, either party may pursue a remedy in the State District Court in and for Isanti County, Minnesota, which shall have exclusive jurisdiction over such matter.

19. **Enforcement and Attorney's Fees**. In the event that either party to this Lease shall bring a legal action to enforce any rights hereunder, the prevailing party shall be entitled to recover costs and reasonable attorney's fees incurred as a result of such claim.

20. **Notices**. All notices hereunder must be in writing and shall be deemed validly given if delivered personally or if sent by certified mail, return receipt requested, addressed as follows (or any other address that the party to be notified may have designated to the sender by like notice):

If to Landlord, to:

City Administrator
City of Isanti
11O 1st Avenue North
P.O. Box 428
Isanti, MN 55040
Phone (763) 444-5512

If to Tenant, to:

Northern PCS Services, LLC
Attention: Network Operations – Leasing
126 Division Street
Waite Park, MN 56387
Phone: (320) 292-8500

21. **Authority**. Each of the individuals executing this Lease on behalf of the Tenant or the Landlord represents to the other party that such individual is authorized to do so by requisite action of the party to this Lease.

22. **Binding Effect**. This Lease shall run with the Leased Premises. This Lease shall extend to and bind the heirs, personal representatives, successors and assigns of the parties hereto.

23. **Complete Lease: Amendments.** This Lease constitutes the entire agreement and understanding of the parties and supersedes all offers, negotiations, and other agreements of any kind. There are no representations or understandings of any kind not set forth herein. Any modification of or amendment to this Lease must be in writing and executed by both parties.

24. **Governing Law.** This Lease shall be construed in accordance with the laws of the State of Minnesota.

25. **Limitation of Liability.** Nothing in the Lease shall be deemed a waiver of any limitation of liability or defenses under Minnesota Statutes Chapter 466 or any other provision of law.

26. **Severability.** If any term of this Lease is found be void or invalid, such invalidity shall not affect the remaining terms of this Lease, which shall continue in full force and effect.

27. **Default:**

(a) Notwithstanding anything in the Lease to the contrary, Tenant shall not be in default under this Lease until thirty (30) days after receipt of written notice from Landlord specifying Tenant's failure to comply with any material provision of this Lease, which failure is not cured within said thirty (30) days; provided, however, where such default cannot reasonably be cured within thirty (30) days, Tenant shall not be deemed to be in default under this Lease if Tenant commences to cure such default within said thirty (30) days and thereafter diligently pursues such cure to completion

(b) In the event of Tenant's default in the payment of rentals or in Tenant's failure to comply with any other material provision of this Lease, Landlord may, at its option, terminate this Lease without affecting its right to sue for all past due rentals and any other damages to which the Landlord may be entitled. Should Landlord be entitled to collect rentals or damages and be forced to do so through its attorney or by some other legal procedures, Landlord shall, upon receipt of a favorable judicial ruling, be entitled to its reasonable costs and attorney fees thereby incurred.

(c) In the event of Landlord's failure to comply with any material provision of this Lease, which failure is not cured within thirty (30) days after receipt of written notice thereof from Tenant (provided, however, where any such default cannot reasonably be cured within thirty (30) days, Landlord shall not be deemed to be in default under this Lease if Landlord commences to cure such default within said thirty (30) days and thereafter diligently pursues such cure to completion), Tenant may, at its option, cure the failure at Landlord's expense (which expense, in Tenant's discretion, may be deducted from rent) or terminate this Lease without affecting its right to demand, sue for, and collect all of its damages arising out of Landlord's said failure to comply (including consequential damages). If Tenant is entitled to collect or otherwise remedy said damages, and if Tenant should seek enforcement of its rights through an attorney or other legal procedures, Tenant is entitled to collect, in addition to any other amounts owed, its reasonable costs and attorneys fees thereby incurred.

(d) The rights and remedies stated in this Lease are not exclusive and the parties, in the event of a breach hereof or a dispute, are entitled to pursue any of the remedies provided herein, by law, or by equity.

(e) No course of dealing between the parties or any delay on the part of a party to exercise any right it may have under this Lease shall operate as a waiver of any of the rights hereunder or by law or equity provided, nor shall any waiver of any prior default operate as the waiver of any subsequent default, and no express waiver shall affect any term or condition other than the one specified in such waiver, for the time and manner specifically stated.

28. **Title:** Landlord represents and warrants to Tenant that Landlord has good and marketable title to the Leased Premises, the ground beneath the Tower, Access Easement and Utility Easement, free and clear of all liens, encumbrances and exceptions. Landlord shall warrant and defend the same to Tenant against the claims and demands of all persons and entities. If Landlord is a corporation, partnership or other legal entity, the individual who executes this Lease on behalf of Landlord represents and warrants to Tenant that he or she is duly authorized to do so.

29. **Quiet Enjoyment:** Landlord covenants that Tenant, upon paying the rent and observing the other covenants and conditions herein upon its part to be observed, shall peaceably and quietly hold and enjoy the right to use the Leased Premises, Access Easement, and Utility Easement on the terms and conditions and for the purposes stated herein during the term of

this Lease, as it may be extended, without hindrance, ejection or molestation by Landlord or any person(s) or entity(ies) claiming under the Landlord.

30. **Representations and Warranties:** Tenant shall keep and maintain its Communications Facility in good repair and condition and in accordance with all local, State, and Federal laws, rules and regulations. Tenant shall acquire no interest in the land or in the Tower by virtue of this agreement other than as set forth in this Lease. Tenant warrants that all improvements on the Leased Premises have been constructed and maintained in accordance with all applicable federal, state and local laws, rules, regulations and ordinances.

Landlord agrees that Tenant's contemplated use of the Leased Premises is not prohibited by or in violation of any zoning or other municipal law, ordinance, rule or regulation or any restriction contained in any deed, lease or other instrument related to the Premises. Landlord warrants that is has had no dealings with any broker or agent in connection with this Lease and Landlord agrees to defend, indemnify, and hold Tenant harmless from and against any and all costs, expense or liability from damages (including attorneys fees and expenses), compensation, commission and charges claimed by any broker or agent with respect to this Lease or the negotiation thereof, arising out of the conduct or conversations of Landlord, or third parties to whom Landlord may be legally responsible.

IN WITNESS WHEREOF, the parties hereto have set their hands and affixed their respective seals the day and year first above written.

LANDLORD:

By _____
George A. Wimmer, Mayor

By _____
Irene Bauer, City Clerk

Date 3-30-07

TENANT:

Northern PCS Services, a
Minnesota Limited Liability Company

By _____
Its CTO

Date _____

EXHIBIT A
Legal Description

PID - 160900150

601 E. Dual Boulevard
Isanti, Minnesota

Site Name: ISANTI **Site ID #: MS03NP737**

AMENDMENT NO. 1 TO SITE LEASE AGREEMENT

This Amendment No. 1 to SITE LEASE AGREEMENT (this "**Amendment**"), effective as of the date last signed below ("**Effective Date**"), amends a certain SITE LEASE AGREEMENT between NORTHERN PCS SERVICES, LLC, a Minnesota limited liability company ("**Tenant**"), and CITY OF ISANTI ("**Landlord**"), dated MAY 1, 2007 (the "**Agreement**").

BACKGROUND

WHEREAS, Tenant desires to modify its installation on the Leased Premises by adding or swapping out antennas and other equipment to the Antenna Facilities, as more particularly described in Exhibit B-1 annexed hereto, and Tenant and Landlord desire to modify the provisions of the Agreement as provided below.

AGREEMENT

For good and valuable consideration the receipt and sufficiency of which are acknowledged, Landlord and Tenant agree as follows:

1. **Modification to the Antenna Facilities.** Exhibit B to the Agreement is hereby amended to include the modifications identified on Exhibit B-1, a copy of which is attached and made a part hereof. Exhibit B-1 supplements Exhibit B to the Agreement, and shall not be deemed to supersede or otherwise modify Exhibit B or any part thereof except to the extent specifically set forth in Exhibit B-1. Upon full execution of this Amendment, Tenant is permitted to do all work necessary to prepare, maintain and alter the Leased Premises to install or otherwise modify the Antenna Facilities, all as more fully described and contemplated in Exhibit B-1.

2. **Escrow Account.** Tenant agrees to reimburse Landlord for reasonable costs and expenses incurred by Landlord as a result of Tenant's anticipated modifications to the Antenna Facilities pursuant to Paragraph 1 above. Prior to commencing any such work Tenant must deposit in escrow with Landlord the sum of $4,500.00 ("Escrow Amount") to secure such reimbursement to Landlord. Landlord acknowledges receipt of such Escrow Amount. Said costs and expenses shall be deemed to include but are not limited to any and all costs and expenses incurred by Landlord for staff time, legal and engineering fees and inspection,. Tenant shall be responsible for immediate payment to Landlord of said costs and expenses within thirty (30) days of receipt of an invoice together with reasonable supporting documentation evidencing such costs and expenses incurred. In the event Tenant fails to reimburse Landlord within such thirty (30) day period, Landlord may immediately thereupon deduct and pay such reimbursement directly from the said funds placed in escrow herein. In the event said Escrow Amount is insufficient to cover reimbursement to Landlord of all such costs and expenses, Tenant shall promptly pay any such deficiency to Landlord. Within thirty (30) days following the completion of the modifications contemplated by this Amendment, Landlord will return the remaining Escrow Amount.

3. **Frequency Use.** Provided that any frequencies used by Tenant will not cause interference with the properly licensed and permitted pre-existing frequencies in use or in operation at the Antenna Facilities and notwithstanding anything to the contrary contained herein, Tenant may operate the Antenna Facilities at any frequencies for which it has all requisite permits, leases or licenses.

4. **Modification to Rent.** As additional consideration for the modification and other rights set forth in this Amendment, starting on the date that is 30 days after the start of construction of the modifications to the Antenna Facilities, the monthly rent will be increased by $200.00.

5. **Notice Address.** The notice addresses in Section 20 of the Agreement or referenced therein for the party or parties listed below are hereby deleted in their entirely and replaced with the following:

To Landlord: City of Isanti
City Administrator: Don Lorsung
110 1st Avenue North

Isanti, MN 55040
Phone (763) 444-5512

To Tenant:
Sprint/Nextel Property Services
Sprint Site ID: MS03NP737
Mailstop KSOPHT0101-Z2650
6391 Sprint Parkway
Overland Park, Kansas 66251-2650

With a mandatory copy to:
Sprint/Nextel Law Department
Sprint Site ID: MS03NP737
Mailstop KSOPHT0101-Z2020
6391 Sprint Parkway
Overland Park, Kansas 66251-2020
Attn.: Real Estate Attorney

6. **General Terms and Conditions**.

a. All capitalized terms used in this Amendment, unless otherwise defined herein, will have the same meaning as the terms contained in the Agreement.

b. In case of any inconsistencies between the terms and conditions contained in the Agreement and the terms and conditions contained in this Amendment, the terms and conditions herein will control. Except as set forth herein, all provisions of the Agreement are ratified and remain unchanged and in full force and effect.

c. This Amendment may be executed in duplicate counterparts, each of which will be deemed an original.

d. Each of the parties represents and warrants that it has the right, power, legal capacity and authority to enter into and perform its respective obligations under this Amendment.

*****SIGNATURES ON FOLLOWING PAGE*****

The parties have executed this Amendment as of the Effective Date.

Landlord:
City of Isanti

By: _____

Printed Name: George Wimmer

Title: Mayor

Date: 1/22/13
(Date must be completed)

Tenant:
Northern PCS Services, LLC
a Minnesota limited liability company

By: _____

Printed Name: Matthew Bell

Title: Manager Real Estate

Date: 1/15/2013
(Date must be completed)

Exhibit B-1

[see attached]

Sprint

SITE NAME: ISANTI

SITE NUMBER: MS03NP737

SITE ADDRESS: 601 EAST DUAL BOULEVARD
ISANTI, MN 55040

SITE TYPE: EXISTING 160' WATER TOWER

SITE INFORMATION

SITE ADDRESS:
601 EAST DUAL BOULEVARD
ISANTI, MN 55040

PROPERTY/TOWER OWNER:
CITY OF ISANTI
110 1ST AVENUE NW
PO BOX 428
ISANTI, MN 55040

EQUIPMENT SUPPLIER:
SAMSUNG TELECOMMUNICATIONS AMERICA (STA)
7301 EAST LONDON OAKS
DESIGN DISTRICT, TX 76063-4154
(972) 761-7500

FIBER PROVIDER:
ARV - CENTURYLINK
DONOR = N/A

COUNTY:
ISANTI COUNTY

ZONING JURISDICTION:
CITY OF ISANTI

ZONING DISTRICT:
I-1 INDUSTRIAL PARK

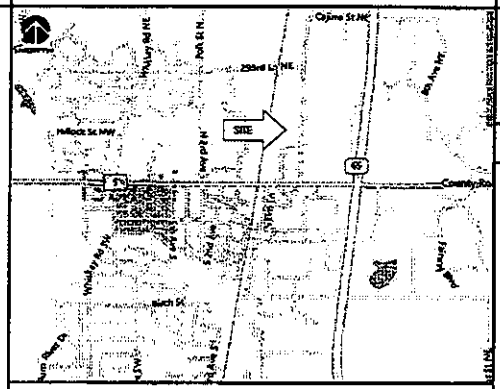
LATITUDE (NAD83):
45° 29' 40.52" N
45.494577°

LONGITUDE (NAD83):
93° 14' 04.84" W
-93.234680°

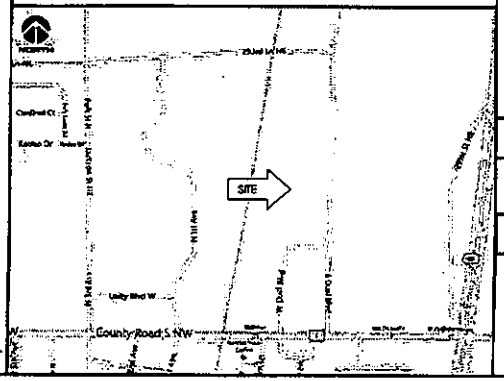
ENGINEERING COMPANY:
EDGE CONSULTING ENGINEERS, INC.
624 WHEELER STREET
PRAIRIE DU SAC, WI 53578
CONTACT: OTTO DINGFELDER
PHONE: 608.644.1449

811
Know what's below.
Call before you dig.
www.call811.com

AREA MAP



LOCATION MAP



APPLICABLE CODES

ALL WORK SHALL COMPLY WITH THE FOLLOWING APPLICABLE CODES:

- IBC 2006 (2007 MINNESOTA STATE BUILDING CODE)
- 2009 MINNESOTA PLUMBING CODE
- IMC 2006 WITH AMENDMENTS
- NEC 2008 ELECTRICAL CODE

IN THE EVENT OF CONFLICT, THE MOST RESTRICTIVE CODE SHALL PREVAIL.

PROJECT DESCRIPTION

- REMOVE EXISTING CABINETS AND ANTENNAS
- INSTALL (1) MMBS-88U CABINET IN EXISTING LEASE SPACE
- INSTALL (1) MMBS-BATTERY CABINET IN EXISTING LEASE SPACE
- INSTALL (3) PANEL ANTENNAS
- INSTALL (6) RRU'S TO TOWER
- INSTALL (1) GROUND MOUNTED GPS ANTENNA
- INSTALL (3) HYBRID CABLES
- INSTALL (6) COAX JUMPERS PER SECTOR (TOTAL OF 18)
- INSTALL (3) RET CABLES

STRUCTURAL ANALYSIS

COMPLETED BY EDGE CONSULTING ENGINEERS, INC.
REPORT #: 6759
DATED: 07/18/2012
CONCLUSION: MODIFICATION REQUIRED

ENGINEER OF RECORD

EDGE CONSULTING ENGINEERS, INC.
CONTACT: OTTO DINGFELDER III (PE # 49720 (MN))
PHONE: 608.644.1449

DRIVING DIRECTIONS FROM NEAREST MAJOR AIRPORT

FROM MINNEAPOLIS-SAINT PAUL INTERNATIONAL AIRPORT (MSP):

1. Head SOUTHWEST on Humphrey Dr (go 0.3 mi)
2. Turn RIGHT onto 34th Ave S (go 0.7 mi)
3. Take the ramp onto I-494 W (go 0.5 mi)
4. Take exit 23 to merge onto MN-77 N (go 2.9 mi)
5. Take the exit onto MN-62 W (go 1.6 mi)
6. Take the Interstate 35 W N exit (go 0.2 mi)
7. Merge onto I-35W N (go 18.0 mi)
8. Take exit 30 to merge onto US-10 W toward Anoka (go 2.8 mi)
9. Take the MN-65 N/Central Ave exit (go 0.4 mi)
10. Merge onto MN-65 Trunk N/Central Avenue NE (go 24.6 mi)
11. Turn LEFT onto County Road 6 NE (go 0.3 mi)
12. Turn RIGHT onto E Dual Blvd NE (go 0.3 mi)

DRAWING INDEX

NO:	SHEET TITLE
T-1	TITLE SHEET & PROJECT DATA
GN-1	GENERAL NOTES 1
GN-2	GENERAL NOTES 2
GN-3	GENERAL NOTES 3
A-1	OVERALL SITE PLAN
A-2	ENLARGED SITE PLAN
A-3	TOWER ELEVATION & COAX DETAILS
A-4	ANTENNA SCHEDULE & LAYOUTS
A-5	EQUIPMENT DETAILS
A-6	EQUIPMENT DETAILS
A-7	EQUIPMENT DETAILS
RF-1	ANTENNA & CABLE COLOR CODING DETAILS
RF-2	ANTENNA/RRU JUMPER SCHEMATIC
E-1	SINGLE LINE DIAGRAM & POWER PANEL SCHEDULE
E-2	DC POWER ONE-LINE & DETAILS
E-3	POWER & TELCO DETAILS
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G-3	GROUNDING DETAILS
S-1	STRUCTURAL DETAILS
S-2	INSTALLATION DETAILS
S-3	COAX DETAILS
S-4	MODIFICATION DETAILS

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PROJECT NO:	172802
EDGE PROJECT NO:	6759
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REV.	DATE	DESCRIPTION
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D	11/09/12	ISSUED FOR SIGNED & SEALED
C	08/31/12	ISSUED FOR SIGNED & SEALED
B	07/11/12	ISSUED FOR CD 100%
A	05/09/12	ISSUED FOR CD 90%

OTTO G. DINGFELDER III
LICENSED PROFESSIONAL ENGINEER
49720
STATE OF MINNESOTA
12/19/12

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MS03NP737
ISANTI
601 EAST DUAL BOULEVARD
ISANTI, MN 55040

SHEET TITLE
TITLE SHEET & PROJECT DATA

SHEET NUMBER
T-1

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GENERAL WELDING NOTES:

1. ALL WELDING SHALL BE PERFORMED BY A CERTIFIED WELDER.
2. COMPLY WITH THE AWS D1.1 STRUCTURAL WELDING CODE, ANSI/AWWA D100-05 (LATEST EDITION THEREOF), "AWWA STANDARD FOR WELDED STEEL TANKS FOR WATER STORAGE" AND FEDERAL, STATE AND LOCAL CODES, DURING CONSTRUCTION DESIGN AND FABRICATION.
3. MAKE ALL WELDS TO THE TANK WALL WITH 7018 LOW HYDROGEN ROD. WELD SMOOTH AND AVOID UNDERCUTS AND PINS. GRIND ALL WELDS SMOOTH SO THAT NO SHARP PROTRUSIONS REMAIN. SMOOTH IS DEFINED AS "NO CUTS OR ABRASIONS OCCUR WHEN RUBBING YOUR HAND OVER WELD." UNACCEPTABLE WELDS SHALL BE REPAIRED AS REQUIRED TO MEET AWWA D100 REQUIREMENTS.
4. NO WELDING SHALL BE DONE WHEN THE AMBIENT TEMPERATURE IS BELOW 32 DEGREES FAHRENHEIT UNLESS THE REQUIREMENTS OF AWWA D400, SEC 16.2.1 ARE MET.
5. WELDING TO THE TANK OR ACCESS TUBE OPPOSITE THE WATER LEVEL IS NOT PERMITTED. THE WATER LEVEL SHALL BE DRAWN DOWN TO A LEVEL TWO FEET BELOW THE POINT OF WELDING.
6. WELDING MAY CAUSE BLISTERING OF THE INTERIOR PAINT OPPOSITE THE WELD. ALL DAMAGED PAINT SURFACES INSIDE AND OUT SHALL BE REPAIRED. EXTERIOR PAINT DAMAGE SHALL BE REPAIRED AFTER COMPLETION OF THE ANTENNA INSTALLATION. CONTRACTOR IS TO COORDINATE WITH TOWER OWNER ON EXISTING PAINT SYSTEM.
7. GALVANIZED COMPONENTS SHALL NOT BE WELDED DIRECTLY TO THE TANK SURFACE. OTHER GALVANIZED SURFACES SHALL BE GROUND FREE OF GALVANIZING BEFORE WELDING.

PAINTING NOTES:

ALL COATINGS TO BE REPAIRED PER PAINTING NOTES ON PAGE S-2

ADDITIONAL NOTES:
- COORDINATE PAINTING SCHEDULE WITH TOWER OWNER.
- ALL STEEL ANTENNA INSTALLATION MUST BE PAINTED TO MATCH THE EXISTING PAINT SYSTEM ON THE EXTERIOR AND DRY INTERIOR.
- NO COMPONENTS CAN REMAIN GALVANIZED OR STAINLESS STEEL. THE SPECIFIED PAINT SYSTEM WILL NOT HAVE GOOD ADHESION ON GALVANIZED OR STAINLESS STEEL SURFACES.
- CONTACT THE NCC TO OBTAIN A SUITABLE SURFACE PREPARATION SYSTEM FOR GALVANIZED AND STAINLESS STEEL SURFACES. THE SYSTEM MUST MAKE PREVIOUSLY GALVANIZED AND STAINLESS STEEL SURFACES COMPATIBLE WITH THE SPECIFIED PAINT SYSTEMS THAT WILL BE APPLIED.
- IF APPLICABLE, PAINT ALL STEEL NEW STEEL IN A SHOP SETTING, PRIOR TO DELIVERY TO THE SITE.
- WELDING ON ONE SIDE OF A STEEL SHEET MAY RESULT IN BURNED PAINT ON THE OPPOSITE SIDE. IF THIS OCCURS, THE BURNED PAINT ON THE OPPOSITE SIDE WILL NEED TO BE REPAIRED.
- FOLLOW ALL PAINT MANUFACTURERS' RECOMMENDATIONS WHEN USING THEIR PRODUCTS.

STEEL CONSTRUCTION NOTES:

1. STRUCTURAL STEEL DESIGN AND FABRICATION SHALL BE IN ACCORDANCE WITH THE AISC ASD 13TH EDITION STEEL CONSTRUCTION MANUAL.
2. ALL ANGLES SHALL CONFORM TO ASTM A36 (Fy = 36 KSI).
3. ALL PLATE STEEL SHALL CONFORM TO ASTM A36 (Fy = 36KSI).
4. ALL SHEAR CONNECTIONS NOT SPECIFICALLY DETAILED ON THE DRAWINGS SHALL BE SELECTED AND DETAILED BY THE FABRICATOR. ALL CONNECTIONS SHALL BE SELECTED FROM AISC ASD LOAD TABLES TO SUPPORT MAXIMUM LOADS SHOWN ON DRAWINGS OR FOR THE FULL UNIFORM LOAD CAPACITY OF THE MEMBER PER AISC. DOUBLE ANGLE CONNECTIONS ARE PREFERRED WHEN POSSIBLE.

PROPOSED VERTICAL RAIL POST, L2 1/2" x 2 1/2" x 1/4" x 2'-9" (TYP. OF 4)

PROPOSED KICKER ANGLE, L3" x 2" x 1/4" x 3'-4 1/2", V.I.F. REQUIRED LENGTH; TO BE INSTALLED AT EACH VERTICAL LOCATION (PROPOSED AND EXISTING)

EXISTING VERTICAL RAIL POST (TYP. OF 4)

PROPOSED SPRINT ANTENNAS ARE TO BE INSTALLED AS CLOSE TO THE RAIL VERTICALS AS POSSIBLE

PROPOSED VERTICAL RAIL POST, L2 1/2" x 2 1/2" x 1/4" x 3'-0" (TYP. OF 4)

ROTATE KICKERS AS NECESSARY TO AVOID THE EXISTING VENT

2'-0" APPROX. KICKER OFFSET FROM RAIL

PROPOSED VERTICAL RAIL POST, L2 1/2" x 2 1/2" x 1/4" x 3'-9" (TYP. OF 4)

PROPOSED VERTICAL RAIL POST, L2 1/2" x 2 1/2" x 1/4" x 3'-9" (TYP. OF 4)

A S-4 LAYOUT OF RAIL MODIFICATION
SCALE: NTS

PRIOR TO INSTALLATION, THE PLACEMENT AND DIMENSIONS OF ALL PROPOSED STEEL MEMBERS IS TO BE VERIFIED IN FIELD.

KICKER INSTALLATION DETAILS ARE TYPICAL FOR BOTH THE EXISTING AND PROPOSED VERTICALS

1/2" BOLT MAY BE INSTALLED TO AID IN INSTALLATION, BOLTING WILL NOT BE APPROVED AS ONLY METHOD OF ATTACHMENT, WELDING REQUIRED

EXISTING L3" x 2" x 1/4" TOP HORIZONTAL

TYP. 3/16"

PROPOSED KICKER ANGLE, L3" x 2" x 1/4" x 3'-4 1/2", V.I.F. REQUIRED LENGTH (12 TOTAL)

EXISTING PL1/4" x 1 1/2" MIDDLE HORIZONTAL

PROPOSED VERTICAL RAIL POST, L2 1/2" x 2 1/2" x 1/4" x 3'-0", V.I.F. REQUIRED LENGTH (4 TOTAL)

EXISTING PL1/4" x 4" KICK PLATE

2'-0" APPROX. KICKER OFFSET

VERIFY ROOF RADIUS

PROPOSED KICKER ANGLE, L3" x 2" x 1/4" x 3'-4 1/2", V.I.F. REQUIRED LENGTH (12 TOTAL)

PROPOSED 1/8" STUD WELDS

PROPOSED PL3/8" x 6" x 6" GUSSET PLATE, (12 TOTAL)

PROPOSED PL3/8" x 6" x 6" BASE PLATE, (12 TOTAL)

1/2" Ø STUD (4)

1 1/2"

B BASE PLATE DETAIL
SCALE: NTS

PROPOSED VERTICAL RAIL POST, L2 1/2" x 2 1/2" x 1/4" x 3'-0", V.I.F. REQUIRED LENGTH (4 TOTAL)

EXISTING PL1/4" x 4" KICK PLATE

3" MIN. LAP

PROPOSED PL3/8" x 6" x 3" GUSSET PLATE, (4 TOTAL)

1/2" Ø STUD (4)

PROPOSED PL3/8" x 6" x 6" BASE PLATE, (4 TOTAL)

B BASE PLATE DETAIL
SCALE: NTS

B S-4 CROSS SECTION OF RAILING MODIFICATION
SCALE: NTS

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EDGE PROJECT NO:	6759
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F	12/10/12	ISSUED FOR SIGNED & SEALED
D	11/20/12	ISSUED FOR SIGNED & SEALED
C	09/29/12	ISSUED FOR SIGNED & SEALED
B	07/1 1/12	ISSUED FOR CD100%
A	06/22/12	ISSUED FOR CD90%

OTTO G. DINGFELDER III
LICENSED PROFESSIONAL ENGINEER
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STATE OF MINNESOTA
12/10/2012

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SHEET TITLE
MODIFICATION DETAILS

SHEET NUMBER
S-4

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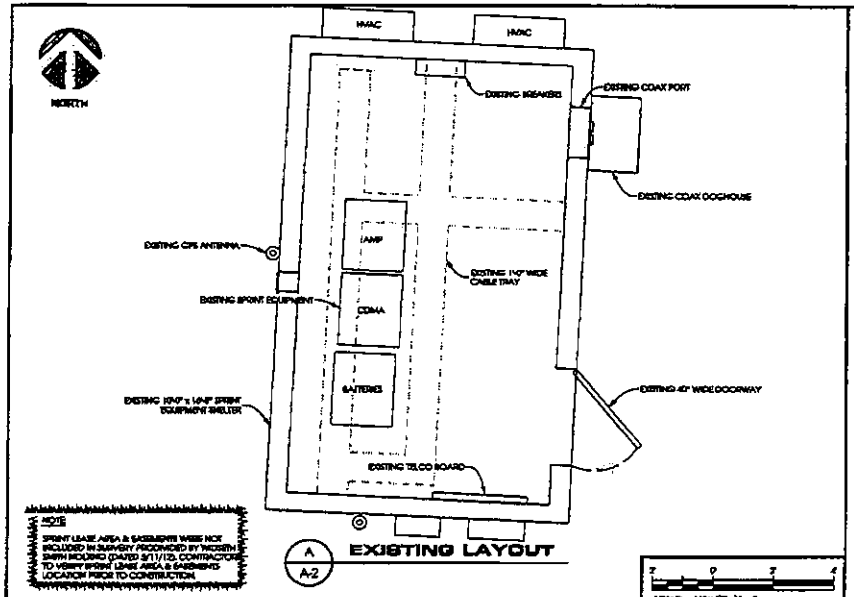

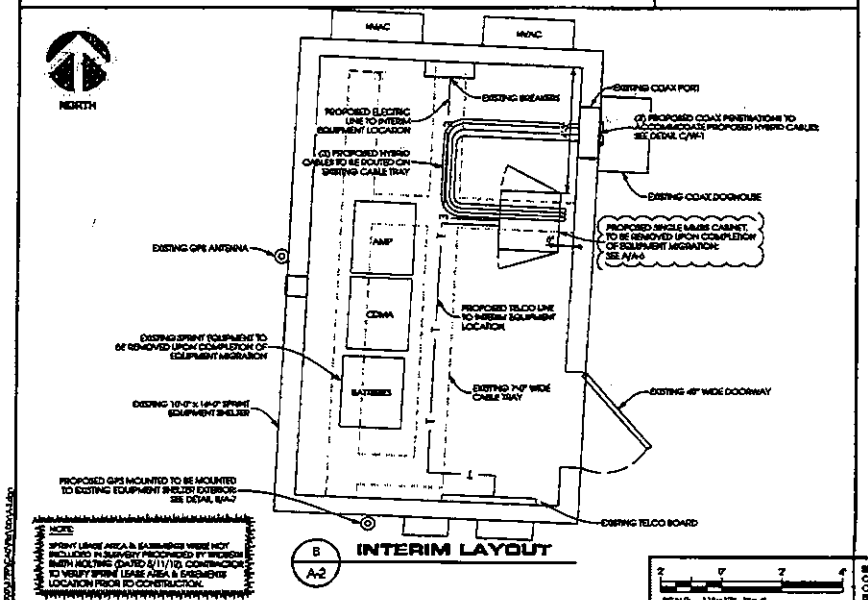

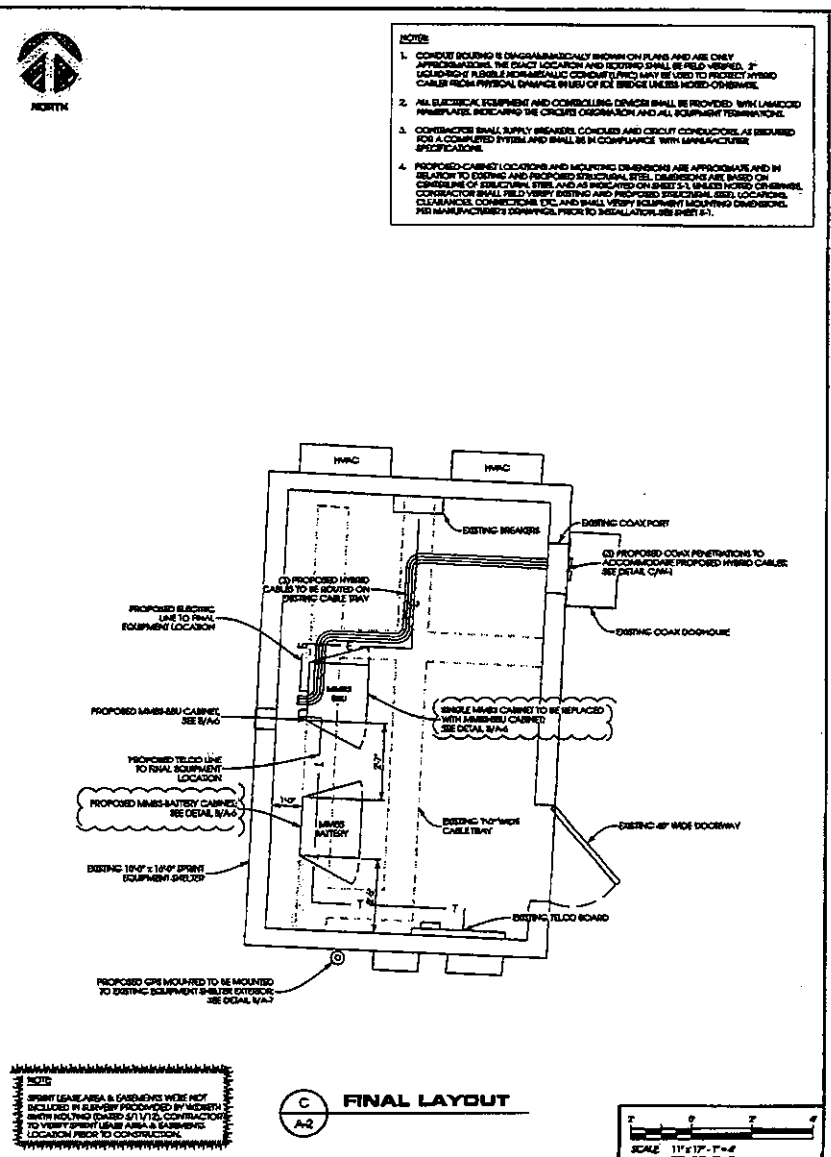

BBU:	BASEBAND UNIT
CDMA:	CODE DIVISION MULTIPLE ACCESS
CMU:	CONCRETE MASONRY UNIT
EMT:	ELECTRICAL METALLIC TUBING
FAP:	FIBER ADAPTER PANEL
FOSC:	FIBER OPTIC SPLICE CLOSURE
FTP:	FIBER TERMINATION PANEL
GMB:	GROUND MASTER BAR
GPS:	GLOBAL POSITIONING SYSTEM
HVAC:	HEATING VENTILATION AIR CONDITIONING
MPOE:	MAIN POINT OF ENTRY
MMBS:	MULTI MODAL BASE STATION
NEMA:	NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION
PWC:	POWER PROTECTION UNIT
RET:	REMOTE ELECTRICAL TILT
RF:	RADIO FREQUENCY
RRU:	REMOTE RADIO UNIT
SIAD:	SMART INTEGRATED ACCESS DEVICES (CSR)

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EDGE PROJECT NO:	6769
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F	12/10/12	ISSUED FOR SIGNED & SEALED
D	11/09/12	ISSUED FOR SIGNED & SEALED
C	09/29/12	ISSUED FOR SIGNED & SEALED
B	07/11/12	ISSUED FOR CD'S
A	05/03/12	ISSUED FOR CD'S

OTTO G. DINGFELDER III
LICENSED PROFESSIONAL ENGINEER
49720
STATE OF MINNESOTA
10/10/2012

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ISANTI, MN 55040

SHEET TITLE
ENLARGED SITE PLAN

SHEET NUMBER
A-2

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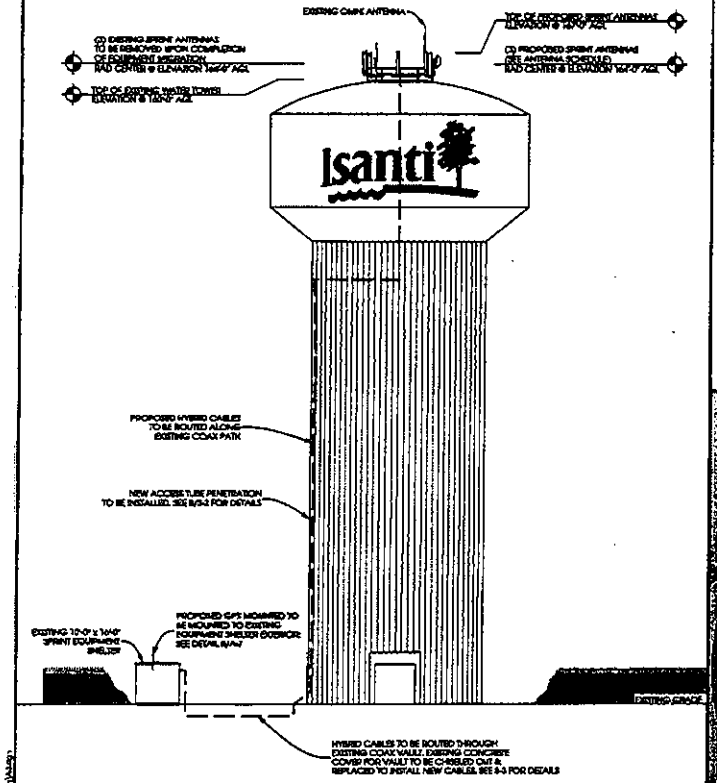
NOTES

1. CONTRACTOR TO VERIFY HEIGHT AND DIRECTION OF ANTENNA WITH PROJECT MANAGER
2. STRUCTURAL ANALYSIS IS BEING PERFORMED BY EDGE CONSULTING ENGINEERS, INC. SPRINT NETWORK VISION INSTALLATION SHALL NOT START UNTIL ENGINEER RECEIVES COPY OF APPROVED STRUCTURAL ANALYSIS OR ASSESSMENT.
3. CONTRACTOR RESPONSIBLE FOR PROVIDING MISSING PLATES, SUBJECT TO OWNER APPROVAL.
4. REFER TO STRUCTURAL ANALYSIS FOR APPROVED COAX PLACEMENT.

PAINTING NOTES:

1. INTERIOR COATING CHANNEL WILL REQUIRE THE TOWER TO BE DRAINED TO COMPLETE THE WORK.
2. UPON COMPLETION OF THE INTERIOR COATING REPAIR, THE TOWER SHALL BE FILLED AND DISINFECTED IN ACCORDANCE WITH AWWA STANDARDS.
3. THE CITY ENGINEER SHALL BE NOTIFIED FOR INSPECTIONS OF THE BLASTING, PRIME COAT, AND FINISH COAT.

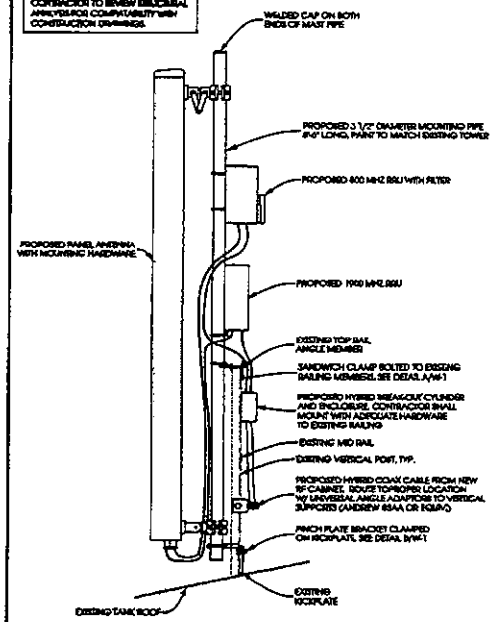


A A-3 **SITE ELEVATION**

SCALE: 11" x 17" - 1" = 30'
22" x 34" - 1" = 15'

NOTE:

CONTRACTOR TO REVIEW STRUCTURAL ANALYSIS FOR COMPATABILITY WITH CONSTRUCTION DRAWINGS.



B A-3 **800/1900 MHz ANTENNA MOUNTING/COAX ROUTING DETAIL**

SCALE: NTS

NOTES:

ALL COAX SHOWN IS EXISTING UNLESS SPECIFIED OTHERWISE.

CONTRACTOR TO REVIEW STRUCTURAL ANALYSIS FOR COMPATABILITY WITH CONSTRUCTION DRAWINGS.

OSHA STANDARD LADDER NOTES:

DO NOT ATTACH ANYTHING TO LADDER OR PLACE BEHIND LADDER

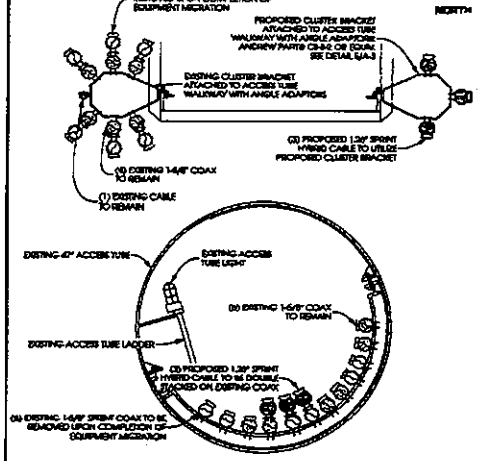
7" TOE SPACE REQUIRED BEHIND LADDER

30" CLIMBING SPACE REQUIRED

LEGEND

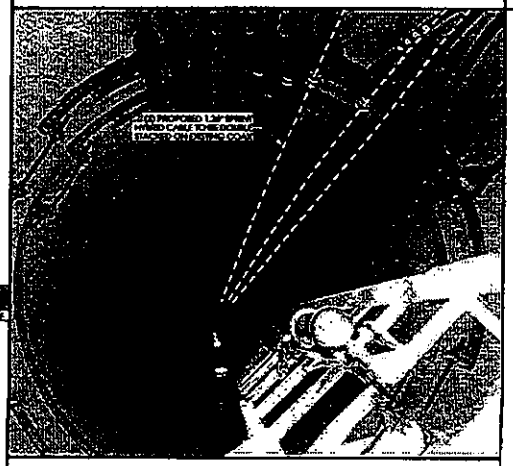
- EXISTING 1-5/8" COAX TO REMAIN
- EXISTING 1-5/8" COAX TO BE REMOVED
- PROPOSED 1.26" HYBRID CABLE
- EXISTING CABLE TO REMAIN

NORTH



C A-3 **COAX ROUTING DETAIL**

SCALE: NTS

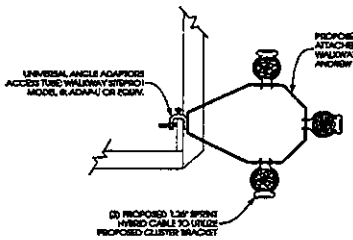


EXISTING TOWER COAX ROUTING

CLUSTER BRACKET NOTES:

ANDREW CLUSTER SUPPORT BRACKET # CS-8-0 - INSTALL @ 4'-0" O.C. TYP.

VERIFY COAX SIZE FOR SHOWN MANUFACTURER



D A-3 **COAX ROUTING DETAIL**

SCALE: NTS

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F	12/19/12	ISSUED FOR SIGNED & SEALED
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C	09/29/12	ISSUED FOR SIGNED & SEALED
B	07/11/12	ISSUED FOR CD MOD
A	05/30/12	ISSUED FOR CD80%

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STATE OF MINNESOTA
12/19/2012

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ISANTI, MN 55040

SHEET TITLE
TOWER ELEVATION & COAX DETAILS

SHEET NUMBER
A-3

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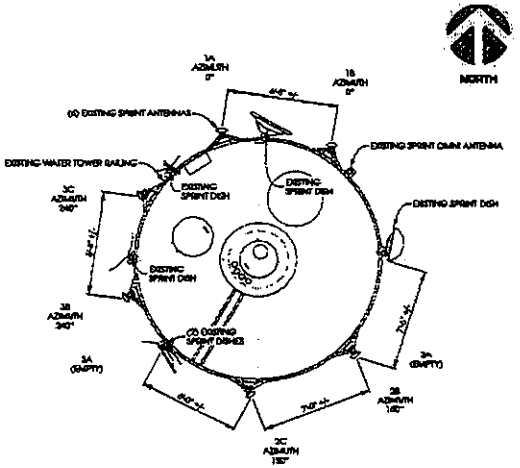
PROPOSED ANTENNA SCHEDULE

SECTOR	ANTENNA NUMBER	ANTENNA MANUFACTURER	ANTENNA MODEL	NUMBER OF HYBRID CABLES	AZIMUTH	RAD CENTER	ANTENNA GAIN	ELEC D-TILT	MECH. TILT	EFF D-TILT	RRU MODEL	RRU FILTER	HYBRID CABLE LENGTH	JUMPER SIZE	JUMPER LENGTH	RET LENGTH	RET CABLE MANUFACTURER	RET CABLE MODEL NUMBER
1A	800 / 1900 MHz	POWERWAVE	P90-15-XLPP-RR	SAMSUNG HFC 1 (PER SECTOR)	0°	164'-0"	14.5/16.8	0/5	0/0	0/5	RRH-C2A RRH-P4	(1) 800 MHz FILTER	315'-0"	1/2"	6'	9.8'	COMMSCOPE	ATC8-B01-003
2A	800 / 1900 MHz	KMW	ET-X-TS-70-15-62-18-IR-RD	SAMSUNG HFC 1 (PER SECTOR)	150°	164'-0"	13.4/15.9	1/4	0/0	1/4	RRH-C2A RRH-P4	(1) 800 MHz FILTER	315'-0"	1/2"	6'	9.8'	COMMSCOPE	ATC8-B01-003
3A	800 / 1900 MHz	KMW	ET-X-TS-70-15-62-18-IR-RD	SAMSUNG HFC 1 (PER SECTOR)	240°	164'-0"	13.4/15.9	2/0	0/0	2/0	RRH-C2A RRH-P4	(1) 800 MHz FILTER	315'-0"	1/2"	6'	9.8'	COMMSCOPE	ATC8-B01-003
---		PCTEL	GSP-TMG-HR-26NCM	1	---	---	---	---	---		---	---	---	1/2" PCTEL LMR-400	35'	---	---	---

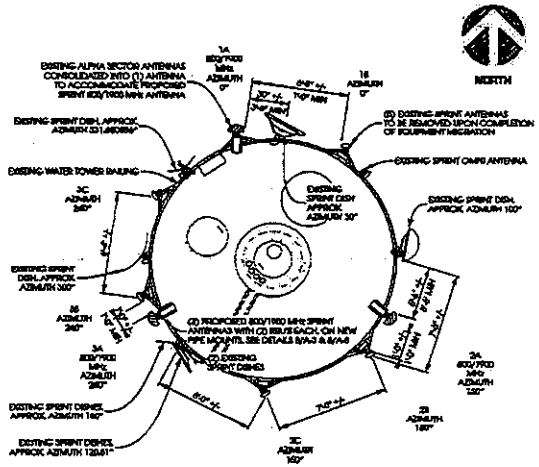
NOTE:
1. EXISTING ANTENNAS ARE CDMA UNLESS NOTED OTHERWISE.
2. DIMENSIONS OF EXISTING ANTENNAS SPACING OR PLATFORMS ARE APPROXIMATE. CONTRACTOR SHALL FIELD VERIFY PRIOR TO START OF CONSTRUCTION (SEE GENERAL NOTES, SHEETS GN-1 AND GN-2).
3. PROPOSED SPRINT ANTENNAS INCLUDE REFLECTIVE TAPES WHICH SHALL BE MOUNTED ON THE PIPE BEHIND THE ANTENNA, SIMILAR TO THAT SHOWN ON DETAIL C, SHEET A-5.
4. FIELD TO VERIFY EXISTING AZIMUTH BEFORE RELOCATING THE ANTENNA. IF REQUIRED, PRIOR APPROVAL FROM SPRINT TO BE GRANTED BEFORE RELOCATION OF ANTENNAS.
5. FOR HYBRID CABLE DIAMETER REFER TO HYBRID CABLE TYPE DETAIL ON SHEET S-2, DETAIL C. RISE WILL VARY BASED ON LENGTH OF RUN.
6. EFF D-TILT IS THE EFFECTIVE TILT WHICH IS THE SUM OF ELECTRICAL AND MECHANICAL TILTS. (ELECTRICAL TILT + EFFECTIVE TILT - MECHANICAL TILT)
7. INSTALL (6) COAX JUMPERS PER SECTOR (TOTAL OF 18)

NOTE:
PROPOSED ANTENNA SCHEDULE BASED ON ERI'S LAST MODIFIED ON 06/20/12 AT 08:11 AM (CDT)

A/A-4 **ANTENNA SCHEDULE**
SCALE: NTS

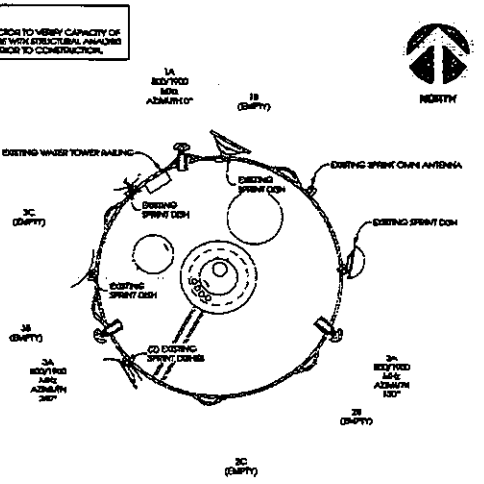


B/A-4 **EXISTING ANTENNA LAYOUT**
SCALE: NTS



C/A-4 **INTERIM ANTENNA LAYOUT**
SCALE: NTS

NOTE:
CONTRACTOR TO VERIFY CAPACITY OF STRUCTURE WITH STRUCTURAL ANALYSIS REPORT PRIOR TO CONSTRUCTION.



D/A-4 **FINAL ANTENNA LAYOUT**
SCALE: NTS

Sprint
6500 SPRINT PARKWAY
OVERLAND PARK, KANSAS 66251

SAMSUNG

BLACK & VEATCH

Edge
Consulting Engineers, Inc.
424 West Street
Prairie du Sac, WI 53578
608.644.7697 voice
608.644.1649 fax
www.edgeconsult.com

PROJECT NO:	172862
EDGE PROJECT NO:	6759
DRAWN BY:	TAS, DBS, MLS, GCD
CHECKED BY:	OGD

REV.	DATE	DESCRIPTION
F	12/19/12	ISSUED FOR SIGNED & SEALED
D	11/20/12	ISSUED FOR SIGNED & SEALED
C	08/29/12	ISSUED FOR SIGNED & SEALED
B	07/17/12	ISSUED FOR CD'S90%
A	06/29/12	ISSUED FOR CD'S90%

OTTO G. DINGFELDER III
LICENSED PROFESSIONAL ENGINEER
49720
STATE OF MINNESOTA

IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, TO ALTER THIS DOCUMENT.

MSSONP737
ISANTI
601 EAST DUAL BOULEVARD
ISANTI, MN 55040

SHEET TITLE
ANTENNA SCHEDULE & LAYOUTS

SHEET NUMBER
A-4

© EDGE CONSULTING ENGINEERS, INC.

Site Name: Isanti **Site ID #: MS03NP737**

AMENDMENT NO. 2 TO SITE LEASE AGREEMENT

This Amendment No. 2 to SITE LEASE AGREEMENT (this "Amendment"), effective as of the date last signed below ("Effective Date"), amends a certain SITE LEASE AGREEMENT between City of Isanti, a Minnesota municipal corporation (Landlord), and Sprint Spectrum Realty Company, LLC (formerly a limited partnership, as successor in interest to Northern PCS Services, LLC (Tenant) dated May 1, 2007, as amended by AMENDMENT NO. 1 TO SITE LEASE AGREEMENT dated January 22, 2013 (collectively, the Site Agreement).

BACKGROUND

WHEREAS, Landlord and Tenant desire to modify certain provisions of the Agreement as provided below.

AGREEMENT

For good and valuable consideration the receipt and sufficiency of which are acknowledged, Landlord and Tenant agree as follows:

1. **Modification to the Antenna Facilities.** Exhibit B-1 to the Agreement is hereby amended to include the modifications identified on Exhibit B-2, a copy of which is attached and made a part hereof. Exhibit B-2 supplements Exhibit B-1 to the Agreement, and is not deemed to supersede or otherwise modify Exhibit B-1 or any part thereof except to the extent specifically set forth in Exhibit B-2. Upon full execution of this Amendment, Tenant is permitted to do all work necessary to prepare, maintain and alter the Antenna Facilities to install or otherwise modify the Antenna facilities, all as more fully described and contemplated in Exhibit B-2.

2. **General Terms and Conditions.**

a. All capitalized terms used in this Amendment, unless otherwise defined herein, will have the same meaning as the terms contained in the Agreement.

b. In case of any inconsistencies between the terms and conditions contained in the Agreement and the terms and conditions contained in this Amendment, the terms and conditions herein will control. Except as set forth herein, all provisions of the Agreement are ratified and remain unchanged and in full force and effect.

c. This Amendment may be executed in duplicate counterparts, each of which will be deemed an original.

d. Each of the parties represents and warrants that it has the right, power, legal capacity and authority to enter into and perform its respective obligations under this Amendment.

*****SIGNATURES ON FOLLOWING PAGE*****

The parties have executed this Amendment as of the Effective Date.

Landlord: City of Isanti	**Tenant:** Sprint Spectrum Realty Company, LLC
By: _____	By: _____
Printed Name: _____	Printed Name: _____
Title: _____	Title: _____
Date: _____, 201___ **(Date must be completed)**	Date: _____, 201___ **(Date must be completed)**

Exhibit B-2

[see attached]

PROJECT INFORMATION:

TOWER INFORMATION

LAT:	45° 29' 48.5" N (NAD '83)
LONG:	93° 14' 40.1" W (NAD '83)
ELEV:	841' A.S.M.L.
SITE TYPE	WATER TOWER
COUNTY	SANI
JURISDICTION	CITY OF ISANTI

PROJECT DESCRIPTION

- (3) EXISTING 800/1900 MHZ ANTENNA (POWERWAVE P40-16-XLPP-RR) TO BE REMOVED
- (2) EXISTING 800/1900 MHZ ANTENNAS (KMW ET-X-TS-70-15-02-18-R-RD) TO BE REMOVED
- (3) NEW 800/1900/2500 MHZ TRI-BAND ANTENNAS (KMW ETCK-654L12HG) TO BE INSTALLED
- (3) NEW 2500 MHZ RRHS (SAMSUNG RRH-B2E) TO BE INSTALLED
- (3) NEW 800 MHZ RRHS (SAMSUNG RRH-C2A) W/EXTERNAL FILTERS TO BE INSTALLED
- (3) NEW 2-3/8" STD (2-7/8" O.D.), 10' LONG, GALVANIZED ANTENNA MOUNTING PIPES (SITE PRO PART #: P30120 OR EQUIVALENT) TO BE INSTALLED
- (12) NEW 1/2" RF JUMPERS TO BE INSTALLED
- MISC CONDUITS AND FITTINGS AS REQUIRED

APPLICANT

SPRINT
6580 SPRINT PARKWAY
OVERLAND PARK, KS 66251

LANDLORD

CITY OF ISANTI
110 1ST AVENUE NW
PO BOX 428
ISANTI, MN 55040

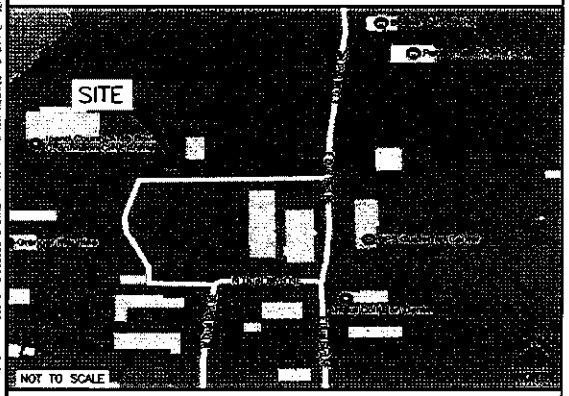
A&E FIRM

WESTCHESTER SERVICES, L.L.C.
604 FOX GLEN
BARRINGTON, IL 60010
PHONE: (224) 277-0070

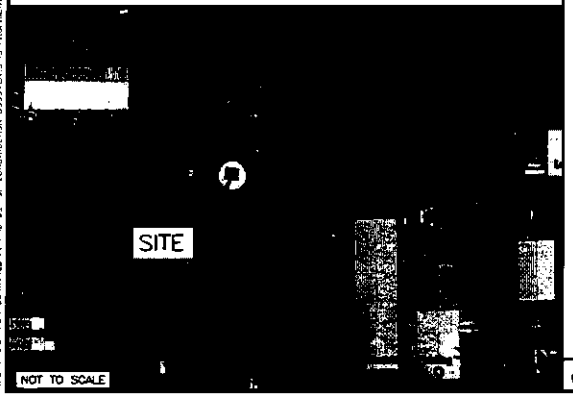
SITE ACQUISITION

SAC WIRELESS
540 W MADISON ST
12TH FLOOR
CHICAGO, IL 60661
PHONE: (312) 895-4977

VICINITY MAP:



AERIAL MAP:



SHEET INDEX:

SHEET NUMBER	SHEET DESCRIPTION	REVISION
T-1	COVER SHEET & SITE PLAN	1
AE-1	TOWER ELEVATION & EQUIPMENT DETAILS	1
AE-2	EQUIPMENT DETAILS	1
SP-1	INSTALLATION SPECS & EQUIPMENT	1

CODE COMPLIANCE:

ALL WORK SHALL BE PERFORMED AND MATERIALS INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUED TO PERMIT WORK NOT CONFORMING TO THESE CODES.

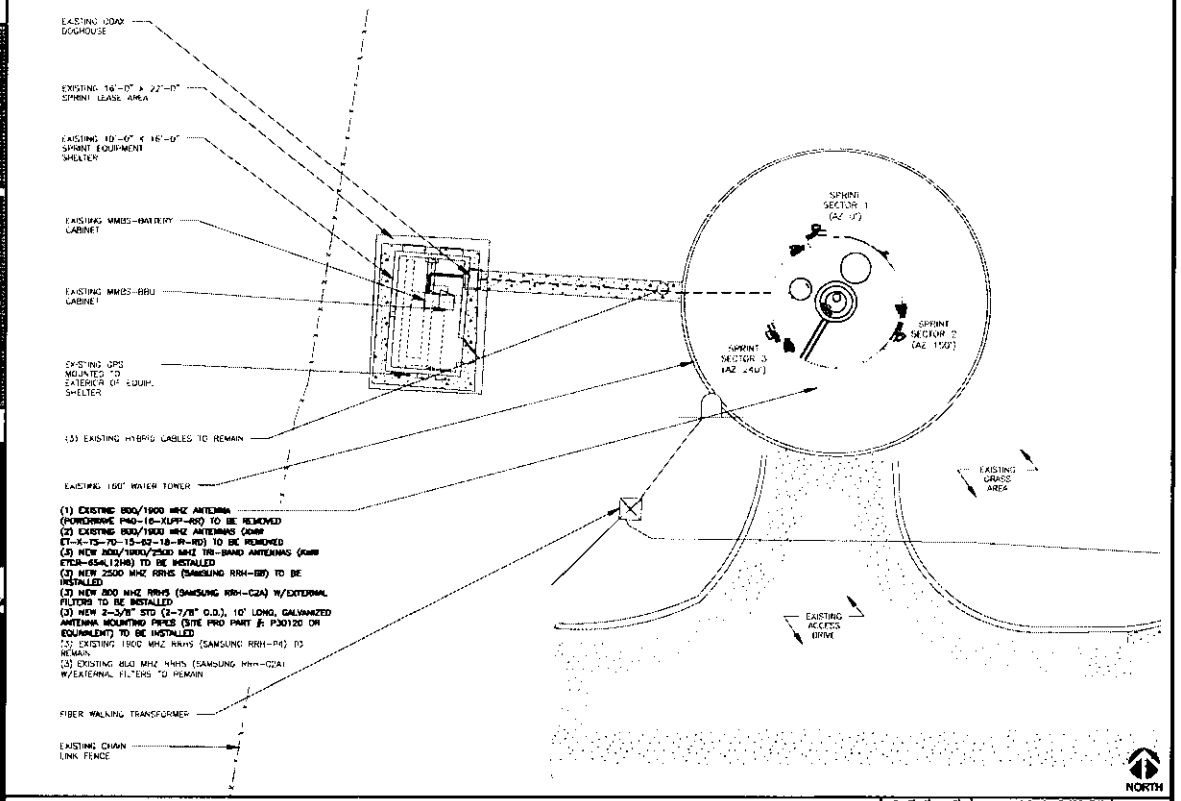
2015 MINNESOTA STATE BUILDING CODE
2014 NATIONAL ELECTRICAL CODE
ANSI/TIA-222-G

Know what's below. Call before you dig.

DO MACRO UPGRADE

SITE ADDRESS:
601 EAST DUAL BOULEVARD
ISANTI, MN 55040

SITE CASCADE:
MS03NP737-A
SITE NAME:
ISANTI



OVERALL SITE PLAN

SCALE: 1/8"=1'-0" (22x34)
(OR) 1/16"=1'-0" (11x17)

A

PLANS PREPARED FOR:
Sprint

SITE ACQUISITION:
SAC WIRELESS
A NOKIA COMPANY
540 W MADISON ST
12TH FLOOR
CHICAGO, IL 60661
312.895.4977

PLANS PREPARED BY:
WESTCHESTER
604 FOX GLEN
BARRINGTON, IL 60010
TELEPHONE: 847.277.0070
FAX: 847.277.0084
westchesterservices.com

ARCHITECTURE LICENSE & SEAL:

DATE: 12/06/17 EXP. DATE: 06/30/18

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REVISIONS:

DESCRIPTION	DATE	BY	REV
PERMIT/CONSTRUCTION	11/15/17	BM	0
PERMIT/CONSTRUCTION	12/07/17	BA	1

SITE CASCADE:
MS03NP737-A

SITE ADDRESS:
601 EAST DUAL BOULEVARD
ISANTI, MN 55040

PROJECT:
DO MACRO UPGRADE

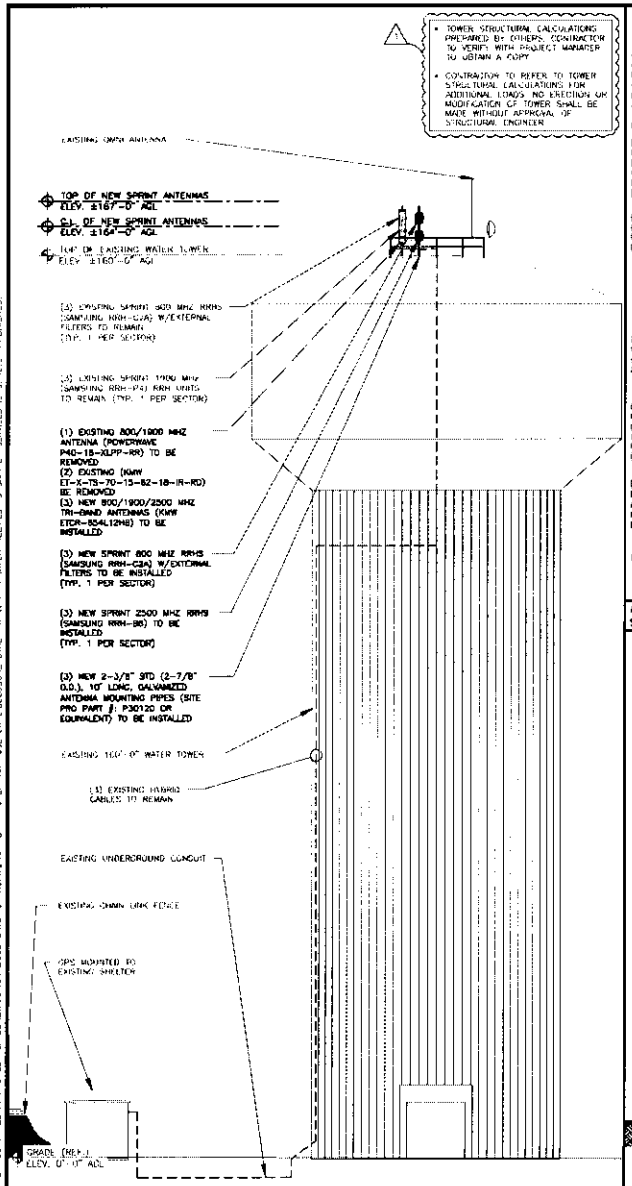
SHEET DESCRIPTION:
COVER SHEET & SITE PLAN

DRG. INFORMATION:
DRAWN BY: SDB
CHECKED BY: JMB

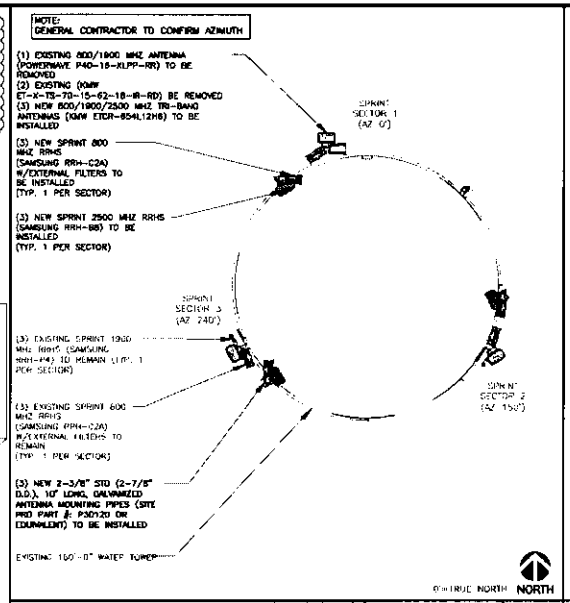
SHEET NUMBER
T-1

THE INFORMATION CONTAINED IN THIS SET OF CONSTRUCTION DOCUMENTS IS PROPRIETARY BY NATURE. ANY USE OR DISCLOSURE OTHER THAN THAT WHICH RELATES TO CARRIER SERVICES IS STRICTLY PROHIBITED.

THE INFORMATION CONTAINED IN THIS SET OF CONSTRUCTION DOCUMENTS IS PROPRIETARY BY NATURE. ANY USE OR DISCLOSURE OTHER THAN THAT WHICH RELATES TO SPRINT PROJECTS IS STRICTLY PROHIBITED.

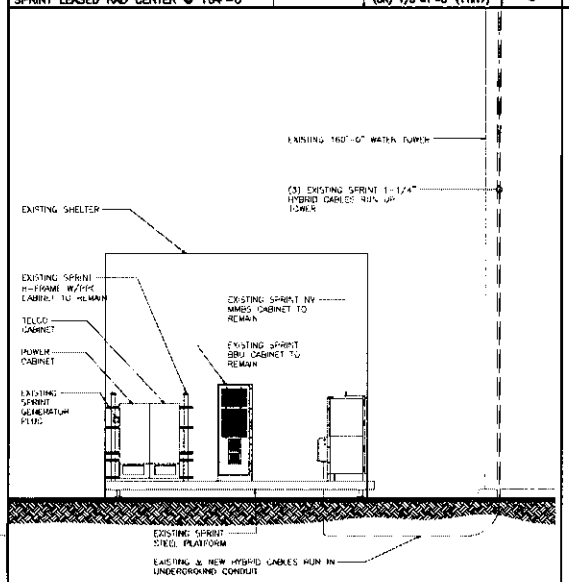


SITE ELEVATION — SCALE: 3/32"=1'-0" (22x34) (OR) 3/84"=1'-0" (11x17) — E



ANTENNA & EQUIPMENT PLAN–
SPRINT LEASED RAD CENTER @ 164'-0"
SCALE: 1/4"=1'-0" (22x34) (OR) 1/8"=1'-0" (11x17) — C

NOT USED — SCALE: N.T.S. — B



EQUIPMENT ELEVATION DETAIL — SCALE: 1/4"=1'-0" (22x34) (OR) 1/8"=1'-0" (11x17) — D

NOT USED — SCALE: N.T.S. — A

PLANS PREPARED FOR:
Sprint

SITE ACQUISITION:
SAC WIRELESS, A NOKIA COMPANY
540 W. MADISON ST. 17TH FLOOR CHICAGO, IL 60661 www.sacw.com 312.895.4477

PLANS PREPARED BY:
WESTCHESTER
660 EAST GLEN
BARRINGTON, IL 60010
TELEPHONE: 847.277.9870
FAX: 847.277.9880
www.westchesterservices.com

ARCHITECTURE LICENSE & SEAL

DATE: 12/08/17 EXP. DATE: 06/30/18

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REVISIONS:

DESCRIPTION	DATE	BY	REV
PERMIT/CONSTRUCTION	11/15/17	KM	0
PERMIT/CONSTRUCTION	12/07/17	RA	1

SITE CASCADE:
MS03NP737-A

SITE ADDRESS:
601 EAST DUAL BOULEVARD
ISANTI, MN 55040

PROJECT:
DO MACRO UPGRADE

SHEET DESCRIPTION:
TOWER ELEVATION & EQUIPMENT DETAILS

DWG INFORMATION:
DRAWN BY: SDB
CHECKED BY: JMB

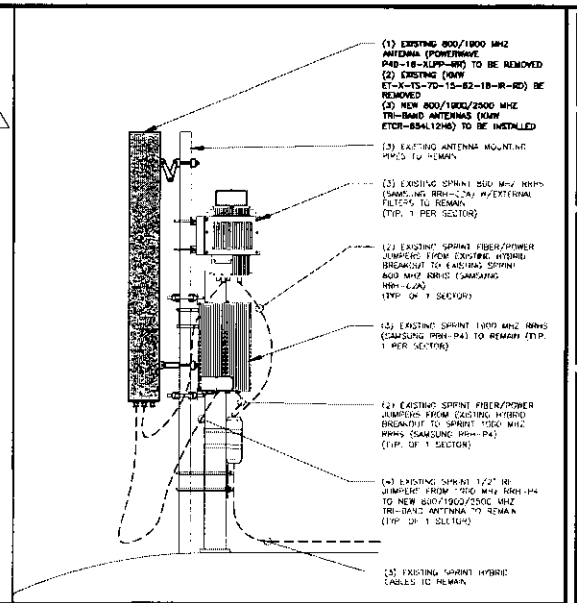
SHEET NUMBER:
AE-1

THE INFORMATION CONTAINED IN THIS SET OF CONSTRUCTION DOCUMENTS IS PROPRIETARY AND SHALL NOT BE DISCLOSED OTHER THAN AS NOTED HEREIN TO CARRIER SERVICES IS STRICTLY PROHIBITED

GENERAL NOTES:

1. NO CAPACITOR DISCHARGE WELDING ("STUD WELDING") SHALL BE ALLOWED UNLESS APPROVED BY THE CITY.
2. ALL COAX SURFACES SHALL RECEIVE A SURFACE PREPARATION. THE SURFACE SHALL BE "SCARIFIED" OR SANDED PRIOR TO SOLVENT CLEANING AND PRIOR TO COATING APPLICATIONS. COLORED TAPE MAY BE USED IF APPROVED BY THE CITY.
3. ALL COATING DAMAGE CAUSED BY INSTALLATION, RIGGING, WELDING, ETC. SHALL BE PROPERLY PREPARED AND COATED BY A PROTECTIVE COATING SYSTEM THAT WILL MATCH THE EXISTING COLOR OF THE TOWER.
4. ALL SURFACE PREPARATION AND PROTECTIVE COATING APPLICATION SHALL BE PERFORMED BY EXPERIENCED PROFESSIONAL PAINTING CONTRACTOR AS APPROVED BY THE CITY.
5. ALL EQUIPMENT INSTALLED (BRUTS, ARMS, SECTOR SONES, ANTENNAS, POSTS, CABLE, COAX, CLAMPS, BRACKETS, ANGLE ADAPTORS, ECT.) SHALL RECEIVE A PROPER SURFACE PREPARATION COATING SYSTEM THAT WILL MATCH THE INTERIOR AND/OR EXTERIOR OF THE TOWER.
6. NEOPRENE/RUBBER PADS AND METAL SHIMS SHALL BE REQUIRED BETWEEN ALL ATTACHMENTS, CLAMPS, BRACKETS, ANGLE ADAPTORS, ETC., AND OTHER ITEMS IN CONTACT WITH PROTECTIVE COATING SURFACES.
7. PLASTIC WASHERS SHALL BE PLACED IN BETWEEN THE HARDWARE AND CONTACT SURFACES THAT ARE PAINT.
8. ALL HARDWARE (CONNECTORS, CLAMPS, ECT...) SHALL BE OF THE NON-CORROSIVE TYPE.
9. ALL STRUCTURAL STEEL (INCLUSIVE OF MOUNTING PLATES) SHALL BE GALVANIZED AND PAINTED.
10. ALL MOUNTING MASTS SHALL BE GALVANIZED AND RECEIVED "SEAL" WELDED CAPS PRIOR TO RECEIVING A SURFACE PREPARATION AND COATING SYSTEM TO MATCH THE TOWER.
11. PRIOR TO ANY WORK OR INSTALLATIONS PERFORMED, ALL PARTIES INVOLVED SHALL MEET AT THE SITE FOR A PRE-CONSTRUCTION MEETING. THIS SHALL INCLUDE ANY SUB-CONTRACTORS.
12. IT IS REQUIRED THAT "NO WORK" SHALL BE PERFORMED WITHOUT PROPER 48 HOUR NOTIFICATION AND KNOWLEDGE OF THE CITY AND/OR CITY'S REPRESENTATIVE."
13. A MINIMUM 48 HOUR NOTICE FOR INSPECTIONS SHALL BE GIVEN FOR EACH REQUIRED INSPECTION HOLD POINT AND "FINAL WALK THROUGH" THIS ALSO INCLUDES SHOP INSPECTIONS.
14. ALL LANDSCAPING SHALL BE RESTORED TO THE SAME CONDITION OR SUPERIOR AS PREVIOUS TO THE INSTALLATION WORK.
15. ALL CHANGES OR DEVIATIONS DURING THE INSTALLATION SHALL BE SUBMITTED AND APPROVED BY THE CITY. ALL CHANGES OR DEVIATIONS NOTED DURING THE INSTALLATION SHALL BE SHOWN AS DETAILED ON A FINAL SET OF "AS-BUILT" AND APPROVED DRAWINGS. THESE DRAWINGS SHALL BE SUBMITTED FOR REVIEW AND APPROVED BY THE CITY PRIOR TO THE PROJECT COMPLETION.
16. FINAL "WALK THROUGH" WITH CONTRACTOR(S) AND CITY'S REPRESENTATIVE FOLLOWING THE APPROVAL OF THE "AS-BUILT" DRAWINGS.
17. THE CONTRACTOR SHALL PROVIDE ALL PARTIES WITH A DETAILED WORK SCHEDULE. IN ADDITION, A NOTIFICATION EMAIL OR PHONE INCLUDING SCOPE OF WORK SHALL BE PROVIDED BY THE CONTRACTOR ON A DAILY BASIS PRIOR TO ARRIVING TO THE PROJECT SITE.
18. ANY UNSATISFACTORY PREVIOUS OR EXISTING EQUIPMENT INSTALLATIONS PER THE CO REQUIREMENTS INCLUSIVE OF PROTECTIVE COATING REQUIREMENTS SHALL IMMEDIATELY BE CORRECTED AND SHALL BE SATISFACTORY PRIOR TO THE COMPLETION OF THE INSTALLATION.
19. ALL ABANDONED OR UNUSED EQUIPMENT BE IMMEDIATELY REMOVED FROM THE SITE.
20. SAFE MEANS OF ACCESS (WITHIN "ARMS REACH") TO ALL AREAS OF EQUIPMENT INSTALLED SHALL BE PROVIDED FOR THE CITY AND THE CITY'S REPRESENTATIVE FOR THE INSPECTION DURING AND AFTER THE COMPLETION OF WORK.
21. THERE SHALL BE AN UNOBSTRUCTED CLEAR LINE OF SIGHT WITH NO INTERFERENCE FROM EQUIPMENT OR MOUNTING POSTS FROM GROUND TO TOWER LOAD AT ALL TIMES.
22. ALL TOWER ACCESSES, MANWAYS, LADDERS, ETC., SHALL NOT BE OBSTRUCTED BY ANY EQUIPMENT OR COAX INSTALLATION AT ANY TIME.
23. ALL EQUIPMENT ATTACHED TO THE TOWER SHALL BE SEAL WELDED. CAULK SHALL NOT BE USED UNLESS DIRECTED AND APPROVED BY THE CITY.
24. PROJECT SITE DAILY CLEAN-UP, HOUSEKEEPING, EQUIPMENT STORAGE, TRASH REMOVAL, AND ORGANIZATION REQUIRED ON DAILY BASIS.
25. SANITARY FACILITIES SHALL BE AT THE PROJECT SITE AT ALL TIMES OF WORK BEING PERFORMED.
26. ALL TOWER WALL PENETRATIONS SHALL BE SEAL WELDED AND WATER TIGHT DURING AND AFTER INSTALLATION.

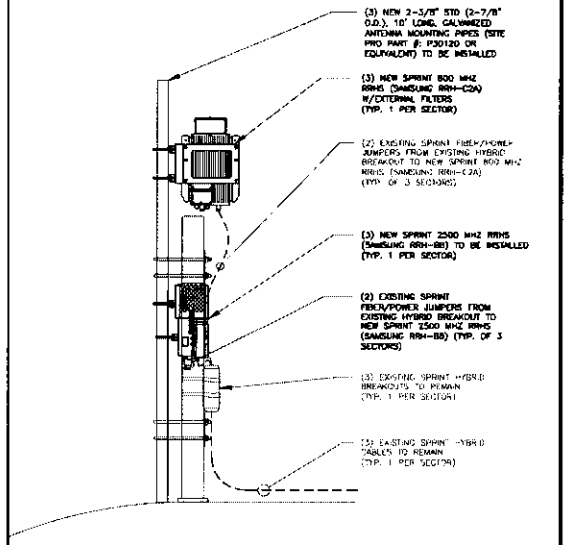
GENERAL NOTES | SCALE: N.T.S. | C



RADIO MOUNTING ELEVATION | 0 3' 6' 1" | SCALE: 3/4"=1'-0" (22x34) (OR) 3/8"=1'-0" (11x17) | B

NOT USED | SCALE: N.T.S. | E

NOT USED | SCALE: N.T.S. | D



RADIO MOUNTING ELEVATION | 0 3' 6' 1" | SCALE: 3/4"=1'-0" (22x34) (OR) 3/8"=1'-0" (11x17) | A

PLANS PREPARED FOR:
Sprint

SITE ACQUISITION:
SAC WIRELESS
A NOVA COMPANY
941 W. MORGAN ST.
4TH FLOOR
CHICAGO, IL 60642
www.sacwireless.com
312.375.4477

PLANS PREPARED BY:
WESTCHESTER
600 PCK GLEN
BARRINGTON, IL 60010
TELEPHONE: 847.277.0930
FAX: 847.277.0939
info@westchestergroup.com

ARCHITECTURE LICENSE & SEAL

DATE: 12/06/17 EXP. DATE: 06/30/18

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REVISIONS:

DESCRIPTION	DATE	BY	REV.
PERMIT/CONSTRUCTION	11/15/17	EM	0
PERMIT/CONSTRUCTION	12/07/17	PA	1

SITE CASCADE:
MS03NP737-A

SITE ADDRESS:
801 EAST DUAL BOULEVARD
ISANTI, MN 55040

PROJECT:
DO MACRO UPGRADE

SHEET DESCRIPTION:
EQUIPMENT DETAILS

DRC INFORMATION:
DRAWN BY: SGB
CHECKED BY: JMB

SHEET NUMBER:
AE-2

GENERAL NOTES

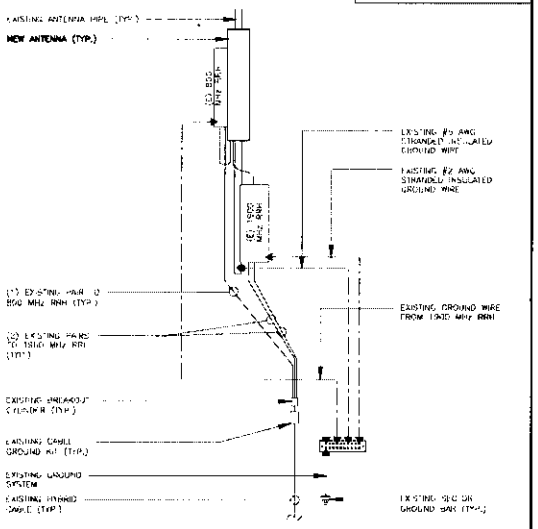
GENERAL:

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR FOLLOWING ALL LAWS, REGULATIONS, AND RULES SET FORTH BY THE FEDERAL, STATE, AND LOCAL AUTHORITIES WITH JURISDICTION OVER THE PROJECT. THIS RESPONSIBILITY IS IN EFFECT REGARDLESS OF WHETHER THE LAW, ORDINANCE, REGULATION OR RULE IS MENTIONED IN THESE SPECIFICATIONS.
2. ALL WORK SHALL BE COMPLETED AS INDICATED ON THE DRAWINGS, SPRINT PROJECT SPECIFICATIONS, AND THE SPRINT CONSTRUCTION CONTRACT DOCUMENTS.
3. THE CONTRACTOR SHALL HAVE AND MAINTAIN A VALID CONTRACTOR'S LICENSE FOR THE LOCATION IN WHICH THE WORK IS TO BE PERFORMED. FOR JURISDICTIONS THAT LICENSE INDIVIDUAL TRADES, THE TRADESMAN OR SUBCONTRACTOR PERFORMING THOSE TRADES SHALL BE LICENSED.
4. FOLLOW ALL APPLICABLE RULES AND REGULATIONS OF THE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) AND STATE LAW AS DEFINED IN THE FEDERAL OCCUPATIONAL SAFETY AND HEALTH ACT.
5. PRIOR TO THE SUBMISSION OF THE BID, THE CONTRACTOR SHALL VISIT THE JOB SITE, VERIFY ALL DIMENSIONS AND BECOME FAMILIAR WITH THE FIELD CONDITIONS. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE PROJECT MANAGER.
6. THE CONTRACTOR SHALL NOT PROCEED WITH ANY WORK NOT CLEARLY IDENTIFIED ON THE DRAWINGS, WITHOUT THE PRIOR WRITTEN APPROVAL OF THE PROJECT MANAGER.
7. THE CONTRACTOR SHALL INSTALL ALL EQUIPMENT AND MATERIALS IN ACCORDANCE WITH MANUFACTURER RECOMMENDATIONS UNLESS SPECIFICALLY OTHERWISE NOTED.
8. ALL MEANS AND METHODS OF CONSTRUCTION DEALING WITH TOWER CONSTRUCTION AND SAFETY, STEEL ERECTION, EXCAVATIONS, TRENCHING, SCAFFOLDING, FORMWORK, ELECTRICAL, AND WORK IN CONFINED SPACES ARE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
9. WHEN THE CONTRACTOR ACTIVITIES IMPEDE OR OBSTRUCT TRAFFIC FLOW, CONTRACTOR SHALL PROVIDE TRAFFIC CONTROL DEVICES, SIGNS, AND FLAGMEN IN ACCORDANCE WITH APPLICABLE FEDERAL, STATE, DOT AND LOCAL REQUIREMENTS.
10. THE CONTRACTOR SHALL COORDINATE SITE ACCESS AND SECURITY WITH THE PROPERTY OWNER AND THE PROJECT MANAGER PRIOR TO CONSTRUCTION.
11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION WITH UTILITIES.
12. THE CONTRACTOR SHALL CALL THE LOCAL PUBLIC UTILITY LOCATING PROVIDER (811) A MINIMUM OF THREE BUSINESS DAYS PRIOR TO EXCAVATING IN THE PUBLIC RIGHT OF WAY.
13. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING PRIVATE UTILITIES.
14. THE CONTRACTOR SHALL PROVIDE AND TEMPORARY UTILITIES OR FACILITIES IT DEEMS NECESSARY TO COMPLETE THE WORK. THIS INCLUDES, BUT IS NOT LIMITED TO WATER, SEWER, POWER, TELEPHONE, HEAT, LIGHTING OR SECURITY.
15. WHEN EXCAVATING IN THE AREA OF EXISTING UTILITIES, THE CONTRACTOR SHALL USE REASONABLY CARE IN PROTECTING SUCH UTILITIES. CONTRACTOR SHALL NOTIFY THE PROJECT MANAGER IMMEDIATELY OF ANY CONFLICTS BETWEEN EXISTING UTILITIES AND PROPOSED CONSTRUCTION.
16. DAMAGE TO PUBLIC OR PRIVATE UTILITIES SHALL BE REPORTED TO THE PROJECT MANAGER AND THE OWNER OF THE UTILITY IMMEDIATELY. ANY DAMAGE RESULTING FROM CONTRACTORS NEGLIGENCE OR FAILURE TO ACT WITH DUE REGARD SHALL BE REPAIRED AT CONTRACTORS EXPENSE.
17. UNLESS OTHERWISE NOTED ON THE PLANS, CONTRACTOR SHALL ASSUME ALL SURFACE FEATURES SUCH AS BUT NOT LIMITED TO BUILDINGS, PAVEMENTS, LANDSCAPING FEATURES, PLANTS, ETC. ARE TO BE SAVED AND PROTECTED FROM DAMAGE. CONTRACTOR SHALL MAKE NECESSARY PROVISIONS TO PROTECT EXISTING SITE CONDITIONS AND UPON COMPLETION OF WORK REPAIR BACK TO ORIGINAL CONDITIONS ANY DAMAGE THAT OCCURRED DURING CONSTRUCTION.
18. KEEP THE CONSTRUCTION SITE CLEAN, HAZARD FREE, AND DISPOSE OF ALL DIRT, DEBRIS, RUBBISH AND REMOVE EQUIPMENT NOT SPECIFIED AS REMAINING ON THE PROPERTY. LEAVE PREMISES IN CLEAN CONDITION AND SHALL BE SUBJECT TO APPROVAL BY THE PROPERTY OWNER AND THE PROJECT MANAGER.
19. THE CONTRACTOR SHALL PROVIDE ON-SITE TRASH RECEPTACLES FOR COLLECTION OF NON-HAZARDOUS DEBRIS. ALL TRASH SHALL BE COLLECTED ON A DAILY BASIS.
20. ALL TOXIC AND ENVIRONMENTALLY HAZARDOUS SUBSTANCES SHALL BE USED AND DISPOSED OF IN ACCORDANCE WITH MANUFACTURER SPECIFICATIONS. UNDER NO CIRCUMSTANCES SHALL RINSING OR DUMPING OF THE SUBSTANCES OCCUR ON-SITE.
21. UNLESS NOTED OTHERWISE, CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AND PAYING FOR ALL PERMITS NECESSARY FOR CONSTRUCTION.
22. THE PROJECT MANAGER MAY RETAIN THE SERVICES OF A TESTING LABORATORY TO PERFORM QUALITY ASSURANCE TESTING ON VARIOUS PORTIONS OF THE CONTRACTOR'S WORK. WHEN REQUESTED, THE CONTRACTOR SHALL INFORM THE TESTING LABORATORY AND ASSIST THEM IN COMPLETING TESTS.
23. THE CONTRACTOR SHALL MAINTAIN AND SUPPLY THE PROJECT MANAGER WITH AS-BUILT PLANS UPON COMPLETION OF THE PROJECT.

ONE LINE DIAGRAM (ANTENNA)

SCALE: N.T.S. — D

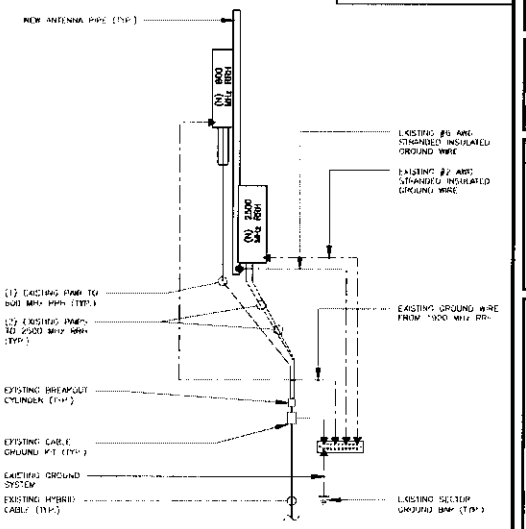
▲ MECHANICAL CONNECTION
● EXOTHERMIC CONNECTION



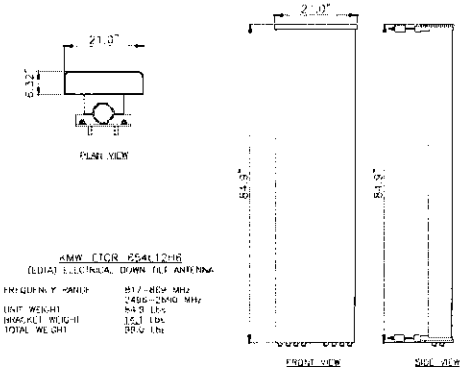
ONE LINE DIAGRAM (ANTENNA)

SCALE: N.T.S. — B

▲ MECHANICAL CONNECTION
● EXOTHERMIC CONNECTION



ANTENNA SPECS

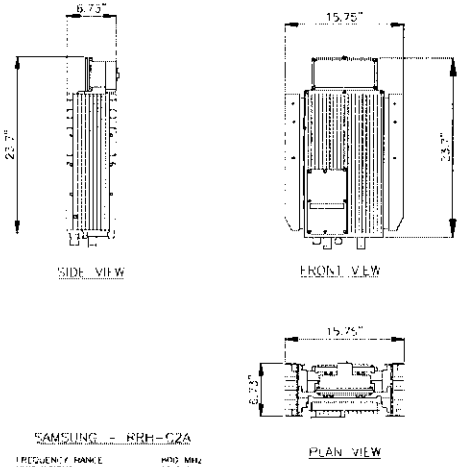


AMW ETQR X54L12HR
(EDA) ELECTRICAL, DOWN TILT ANTENNA

FREQUENCY RANGE	617-894 MHz 2496-2690 MHz
UNIT WEIGHT	54.9 LBS
BRACKET WEIGHT	15.1 LBS
TOTAL WEIGHT	88.0 LBS

SCALE: 1/2"=1'-0" (22x34) (OR) 1/4"=1'-0" (11x17) — E

RRH SPECS

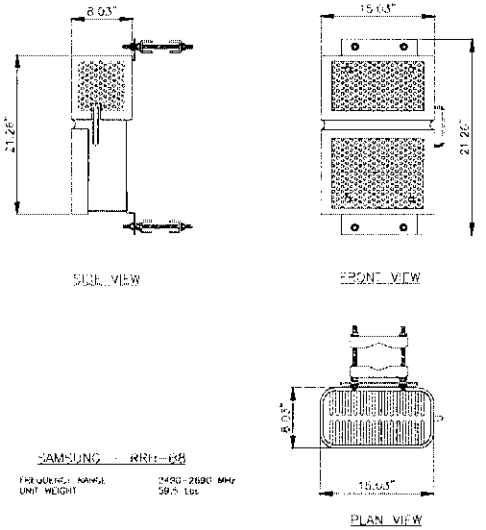


SAMSUNG - RRH-C2A

FREQUENCY RANGE	1900 MHz
UNIT WEIGHT	56.1 lbs
RRH BRACKET WEIGHT	12.3 lbs
TOTAL WEIGHT	67.4 lbs

SCALE: 1-1/2"=1'-0" (22x34) (OR) 3/4"=1'-0" (11x17) — C

RRH SPECS



SAMSUNG - RRH-B8

FREQUENCY RANGE	2490-2690 MHz
UNIT WEIGHT	58.5 lbs

SCALE: 1-1/2"=1'-0" (22x34) (OR) 3/4"=1'-0" (11x17) — A

PLANS PREPARED FOR: Sprint

SITE ACQUISITION:
SAC WIRELESS, A NEXTEP COMPANY
3600 W. Bradley Pl.
Chicago, IL 60618
(312) 395-4477

PLANS PREPARED BY:

WESTCHESTER
644 FOX GLEN
BARRINGTON, IL 60010
TELEPHONE: 847.277.0930
FAX: 847.277.0880
mail@westchesterservices.com

ARCHITECTURE LICENSE & SEAL

DATE: 12/06/17 EXP. DATE: 06/30/18

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REVISIONS:

DESCRIPTION	DATE	BY	REV
PERMIT/CONSTRUCTION	11/15/17	EM	0
PERMIT/CONSTRUCTION	12/07/17	RA	1

SITE CASCADE: MS03NP737-A

SITE ADDRESS:
601 EAST DUAL BOULEVARD
ISANTI, MN 55040

PROJECT:
DO MACRO UPGRADE

SHEET DESCRIPTION:
INSTALLATION SPECS & EQUIPMENT

DRC INFORMATION:
DRAWN BY: SDB
CHECKED BY: JMB

SHEET NUMBER: SP-1

THE INFORMATION CONTAINED IN THIS SET OF CONSTRUCTION DOCUMENTS IS PROPRIETARY BY NATURE AND USE OR DISCLOSURE OTHER THAN THAT WHICH RELATES TO DULY RELEASED SERVICES IS STRICTLY PROHIBITED.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: March 1, 2018

Subject: City Policy for Electronic Communications and Internet Use – Extension to Elected Officials

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As per City Council goals, staff has procured IPad's that will be issued to the Mayor and each Councilmember to receive Agendas and other electronic transmittals. The City has a policy in place that governs use of such technology by city staff. Upon review with the City Attorney, it is advised that the Acceptable Use Policy for Electronic Communications and Internet Use is extended to the City Council.

Attached for your consideration is a Resolution that extends the policy. Attached to the Resolution is the current policy.

RESOLUTION NO. 2018-XXX

RESOLUTION APPROVING EXTENSION OF THE PERSONNEL POLICY, SECTION 17A., ACCEPTABLE USE POLICY FOR ELECTRONIC COMMUNICATIONS AND INTERNET USE TO INCLUDE ELECTED OFFICIALS

WHEREAS, the Personnel Committee reviewed and has determined that there is a need to extend coverage of Section 17a of the Personnel Policy, Acceptable Use Policy for Electronic Communications and Internet Use beyond City staff; and

WHEREAS, the City Council, as Elected Officials will be using City electronic technology to receive agendas and transmittals; and

WHEREAS, an extension of the policy to cover Elected Officials is necessary to extend the policy to cover their use. The existing policy to which this coverage would be extended is 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 Section 17a, Acceptable Use Policy for Electronic Communications and Internet Use is extended to cover use of City electronic technology by Elected Officials.

This resolution was duly adopted by the Isanti City Council this 6th day of March, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

ATTACHMENT A

ACCEPTABLE USE POLICY FOR ELECTRONIC COMMUNICATIONS AND INTERNET USE
(Also refer to Cellular Phone Use Policy)

Scope
The Internet and the public and private telephone systems have become a de facto standard for communication between disparate governmental, commercial organizations and private citizens. Communications traffic may cross multiple and different networks prior to reaching the client destination. Yet the public has a high reliance on the integrity and accuracy of data shared from the City of Isanti. Therefore, each City of Isanti employee should consider themselves to be responsible for adhering to the guidelines and polices regarding the use of these system; to protect the accuracy, integrity and dependability of the City's electronic systems and information.

Purpose
The City of Isanti recognizes that phone and computer systems are becoming increasingly interconnected and sophisticated in their ability to create, disseminate and store electronic messages, along with an increased potential for the inappropriate release of non-public data.

The City of Isanti has developed policies and guidelines regarding appropriate use of City resources for both personal and business purposes, including 1) Making and receiving telephone and cellular phone calls and disseminated voicemail; 2) using the Internet; 3) creating and disseminating electronic mail and faxes; and 4) the creation, use and storage of computer files.

The computer and communications systems operated by the City of Isanti for the conduct of business are the property and work environment of the City of Isanti, and all City of Isanti policies relating to personal conduct apply to access to and the use of these resources.

No Privacy
Users have no expectation of privacy in using these systems. No communication using these systems should be considered private or personal. Since records retention policies may apply to electronic communications, users should assume that even deleted messages are retrievable at a later date.

Careful Use
The City of Isanti provides telephone, cellular phone, fax, Internet access and e-mail to speedily conduct the business of the City. The Department Head with regard to job function will grant use of these systems. Once given access, users are expected to use these systems in a responsible manner at all times. All usage should be able to withstand public scrutiny without embarrassment to the City.

Equipment assignments shall be logged by identifying the piece of equipment, assigned user, and identifying equipment number and turned in to the System Administrator.

Content
Each user is responsible for the content of all text, audio, images and video they send over the Internet or phone systems. All messages should contain the user's identity, and should be written with the same professional manner as any hard-copy correspondence.

Users should demonstrate respect for intellectual property and ownership of information by providing source attribution whenever possible. Users should respect system security and integrity by using such mechanisms properly. Users should respect their co-worker's right to privacy and to a workplace free from intimidation by their conduct when using these systems.

Personal Use
Personal Use of the City telephone for emergency purposes only, cellular phone, copy machine, fax, and Internet access is permitted, provided such use; 1) the employee pays the fees as provided within City Code for such use; 2) does not impair the employee's workplace performance and production; 3) done on the employee's personal time; 4) does not interfere with business usage; 5) does not contain harassing or threatening material; 6) is not performing work for profit, for personal gain, promotional use or solicitation; 7) does not contain abusive, profane or offensive language; and 8) shall occur only during scheduled breaks, at lunch or before or after work hours – not during working hours. Telephone use shall be for calls in which no long distance charges will apply.

Department Heads shall be responsible to monitor employee usage.

For cell phone use see Cellular Phone Use Policy.

The use of the City e-mail for personal use is strictly prohibited; with the exception that an employee with school age children may be allowed contact with the applicable school district that will alert them to school related emergency situations.

Note: The City of Isanti can prohibit the use of any/all of this equipment or set limitations on its usage. The use of City of Isanti electronic communication devices is a privilege not a right that may be revoked at any time.

Inappropriate Uses
Inappropriate uses of telephone, cellular phone, fax, Internet access and e-mail systems would include but are not limited to participation in illegal activities, gambling, commercial activities, accessing sexually explicit or violent material; using the systems to harass or disable other systems, creation or distribution of virus or destructive programs, distributing pirated software or stolen data.

Software Licenses
The City of Isanti purchases software licenses for installation on all City of Isanti authorized systems. Installation on systems at non-City of Isanti facilities (including City of Isanti Staff home systems) is not permitted even if the software license allows it. Additional uses of City of Isanti licenses are not allowed.

Software licenses and pertinent information should be stored and maintained in a central location for all software owned by the City.

Note: In many cases a "license" is conveyed only by a sales receipt or paid invoice.

Introduction of External Software
City of Isanti staff is expressly prohibited from installing any external software (i.e. music, screen savers, wallpaper) on any City of Isanti information system. Installation of new software should be done only under the authority of the designated system administrator.

External software includes commercial software, shareware, and freeware.

Note: It is the intent of this guideline to eliminate unlicensed or improperly licensed software on City of Isanti systems. If such software is discovered on City systems, the City of Isanti, and its staff and users of that system could be subject to legal action by the software vendor.

Introduction of New Equipment
City of Isanti staff should not modify, or allow to be modified, the hardware or software configuration of any computer or communications equipment except under the authority of the designated System Administrator.

This guideline is intended to include such actions as:
- Addition or removal of a modem to a computer or terminal.
- Addition or removal of any computer hardware or peripheral (laptop, printer, scanner, disk drive, tape drive, memory).
- Addition or removal of any software or software configurations.

Media Contacts
Only authorized individuals should communicate to or respond to the public news media regarding City business. Data that is not public under the Government Data Practices Act should not be transmitted in clear text over the Internet.

Presentation of the City
Requests for City information can become very time-consuming and expensive. The City may maintain public access points for information about the City, and for access to City records and information. These systems should be operated only by persons specifically

authorized (and trained) to place or remove data on such a system. Release of data to the public in other formats should be carried out through authorized channels.

Virus Scanning
Incoming messages containing file attachments may imperil City systems by importing viruses. Files or mail attachments entering the City network should always be scanned for viruses before being opened or used.

Virus Containment
City of Isanti Staff should notify the System Administrator immediately if they suspect or confirm that their computer system has been infected with a virus. Only properly trained individuals should attempt to destroy or remove a virus, worms or other electronic invasion type matter.

E-mail
City of Isanti authorizes and maintains e-mail and servers for staff use. These servers are all "official" publications of the City.

The content of e-mail is stored on City of Isanti servers, and should be considered to be non-private in nature. System administrators may need to access materials contained in these e-mail accounts. Personal and non-governmental-related account material should not be stored on the City of Isanti servers. Any personal use of e-mail shall be performed on an account that is not the property of the City of Isanti.

Staff E-mail Accounts
Use of official E-mail constitutes the creation of a public document and is to be used for communications in fulfillment of the governmental mission of the City.

Department Heads may access their city email at home or when they are on city business. The employee should ensure that they are using a pass code to access their city email account to protect the contents received.

Password Security Objectives

1. Password Policies
Passwords used within City of Isanti Information Systems will be single user, nontrivial, hard-to-guess, non-repetitive passwords that have no direct relationship to the password user and/or creator, and which periodically expire.

Training in proper password selection, protection, and in administration password policies should be conducted with all new employees and reviewed periodically to ensure a common City of Isanti standard.

2. Password Sharing
Passwords should not be shared across multiple users, or across multiple computer systems, unless expressly approved by the System Administrator.

3. Password Expiration
Passwords will be changed periodically as determined by the password policy for each system--in general this will be every 180 days. On automated systems with the capability, users should receive prior notice that their password is about to expire so that they are provided ample opportunity to change their password.

4. Password Complexity
Passwords used should be of sufficient complexity that they are not easily guessed. This includes such characteristics as:

- Passwords should use at least five *(5)* alphanumeric characters, articulating a semi-pronounceable string where possible.
- Passwords should not be obviously related to the user. This includes such items as spouse, children, or pet names or nicknames, license numbers, or phone numbers.
- Good passwords can be found in the *"second member"* of a pair (aunt's name of your favorite uncle) or in pass phrases (fasterthanaspeedingbullet or FTASB).

5. Password Protection
City of Isanti users should protect their passwords from any and all other individuals, and users should also respect this requirement of co-workers.

> **Note:** Department Heads may require employees to supply them with their password/s to perform duties if an employee is absent from the work location.

All passwords shall be given to the System Administrator. All passwords, upon their change, shall be given immediately to the System Administrator.

6. Suspected Disclosure
In event of a suspected disclosure of a password, that password should be immediately changed.

General "Netiquette":

Responsibly For Information User
City of Isanti authorized users should logout of computer terminals or systems if they are going to leave the computer terminal or system unattended. City of Isanti employees should be alert about their computer or terminal status and take care that unauthorized individuals cannot read or modify data through a valid system login or session. When a user prints sensitive, proprietary or otherwise controlled information, that user should retrieve the printed material in a timely manner to ensure that it is not available for

unauthorized use. City employees should not make extra copies of any City or client information beyond what is required to perform official duties.

Monitoring and Discipline
It is a supervisory responsibility to oversee use and to determine if uses of electronic systems are appropriate to assigned work. Although content is not routinely monitored, it may occur internally under administrative procedures, and externally under subpoena, request for public data or other legal actions, or due to unexpected absence of an employee, or for other business or technical reasons.

Disciplinary Action
Disciplinary action for intentional or unintentional violation of these guidelines is covered by the City of Isanti Personnel Policies.

Reporting Problems (and Maintenance of Confidentiality)
If a City of Isanti employee has knowledge of, or suspicion of a compromise or attempted compromise of City of Isanti information systems, or access controls, that employee is expected to report that knowledge or suspicion immediately upon becoming aware of the potential security problem to their supervisor or to a system administrator. Such reports will be considered confidential communications akin to "whistleblower" reports, and will not result in retaliation against the reporter.

Note: The purpose of this Guideline is to increase system integrity in City of Isanti because even seemingly minor or trivial actions or changes to systems can snowball into major breakdowns.

Records Retention
City of Isanti will establish and maintain a records retention policy consistent with MN statutes that all City of Isanti employees should receive training in and review periodically.

Summary
Ultimately, responsibility for the content of a message or transmission that does not conform to these guidelines is with the individual who creates that message and sends it. The City reserves the right to treat the misuse of these resources as any other act of employment in accord with City personnel regulations.

The City retains the right that a supervisor or third party designee may look at any employee e-mails or any other electronic devices for abuse.

Systems Administrator shall be responsible for system administration and recording access passwords in a confidential password registry; to be maintained by the City Technology Office.

IS and HR shall complete a checklist when any employee leaves the employment with the City.

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
February 20, 2018

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:08 p.m.

B. Pledge of Allegiance.

The Pledge of Allegiance was recited.

C. Roll Call.

Members Present: George Wimmer, Steve Lundeen, Dan Collison, Ross Lorinser, Paul Bergley.

Members Absent: Jim Kennedy, Jeff Miller.

Staff Present: Ryan Kernosky, Community Development Director; Gene Hill, Police Chief.

1D. Agenda Modifications.

Director Kernosky stated that there were no Agenda Modifications, Motion by Lundeed, seconded by Bergly to approve, approved unanimously.

2. Approval of the Minutes from the January 16, 2018 Planning Commission

Motion by Lundeen, seconded by Collison to approve the minutes from the January 16, 2018 Planning Commission, approved unanimously.

3A. Request from SAC Wireless (on Behalf of Sprint Wireless) for a Conditional Use Permit to perform upgrades on the tower located at the top of the City of Isanti Water Tower at 610 E Dual Blvd NE pursuant to Isanti Zoning Ordinance Section 8, Subd. 3(O) and Section 21, Article 2.

Mayor Wimmer opened the public hearing at 7:10 pm.

Joe Egge, representing SAC Wireless stated he was there to answer any questions regarding the request.

Director Kernosky stated that this was a standard request, and that the amendment to the existing agreement should be executed.

Mayor Wimmer closed the public hearing at 7:10 pm.

Motion by Lorinser, seconded by Lundeed to approve the Conditional Use Permit to perform upgrades on the tower located at the top of the City of Isanti Water Tower at 610 E Dual Blvd NE pursuant to Isanti Zoning Ordinance Section 8, Subd. 3(O) and Section 21, Article 2, with staff recommendations. Motion passed unanimously.

3B Request from the City of Isanti to amend Isanti Zoning Code (Sign Code) Section 16, Subd. 6 to allow for larger dynamic signs in permitted zoning districts.

Mayor Wimmer opened the Public Hearing at 7:10 p.m.

No one spoke at the public hearing.

Mayor Wimmer closed the Public Hearing at 7:10 p.m.

Councilman Bergely asked questions about what zoning districts these signs would be permitted in, and if any other items were taken into consideration. Mayor Wimmer responded to Councilman Bergely's questions.

Director Kernosky provided additional context and information of the sign code. Discussion about timing and display brightness was discussed.

Motion by Bergely, seconded by Lundeen to recommend approval of the proposed ordinance. Motion passed unanimously.

4. Discussion Items

There were no items for discussion.

5. Adjournment

Motion by Lundeen, second by to Bergely to adjourn the February 20, 2018 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:14 p.m.

Dated at Isanti, Minnesota this 26th day of February, 2017.

Respectfully submitted,

Ryan Kernosky
Community Development Director

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
February 27, 2018
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, Mayor Wimmer, James Witte, and Aaron Zdon
Staff Present: Katie Everett, Community Events and Parks Coordinator

D. Agenda Modifications.
Motion by Johnson; second by Witte to approve the February 27, 2018 Parks, Recreation, and Culture Board agenda. Agenda was unanimously approved.

2. Approval of Minutes from January 23, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Johnson; second by Witte. Minutes were unanimously approved.

3. Movie Night Policy Update

Everett explained that the board has the edited version and the current version of the policy to review. At the last meeting, we had the issue of the Arts and Science Academy and the Cambridge Girl Scouts who were both interested in the same night. In item number two, we just had the organization must meet or be based in the City of Isanti, so Everett added "if no Isanti-based groups have applied 2 weeks before the movie date, organizations from the surrounding community may be accepted per City staff discretion." That gives us a little bit of wiggle room, but we can also maybe say that you're coming from Ely and that's too far. In four, Everett added "Isanti-based," she said if it comes up that we don't have a bunch of groups and someone like the Cambridge Girl Scouts wants to do two, we can evaluate that when it happens. She explained that she would imagine we'd want any double ups to be Isanti based organizations, and gave that a three week deadline. Everett also added "Isanti-based" to number five, so that our groups are always getting priority pick. Everett stated that hopefully this will clarify this, and it's hard to know what we will come across in the future, but hopefully this narrows it in. Garvey said she thinks it does help. Johnson stated that he likes the changes, and thinks that number 5 is a very fair idea too. Everett stated that most of 5 was in there before, and helps get new groups in as well. She stated that because this is a policy, it will need to go to City Council for approval. Zdon asked for a motion to approve the changes and make the recommendation to Council. Johnson made a motion, second by Garvey; the vote was unanimously approved.

4. Parks Updates

Everett explained that February movie night went really well, we had 66 people come which is the most so far this season. The Arts and Science Academy is going to be sending a bunch of kids to New York City next year and they're interested in coming back next season, so we'll probably see them again. March will be Heavenly Sunshine coming in for Secret Life of Pets.

Everett shared that Community Garden registration is rolling, and we are up to 43 plots reserved as of today. There are 17 left to fill. There are a couple of gardeners from last year that Everett is expecting to

still come back and maybe some other new people too. We have a handful of new people this year already in, so that's great news. Also adding to the garden, we've got Isanti County Public Health is going to be trying out a pilot program. They're hoping to bring in five families this year that they teach how to garden. One of their staff is a Master Gardener as well, so she'll be able to teach them techniques as well as how to prepare the food and those kinds of things. That way they have accountability throughout the whole season. Based on what we saw last year with School for All Seasons, it was too much space for them. We're going to cut that space in half. School for All Seasons will come back this year too. Everett was at the School For All Seasons conferences helping to recruit families to help out over the summer. They're really just looking for families that can sign up for one week in the summer to check the garden once or twice, and if they get enough people to do that, the teachers won't have to take all of that on. Everett explained that we're also planning to put in some more pollinator seeds on the other corner there, and then the rest is all rented out spaces.

Everett updated the board on the Community Center. She explained the replacement of the doors should happen very soon. The estimate will be approved at Council next week and then staff will work with the contractor to get the work done.

Everett stated that the City has also met with Rum River BMX. We do that any time there's a changeover on the board so that everyone is on the same page with what the lease actually says. We went through the terms of the lease and got everyone on board as well as going over what types of maintenance are their responsibility and what we take care of. We also went over the special event process. The meeting went really well.

Everett explained that the Residential Rain Garden program is actually funded out of the City's Stormwater Fund, but is kind of a common interest with this board. Everett explained that we will be hosting a workshop on April 19th here in Chambers. Soil and Water will be doing some education on what rain gardens are and some of the beginning ideas of what types of plants and how to put one of those in. At that workshop, we'll also be explaining how the incentive program works and how people can apply for that. Soil and Water this year is willing to go out to anyone's house that is interested in applying for the program to let them know if their property will work and give them pointers for where on their property will work best. Also, depending on how many applications we get, Soil and Water will do some design for some folks so they will walk people through the application process with picking out plants and figuring out how big their gardens need to be and that kind of thing. Soil and Water is really great at finding grant money, so having them join us isn't costing us anything. Mayor Wimmer stated that the workshop is county-wide, so hopefully we'll get people from other cities in the County and township folks here as well. Wimmer stated that Soil and Water has forwarded our policy on to Cambridge as well to see if they might follow what we've done. He stated that our incentive is up to 50% or up to $500. There are some areas where these would be more beneficial than others, but we really want people to partake in the program. Soil and Water have been really great work with. We're also looking at doing some more revetment along the bank of the Rum at River Bluff Park. It has been a really great partnership with them the last six to twelve months. Garvey asked if Everett knew how many residents have signed up so far. Everett stated that the program was open last year, but we hadn't gotten any applications although there were some people who came in to ask about it. She wasn't sure if the length of the application was what held people back, so hopefully getting this extra help will be the nudge they need. Wimmer stated that there are kind of two issues – on the design side, so the workshop will be really helpful. People might also be kind of help up because they're not really sure exactly how it works, so this education piece will be really beneficial. Everett stated that in talking with other cities when we were putting this program together, it sounds like once you get a couple and other people can see the examples it really picks up from there. Garvey asked if when people come in to apply for new housing permits if this is included with any of that information. She thought that it may be easier at that time to install one that with an existing house. Everett stated that as far as she knows there's nothing tying those together right now. Wimmer agreed that there's nothing like that happening. He said it would be great, but often

times we have problems getting people to put in the right amount of black dirt and that kind of thing. The other thing with rain gardens is that they do become, he thinks, pretty personalized in the kinds of plants you put in and that kind of thing – and they have to be maintained. He thought that maybe if it was part of a neighborhood standard or something, that might work, but if we just have builders trying to do that he could see those things getting abandoned pretty quickly. Garvey clarified that it would have to be someone who is building a house on their own property. Everett stated that part of the agreement they need to sign is that they'll maintain the garden for five years, so whoever is applying would be making that commitment. We definitely couldn't have the situation where we have a contractor that's building six houses and then selling them. Zdon agreed, it would have to be the homeowner. Johnson said, or a place with an association would work stellar. Garvey said she normally sees them with new businesses that it's a requirement to have rain gardens, so she just didn't know if maybe residents would have the same thing. Wimmer stated that we have talked about them on a number of commercial projects because the ordinance has a number of different stormwater control options and landscaping requirements, that sort of thing. So we have talked to the last couple about doing rain gardens and they have chosen not to do that. We don't have anything that it's mandatory to do that, and he thinks they look at it and think about how they're going to have to maintain what this landscaping is. Everett told the board that all of the workshop and program information is on the website, so they are welcome to direct people there for more information. She also posted a Facebook event for the workshop.

Everett stated that the board members have all been given copies of the event calendar and they should be getting those in the next week or so at their homes with the Isantian. There are extra copies, so if they have a place where they think they can hand them out to let her know.

Everett had one last update. An event listed on the calendar is the Earth Day Clean Up. She is looking for groups that might be interested in coordinating a location. She has sent an email out to organizations she's worked with on past events. There are a couple of groups already that are willing to kind of station at a park. The day of the event, everybody in the community is welcome to just go out and we'll advertise where there will be people. We have a group that is interested in doing Legacy, and Everett stated that Mattson Park might also we be a good location because they can get that park and the kind of spread toward downtown. We really just need one or two adults that can recognize that someone is walking up and needs direction. We'll provide the garbage bags and that kind of stuff, so it will just be having someone there to point people in the right direction. That will be April 21st, Saturday, from 10:00 am to noon.

Wimmer stated that he just had an update on the Trail Committee. The mayor of Cambridge and the mayor of Isanti are the Bike/Walk Trail Committee and each year we meet together with the County and Isanti Township, which a big chunk of the trail goes through. We talk about any issues or concerns and we also look at the budget amount and what we're planning to do from a repair and maintenance standpoint. Just so everyone is aware of that relationship, the City of Isanti and Cambridge took on the responsibility of that trail when we had it built. He and Mayor Palmer served on the committee for about a decade before it was built and have continued with it. It is going remarkably well, and the meetings are becoming very short because the staffs are working very well together. He doesn't think there have been any particular issues with it. We do get the request from time to time to clear the trail in the winter, and we talked about that here before, but the snow is basically a layer of protection against snowmobiles. Everett added that for the most part there aren't any major maintenance issues. In the past, there were issues with willow roots coming up and cracking the trail, so we are keeping a close eye on that. We are probably going to do a coat on the pavement section within the next three years or so, and then in the next 8 or 10 years will do a mill and overlay on the pavement. There's a big boardwalk section in the middle, and some of those boards are starting to warp. Because of the restrictions of being over a wetland, there are only certain sealants we can use. So there was nothing put on it when it went it. What we decided for now is that 5% of the boards will be replaced each year, just so we have something in mind so we know those have to be replaced. If we find a product that we can use that's actually effective we can look into

that too, but it sounds like the products we could use weren't going to last or be worth it. Everett stated that during the summer Cambridge staff and our Public Works are out on the trail making sure there aren't any issues in the meantime. They just repainted all of the bollards and the gates last year too. Wimmer added that the two staffs get together and inspect the trail to put together a list of what needs to be done as well, it's a pretty good system.

5. Adjournment

Motion by Johnson, second by Witte to adjourn the February 27, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:20 p.m.

Dated at Isanti, Minnesota this 27th day of February, 2018.

Respectfully submitted,

Katie Everett

Katie Everett
Community Events and Parks Coordinator

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MARCH 20, 2018 – 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 6, 2018 – Regular Meeting of the City Council

G. Citizens Input

H. Announcements

1. Parks, Recreation and Culture Board Meeting	Tuesday, March 27, 2018 @ 6:00 p.m.
2. City Council Meeting	Tuesday, April 3, 2018 @ 7:00 p.m.
3. EDA Meeting	Tuesday, April 3, 2018 *(Immediately following City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Resolution 2018-XXX Supporting Local Decision-Making Authority (Mayor Wimmer)
2. Resolution 2018-XXX Approving the Transition Plan for the City Administrator Position
3. Resolution 2018-XXX Approving a Special Event Application for BMX Race for Life and DK Gold Cup Qualifier Event (Larry Merchlewitz)

City Administrator Don Lorsung
4. Resolution 2018-XXX Approving A Conditional Use Permit Authorizing Antenna Replacements and Upgrades for Sprint Wireless for the Tower Located At 601 E Dual Blvd Ne – Isanti Water Tower
5. Resolution 2018-XXX Authorizing Approval to Enter into an Agreement with Community Pride Bank for Banking Services from April 1, 2018 Through March 31, 2021

City Engineer Brad DeWolf
6. Resolution 2018-XXX Authorizing Engineering Services for Clarifier Rehabilitation Work
7. Resolution 2018-XXX Authorizing Engineering Services for Storm Pond Maintenance Work

L. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $168,584.54 and Payroll in the amount of $99,330.47
2. Final Meeting Minutes for the February 7, 2018 Economic Development Authority Meeting
3. Resolution 2018- XXX 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
4. Resolution 2018-XXX Approving Donation Box at Liquor Store for the MMBA Food Drive

5. Resolution 2018-XXX Amending the Holiday Policy as it Relates to the Liquor Store Policies
6. Resolution 2018-XXX Authorizing Staff to Apply to Become a Minnesota Pollution Control Agency Greencorps Host Site
7. Resolution 2018-XXX Updating the Volunteer Policy for Movie Nights at the Isanti Community Center
8. Resolution 2018-XXX Authorizing the Creation of a Special Revenue Fund Entitled Isanti Indoor Arena Revenue Fund for the City of Isanti
9. Resolution 2018-XXX Authorizing Interfund Loan

M. Other Communications

1. Draft Minutes of the March 6, 2018 Economic Development Authority Meeting
2. February Police Department Report
3. February Code Enforcement Report
4. February Building Inspector Report
5. March Engineering Report

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, March 6, 2018 – 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, Steve Lundeen, and Ross Lorinser

Members Absent: Dan Collison

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, and City Engineer Brad DeWolf

Others Present: Isanti County Commissioner Mike Warring, Russell R. Smith IV, Wayne L. Carlson, Joe Egge, Ron Stawski, Rod Barrows, Shari Harker, George Hemen, Elizabeth Anderson, Joe Niles, Stacy Upton, Kandis Hanson, Jeff Johnson, Adam Gau

D. Adopt Agenda

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

E. Proclamations/Commendations/Certificate Awards

None.

F. Approve City Council Minutes

1. February 20, 2018 – 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, March 20, 2018 at 7:00 p.m.
2. Planning Commission Meeting	Tuesday, March 20, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*
3. Park, Recreation, and Culture Board Meeting	Tuesday, March 27, 2018 at 6:00 p.m.

I. Council Committee Reports

Councilmember Bergley reported that City Administrator Don Lorsung invited him to the Icicle meeting being held in response to the school incident last week. The meeting is regarding what the school district's response should be if something similar happens again. Councilmember Bergley wanted to solicit City Council and staff input and opinions before attending the April 9th meeting. Mayor Wimmer remarked that there had already been a meeting held through the school district with a new protocol to be used in which all local law enforcement entities and school resource officers will be included in responding to similar situations. Since the school district had already met and initiated new protocol it was felt that the Icicle meeting may be unnecessary.

However, Councilmember Bergley shared that he may be attending and if so will report back to the Council after.

Mayor Wimmer shared that the City was notified that the official City newspaper is changing how they will deliver papers. The change, in which the paper will be delivered by request only, is coming from the paper's publisher. The Star will continue to be delivered to all homes. A letter will be sent to ECM to clarify advertising rates and who the paper will be reaching. After a response is received, it may need to be looked at again as the City works to ensure any notifications reach as many people as possible.

J. Public Hearings

None.

K. Business Items

1. Discussion Regarding Request to have I.S.D. 911 Fund the SRO Full-Time During School Year.

Mayor Wimmer remarked that this has come up due to the school closing. The Superintendent wrote a letter to the newspapers and gave a press conference in response to the situation. These inaccurately gave the impression there are three full-time resource officers available all day each school day. The school district funds two full-time resource officers in Cambridge, but only funds one part-time officer for 4 hours a day in Isanti. The City has tried several times over a number of years to get the school district to fund the Isanti officer full-time, but the school district has refused each request. Mayor Wimmer expressed disappointment at this and again stressed that to say there is an officer at the Isanti schools all day is not accurate.

Mayor Wimmer went on to say that Officer Gau, the part-time resource officer in the Isanti schools, is an outstanding officer who has received recognition and awards many times throughout his career. Mayor Wimmer requested the Council approve sending a letter to the school district once again requesting that Officer Gau be funded full-time. This is not just for safety reasons, but also because Officer Gau is an asset and has put together several programs in the schools that have been duplicated all over the state. Mayor Wimmer referred back to Councilmember Lorinser's statement from the February 7th City Council meeting that awards in law enforcement are not that prevalent, and many officers have an entire career without receiving any, so the number Officer Gau has shows what a quality officer he is.

Motion by Lorinser, second by Bergley to approve the request. Motion carried

2. Resolutions Approving Use of Isanti Community Garden for Educational Programs
   a. **Resolution 2018-044** Approving the Use of Isanti Community Garden by School for All Seasons In 2018
   b. **Resolution 2018-045** Approving the Use of Isanti Community Garden by Isanti County Public Health

Motion by Lorinser, second by Bergley to approve both resolutions. Motion carried.

3. **Resolution 2018-046** Approving Contract for Building Inspection Services with MNSpect, LLC

A motion was made by Councilmember Lundeen, second by Lorinser to approve the resolution. Before the motion carried, Councilmember Bergley asked what the end date may be for the contract since it had been temporary and was now becoming long-term. Mayor Wimmer responded that it originally been an interim measure but pay Building Officials are receiving in the cities is much more than had been budgeted for. Using MNSpect also addresses the ebb and flow of building and the City will not have to subsidize a Building Official business during slower times. This will be three year contract and can be reviewed again at that time. Councilmember Lundeen remarked that he has worked with MNSpect before and thinks they will do a fine job. He also

pointed out several other cities that contract with similar building inspection companies and thinks this may benefit the City more than another full-time employee.

Motion by Lundeen, second by Lorinser to approve the resolution. Motion carried.

City Administrator Don Lorsung

4. On-Sale and Sunday Liquor License Renewals
   a. **Resolution 2018-047** Approving a Consumption and Display Permit Renewal for Brushes & Boards
   b. **Resolution 2018-048** Approving a 3.2 Malt Liquor License for Patlok Design Inc. dba Sanbrook Golf Course
   c. **Resolution 2018-049** Approving a Liquor License Renewal for Junction Bowl and Whistle Stop Bar & Grill
   d. **Resolution 2018-050** Approving a Liquor License Renewal for Rum River VFW 2735
   e. **Resolution 2018-051** Approving a Liquor License Renewal for Wintergreen's Golf & Grill

Mayor Wimmer shared that overall service calls are down for licenses.

Motion by Lundeen, second by Bergley to approve the resolution. Motion carried.

5. **Resolution 2018-052** Approving Pawnshop License Renewal to Northern Pawn, Inc.

Motion by Lorinser, second by Lundeen to approve the resolution. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $171,816.42 and Payroll in the amount of $88,813.70
2. Contractor's Pay Request No. 14 in the Amount of $15,494.00
3. Final Meeting Minutes for the January 23, 2018 Park, Recreation and Culture Board Meeting
4. Final Minutes of the January 16, 2018 Planning Commission Meeting
5. **Resolution 2018-053** Accepting Proposal for Isanti Community Center Maintenance
6. **Resolution 2018-054** Approving a Check be Written to Arts and Science Academy for Volunteering at the Community Movie Night
7. **Resolution 2018-055** Authorizing the Designation of Fund Balances for 2017
8. **Resolution 2018-056** Approving Request for Mayor Wimmer to Attend 2018 League of Minnesota Cities Legislative Conference
9. **Ordinance No. 687** Amending Isanti Zoning Code (Sign Code) Section 16, Subd. 6 to allow for Larger Dynamic Signs in Permitted Zoning Districts
10. **Resolution 2018-057** Approving Sale of PD Seized Forfeiture Vehicle 1998 Polaris Indy 500 at Auction
11. **Resolution 2018-058** Authorizing Staff to Enter into an Agreement with Lano Equipment Buyback Program
12. **Resolution 2018-059** Awarding Quote and Authorizing to Enter into a Contract for Portable Toilet Services
13. **Resolution 2018-060** Amending Sprint Site Lease Agreement
14. **Resolution 2018-061** Approving an Amendment to the Personnel Policy, Section 17A., Acceptable use Policy for Electronic Communications and Internet use to Include Elected Officials

Motion by Bergley, second by Lorinser to approve Consent Agenda as presented. Motion carried.

M. Other Communications

1. Draft Minutes of the February 20, 2018 Planning Commission Meeting
2. Draft Minutes of the February 27, 2018 Meeting of the Park, Recreation and Culture Board

Adjournment
Motion to adjourn by Lundeen, second by Bergley. Motion carried. The meeting was adjourned at 7:15 p.m.

Respectfully Submitted,

Jeannifer Anderson

Jeannifer Anderson
Administrative Data Clerk

K.1.

RESOLUTION 2018-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, restricting local government units relating to public project management and retainage to guarantee completion and performance could lead to incomplete or substandard projects.

WHEREAS, many preemption bills that restrict local decision-making have been introduced in 2018 to date.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota 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.

This Resolution is hereby approved by the Isanti City Council this 20th day of March, 2018.

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

From: Katie Brooks, Human Resources / City Clerk

Date: March 15, 2018

Subject: City Administrator Transition Plan

The City Council has set a goal to plan for the transition of the City Administrator position. The attached Resolution outlines a plan for this transition, with current Public Services Director / Assistant City Administrator Josi Wood taking on new responsibilities this year, under the direction and mentoring of City Administrator Don Lorsung. She will also be working on transition activities for the Public Services Department. The Finance Committee has reviewed the attached plan and recommends consideration of the Resolution by the City Council.

RESOLUTION NO. 2018-xxx

RESOLUTION APPROVING THE TRANSITION PLAN FOR THE CITY ADMINISTRATOR POSITION

WHEREAS, City Administrator Don Lorsung, after many years of working for the City, has announced his pending retirement in the year 2020; and,

WHEREAS, The Isanti City Council, through their 2018 Goal Setting, have deemed it in the best interest of the City to have a Transition Plan in place for the position of City Administrator; and,

WHEREAS, The Transition Plan will allow for mentoring and support in 2018 and subsequent years for a new City Administrator by Mr. Lorsung. Upon appointment of a new City Administrator, Mr. Lorsung will continue to serve the City in a subordinate and support position until his retirement; and,

WHEREAS, The City Council, upon recommendation by the Personnel Committee and continued successful performance, desire to appoint Ms. Josi Wood, current Public Services Director / Assistant City Administrator, as City Administrator effective January 1, 2019. In light of this and continued training and the undertaking of new responsibilities; a progressive salary scale is recommended for City Council consideration;

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

1) The salary of the Public Services Director / Assistant City Administrator is increased as follows:

4/1/18	$96,534.47
7/1/18	$100,850.91
7/11/18	$104,261.33
10/1/18	$108,723.74
1/1/19	$116,581.73

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota the following:

1) Upon successful review of the Public Services Director / Assistant City Administrator by October 31, 2018, the Personnel Committee will develop and recommend a contract with Ms. Wood for the City Administrator position, which would be effective January 1, 2019.
2) Current City Administrator Lorsung will take on the position of Assistant City Administrator, Assistant City Clerk, and Special Projects, effective January 1, 2019. A job description and contract for this position will be developed and forwarded to the City Council for consideration by October 31, 2018.

This resolution was duly adopted by the Isanti City Council this 20th day of March, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events and Parks Coordinator

Date: March 20, 2018

Subject: Resolution Approving a Special Event Application for BMX Race for Life and DK Gold Cup Qualifier

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Background

The City has received an application for the upcoming special event planned for the Rum River BMX Association. The Race for Life and DK Gold Cup Qualifier weekend is scheduled for April 14-15, 2018. Hours of the event are 10:00 am to 6:00 pm on Saturday, April 14 and 7:00 am to 5:00 pm Sunday, April 15. 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 Association is planning parking at the Indoor Arena lots and within the Bluebird Park lots. Team canopies may be put up on the grass outside the arena; the Association will notify participants to not use stakes to protect the irrigation lines. The standard public addressing system would be used throughout the event. Association is not requesting that any roads be closed. A portion of the race fees collected on Saturday will benefit the Cancer Society.

Attachments

- Resolution No. 2018-XXX
- Special Event Application
    - Application Form
    - Departmental Review Form
    - Site Map
    - Release and Indemnification Agreement

RESOLUTION NO. 2018-XXX

RESOLUTION APPROVING A SPECIAL EVENT APPLICATION FOR BMX RACE FOR LIFE AND DK GOLD CUP QUALIFIER EVENT

WHEREAS, the Rum River BMX Association submitted a Special Event application requesting approval to host the Race for Life and DK Gold Cup Qualifier weekend; and,

WHEREAS, the event is scheduled to take place on Saturday, April 14 from 10:00 a.m. to 6:00 p.m. and Sunday, April 15 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 will provide the required number of additional restroom facilities for 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 April 14-15, 2018 Race for Life and DK Gold Cup Qualifier 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 was duly adopted by the Isanti City Council this 20th day of April, 2018.

Attest:

_____
George A. Wimmer
Mayor

_____
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

- ☐ 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: 3-13-2018

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX

Contact Person: Larry Merchlewitz

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5429 Fax: ___ - ___ - ___ Cell: [redacted]

E-mail: Larry@rumriverbmx.com

Secondary Contact Person: Sean Wilson

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5429 Cell: [redacted] E-mail: Sean@rumriverbmx.com

EVENT INFORMATION

Event Name: Race for Life and DK Gold Cup Qualifier

Date(s) of Event: April 14th and 15th

Hours of Event: Saturday 10:00am-6:00pm & Sunday 7:00am-5:00pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
Two day race. Race for life entry fees go to raise money for Leukemia and the Gold Cup Qualifier is a regional qualifier for the DK Gold Cup series.

Proposed Location of the Event (be specific, site map also required):
Isanti Indoor Arena. Grass area to the east may be used for team canopies.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
800 people per day

Parking Impact – Describe in detail:
Parking shall be contained to paved surface only. There will be no camping or parking on grass areas. Some over flow may be at the Bluebird Park parking lot or Skateboard Park parking lot.

Tents, equipment, amusement rides, etc.
Type: BMX teams will bring their own pop up tents.
Size: 12'x12' up to 24'x24'
Location: South and east sides of the building. Depending on weather.

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
Off duty first responders will be on hand. Allina Heath Services Ambulance may be on site, unless they need to respond to another call.

Are you requesting any street closures? If yes, list streets:
No street closures are required.

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, Cambridge MN. Besides the existing bathrooms at the Isanti Indoor Arena, four portable bathrooms will be added around the outside of the building.

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 alcohol will be served during this event. Security is not required.

Clean-up Plans – Describe in detail:
Rum River BMX volunteers will be cleaning up on the property. We will have a roll away dumpster to handle the 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:
This will be live BMX pedal bike racing.

Will any other public addressing system or sound amplification be used? If so, describe:
Only sound audio system that will be used is the current indoor system.

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?
Race fees are collected for riders on the track to cover cost of the event. On Saturday a portion of the race fees collected will be given 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: Larry Mendlewicz

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 Everetts

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: Tuesday, March 13, 2018 1:11 PM
To: Isanti Parks
Subject: RE: Special Event Permit - BMX Gold Cup

Hi Katie,

Isanti Fire reviewed and approves the April 14-15 special event permit application for the BMX track as submitted.

Thank you.

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 <IsantiParks@cityofisanti.us>
Sent: Tuesday, March 13, 2018 12:10 PM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Special Event Permit - BMX Gold Cup

Good afternoon,

Rum River BMX has submitted an application for their Race for Life/Gold Cup Qualifier event coming up on April 14 and 15. The details for the event are similar to past events – they are not requesting any camping for this event or assistance from Police or Fire. They are expecting about 800 people per day and will not need to close the street. Please review the permit and respond with your comments or approval.

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, March 13, 2018 1:57 PM
To: Isanti Parks; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org)
Subject: RE: Special Event Permit - BMX Gold Cup

APPROVED

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

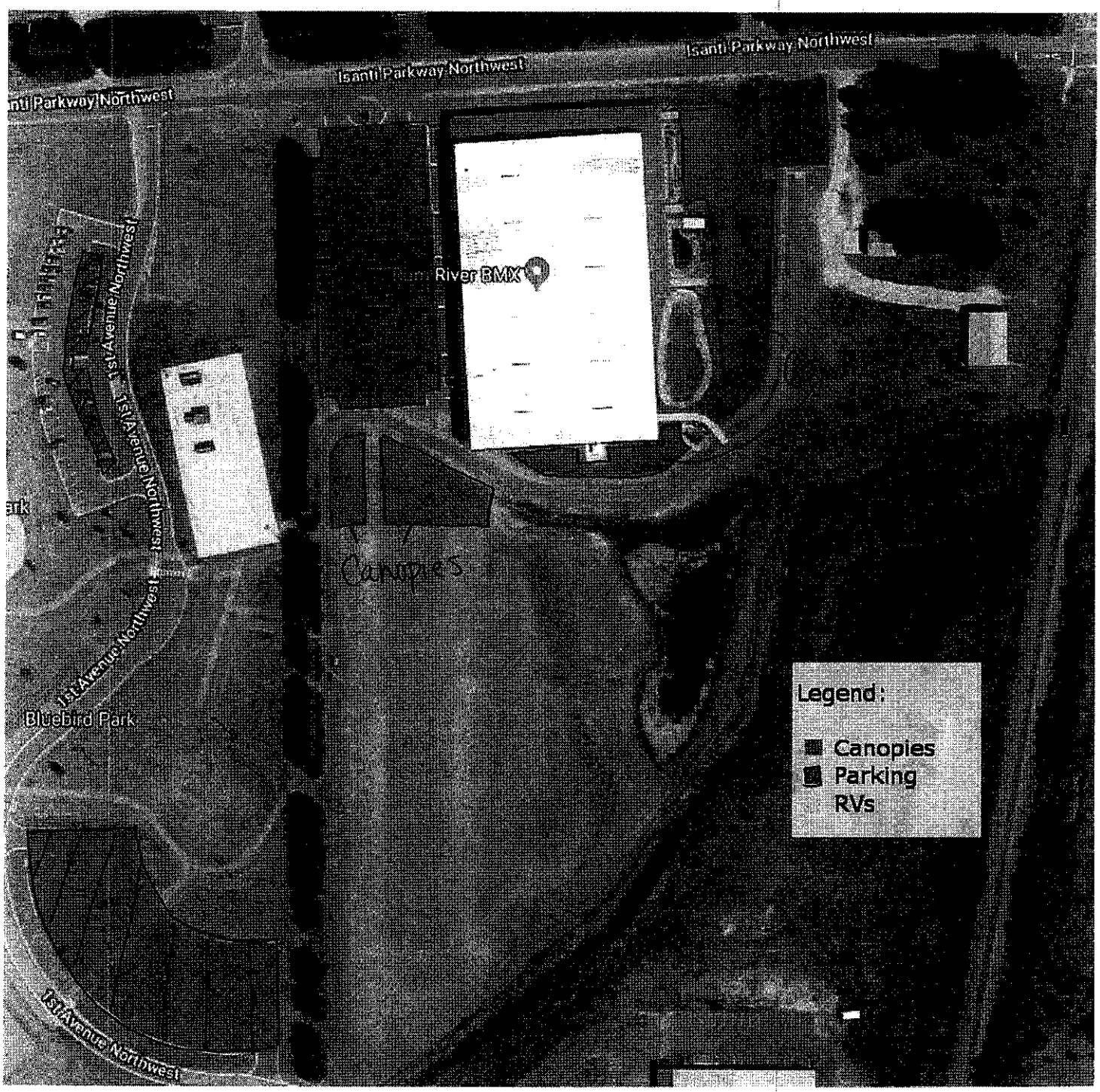
Phone: (763) 444-4761
Fax: (763) 444-4868
Dispatch: (763) 689-2141

"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: Tuesday, March 13, 2018 12:10 PM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time


Isanti Parkway Northwest
Isanti Parkway Northwest
Isanti Parkway Northwest
River BMX
1st Avenue Northwest
1st Avenue Northwest
1st Avenue Northwest
1st Avenue Northwest
Bluebird Park
Canopies
Legend:
Canopies
Parking
RVs

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:
Race for Life charity race and DK Gold Cup Qualifer event at Isanti Indoor Arena on the weekend of April 14th and 15th.

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 pedal bike racing.

(Special Events Holder Initials Here) JM

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) JM

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) LM

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) LM

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 Larry Merchlewitz

Title Community Outreach Director

Signature Larry Merchlewitz

Date 3/12/2018

K.4.

A Community For Generations.
Isanti

STAFF REPORT

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: March 6, 2018

SUBJECT: **REQUEST FROM SAC WIRELESS (SPRINT WIRELESS) FOR A CONDITIONAL USE PERMIT TO PERFORM UPGRADES ON THE TOWER LOCATED AT THE TOP OF THE CITY OF ISANTI WATER TOWER**

Background
SAC Wireless (on behalf of Sprint Wireless) has submitted an Amendment to a Conditional Use Permit to perform upgrades on the existing antennas on top of the City of Isanti Water Tower (601 E Dual Blvd NE). Because of the upgrades and replacements of antennas, it's appropriate to issue a Conditional Use Permit to reflect the updated changes.

Request
SAC Wireless is proposing to remove three antennas on the existing water tower and replace them with three new panel antennas, six new RRH's, and a new RF jumper. This will be completed by installing three new mounting posts.

Engineer Review
Bolton & Menk have provided an Engineering Review dated January 22, 2018. That review is provided in the packet.

Public Comment
At the time of writing this staff report, no public comment was received. A public hearing was held on February 20th, 2018, no one spoke at that time.

Conditional Use Permit Standards
The City of Isanti Zoning Code, Section 21, Article 2, Subd. 4 have the following factors to consider when reviewing a Conditional Use Permit, staff comments are *italicized*:

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 performance standard is met.*

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. – *This performance standard is not applicable to this conditional use permit.*

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. – *This performance standard is not applicable to this conditional use permit.*

D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance. – *This performance standard is not applicable to this conditional use permit.*

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. – *This performance standard is not applicable to this conditional use permit.*

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. – *This performance standard is not applicable to this conditional use permit.*

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance. – *This performance standard is not applicable to this conditional use permit.*

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. – *Existing lighting is on site, further, the proposed use is not increasing lighting.*

I. The site drainage system shall be subject to the review and approval of the City Engineer. – *Existing drainage exists and is compliant with City 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. – *The site is already used for antennas. No new buildings are being constructed as a result.*

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. – *This is met.*

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance. – *This has been reviewed and approved by the City Engineer.*

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. – *This is met.*

N. Any applicable business licenses mandated by City Code are approved and obtained. – *This performance standard is not applicable to this conditional use permit.*

O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district. – *Hours of operation or access must be consistent with City hours. No non-supervised access is permitted to this site.*

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. – *The use is a Conditional Use within the zoning district.*

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. – *Additional stipulations are outlined in the Resolution.*

Planning Commission Recommendation

At the regularly scheduled Planning Commission meeting on February 20, 2018, the City Planning Commission unanimously recommended approve with staff recommendations.

Staff Review

Staff recommends **APPROVAL** of the Conditional Use Permit with the following conditions:

1) An amendment to the Site Lease between the City of Isanti and Sprint Spectrum Realty Company, LLC is executed.
2) All conditions of the City Engineer's Letter dated January 22, 2018 are met.
3) Sprint shall provide ample notice to the City of Isanti of the construction dates and time. Coordination/inspection with/by the Public Services Department and City Engineer are required prior, during, and after construction has taken place. Costs incurred which are associated with necessary inspections shall be paid by Sprint.
4) Access to the location is only permitted between normal operating hours of 7:00 a.m. and 3:30 p.m., Monday through Friday, and must be coordinated through the Public Services Department.
5) Proper personal safety equipment, provided by Sprint Spectrum Realty Company, LLC or any subsequent successors, is utilized during any access to the site.
6) Sprint shall meet all the conditions as specified within the original and amended site lease agreement between the City of Isanti and Northern PCS Services, LLC.

Attachments

- Resolution 2018-XXX
- Bolton & Menk Review dated January 22, 2018
- Approved Plans

RESOLUTION 2018-XXX

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT AUTHORIZING ANTENNA REPLACEMENTS AND UPGRADES FOR SPRINT WIRELESS FOR THE TOWER LOCATED AT 601 E DUAL BLVD NE – ISANTI WATER TOWER

WHEREAS, SAC Wireless, an affiliate of Sprint Wireless, has requested to remove, replace, and add antennas on the City's Water Tower located at 601 E Dual Blvd NE; and,

WHEREAS, Sprint Wireless intends to remove three antennas; and,

WHEREAS, Sprint Wireless intends to add three new panel antennas, six new RRH's, a new RF jumpers, and three new mounting posts; and,

WHEREAS, the property is located at 601 East Dual Boulevard Northeast; and,

WHEREAS, the property is zoned "I-1" Industrial Park District; and,

WHEREAS, Isanti Zoning Code Section 8, Article 1, Subd. 3(O) states that Telecommunication Facilities are a Conditional Use in the "I-1" Zoning District; and,

WHEREAS, the Isanti Planning Commission held a public hearing to consider the Conditional Use Permit on February 20, 2018; and,

WHEREAS, the Isanti Planning Commission reviewed and determined that the proposed Conditional Use Permit meets the requirements set forth in the Isanti Zoning Code.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Isanti, Minnesota that the Conditional Use Permit is **APPROVED** with the following conditions:

1) An amendment to the Site Lease between the City of Isanti and Sprint Spectrum Realty Company, LLC is executed.
2) All conditions of the City Engineer's Letter dated January 22, 2018 are met.
3) Sprint shall provide ample notice to the City of Isanti of the construction dates and time. Coordination/inspection with/by the Public Services Department and City Engineer are required prior, during, and after construction has taken place. Costs incurred which are associated with necessary inspections shall be paid by Sprint.
4) Access to the location is only permitted between normal operating hours of 7:00 a.m. and 3:30 p.m., Monday through Friday, and must be coordinated through the Public Services Department.
5) Proper personal safety equipment, provided by Sprint Spectrum Realty Company, LLC or any subsequent successors, is utilized during any access to the site.
6) Sprint shall meet all the conditions as specified within the original and amended site lease agreement between the City of Isanti and Northern PCS Services, LLC.

Adopted by the City of Isanti City Council on this 6th day of March, 2018

ATTEST:

_____
Mayor George A. Wimmer

_____
Katie Brooks
City Clerk/Human Resources

BOLTON & MENK
Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

Ph: (507) 625-4171
Fax: (507) 625-4177
Bolton-Menk.com

MEMORANDUM

Date: January 22, 2018

To: Ryan Kernosky, Community Development Director

From: Bradley C. DeWolf, P.E.

Subject: Sprint Cellular Antenna DO MACRO Upgrade Project
Site Name: ISANTI – (Site #: MS03NP7378-A)
Site Address: 601 East Dual Blvd. – Isanti, MN 56040

BACKGROUND
Construction Documents (CDs) signed and dated January 2, 2018 (Rev. 2) were received for review. The CDs now consist of a 5 page plan set. It is our understanding that the plans still include the removal of three (3) antennas. Addition of three (3) new panel antennas, six (6) new RRH's, new RF jumpers, and three (3) new mounting posts inclusive of the necessary supplementary equipment. A Structural Analysis dated December 1, 2017 has been provided in support of the modifications.

Construction Document Issue Date	Review Completion
January 2, 2018 (Rev. 2)	January 22, 2018

After our review of the January 2, 2018 (Rev. 2) CDs, the items that were missing and/or insufficient have been resolved and appear satisfactory for the Sprint DO MACRO UPGRADE Project. Progressing to the next phase, a pre-installation meeting will be necessary for all parties prior to any work being performed.

We recommend approval of the submitted documents.

Please contact me at (612) 756-1032 if you have any questions or need additional information.

Bolton & Menk is an equal opportunity employer.

PROJECT INFORMATION:

TOWER INFORMATION

LAT:	45° 29' 48.5" N (NAD '83)
LONG:	93° 14' 40.15" W (NAD '83)
ELEV:	941' A.S.M.L.
SITE TYPE:	WATER TOWER
COUNTY:	ISANTI
JURISDICTION:	CITY OF ISANTI

PROJECT DESCRIPTION

- (1) EXISTING 800/1900 MHZ ANTENNA (POWERWAVE P40-16-XLPP-RR) TO BE REMOVED
- (2) EXISTING 800/1900 MHZ ANTENNAS (KMW ET-K-T5-70-15-62-18-R-RD) TO BE REMOVED
- (3) NEW 800/1900/2300 MHZ TRI-BAND ANTENNAS (KMW ETCR-654L12H8) TO BE INSTALLED
- (3) NEW 2900 MHZ RRHS (SAMSUNG RRH-B8) TO BE INSTALLED
- (3) NEW 800 MHZ RRHS (SAMSUNG RRH-C2A) W/EXTERNAL FILTERS TO BE INSTALLED
- (3) NEW 2-3/8" STD (2-7/8" O.D.), 10' LONG, GALVANIZED ANTENNA MOUNTING PIPES (SITE PRO PART #: P30120 OR EQUIVALENT) TO BE INSTALLED
- (12) NEW 1/2" RF JUMPERS TO BE INSTALLED
- MISC. CONDUITS AND FITTINGS AS REQUIRED

APPLICANT

SPRINT
6580 SPRINT PARKWAY
OVERLAND PARK, KS 66251

LANDLORD

CITY OF ISANTI
110 1ST AVENUE NW
PO BOX 428
ISANTI, MN 55040

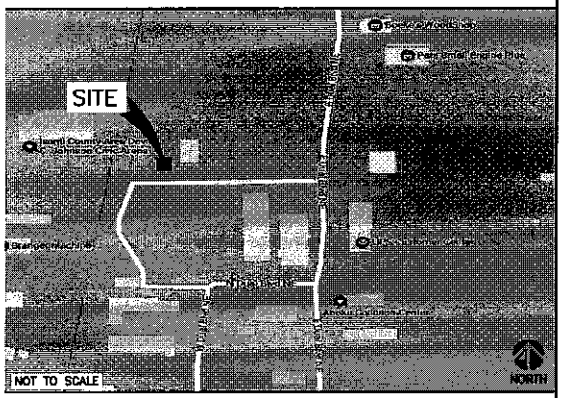
A&E FIRM

WESTCHESTER SERVICES, L.L.C.
604 FOX GLEN
BARRINGTON, IL 60010
PHONE: (224) 277-0070

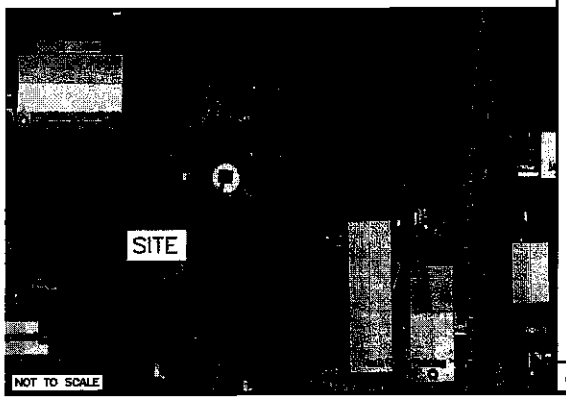
SITE ACQUISITION

SAC WIRELESS
540 W. MADISON ST.
17th FLOOR
CHICAGO, IL 60661
PHONE: (312) 895-4677

VICINITY MAP:



AERIAL MAP:



SHEET INDEX:

SHEET NUMBER	SHEET DESCRIPTION	REVISION
T-1	COVER SHEET & SITE PLAN	2
T-2	GENERAL NOTES	2
AE-1	TOWER ELEVATION & EQUIPMENT DETAILS	2
AE-2	EQUIPMENT DETAILS	2
SP-1	INSTALLATION SPECS & EQUIPMENT	2

CODE COMPLIANCE:

ALL WORK SHALL BE PERFORMED AND MATERIALS INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUED TO PERMIT WORK NOT CONFORMING TO THESE CODES.

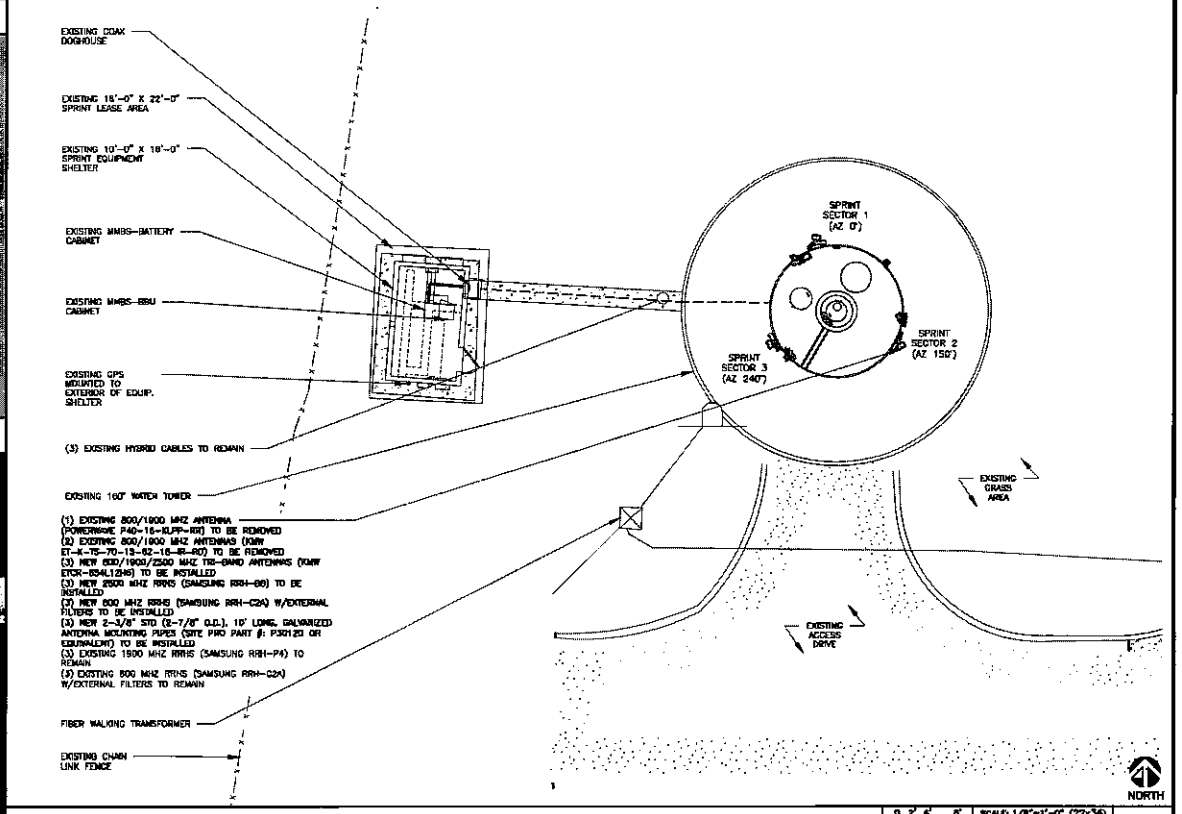
2015 MINNESOTA STATE BUILDING CODE
2017 NATIONAL ELECTRICAL CODE
ANSI/TIA-222/G

Know what's below. Call before you dig.

DO MACRO UPGRADE

SITE ADDRESS:
601 EAST DUAL BOULEVARD
ISANTI, MN 55040

SITE CASCADE:
MS03NP737-A
SITE NAME:
ISANTI



OVERALL SITE PLAN

SCALE: 1/8"=1'-0" (22x34)
(OR) 1/16"=1'-0" (11x17)

A

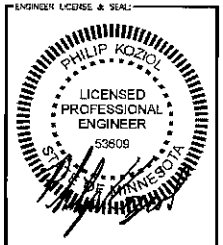
PLANS PREPARED FOR: Sprint

SITE ACQUISITION: SAC WIRELESS, 540 W. MADISON ST. 17TH FLOOR, CHICAGO IL 60661, www.sacw.com, 312.895.4677, A NOKIA COMPANY

PLANS PREPARED BY:

WESTCHESTER SERVICES
604 FOX GLEN
BARRINGTON, IL 60010
TELEPHONE: 847.277.0070
FAX: 847.277.0080
ae@westchesterservices.com

ENGINEER LICENSE & SEAL:



DATE: 01/02/18 EXP. DATE: 06/30/19

DRAWING NOTICE:
THESE DOCUMENTS ARE CONFIDENTIAL AND ARE THE SOLE PROPERTY OF SPRINT AND MAY NOT BE REPRODUCED, DISSEMINATED OR REDISTRIBUTED WITHOUT THE EXPRESS WRITTEN CONSENT OF SPRINT.

REVISIONS:

DESCRIPTION	DATE	BY	REV.
PERMIT/CONSTRUCTION	11/15/17	KEM	0
PERMIT/CONSTRUCTION	12/07/17	RA	1
PERMIT/CONSTRUCTION	01/02/18	SDB	2

SITE CASCADE: MS03NP737-A

SITE ADDRESS: 601 EAST DUAL BOULEVARD ISANTI, MN 55040

PROJECT: DO MACRD UPGRADE

SHEET DESCRIPTION: COVER SHEET & SITE PLAN

DWG INFORMATION: DRAWN BY: SDB CHECKED BY: JMB

SHEET NUMBER: T-1

PART 1 GENERAL

1.01 SUMMARY

A. SECTION INCLUDES PAINTING AND PAINTING REPAIR WORK ASSOCIATED WITH THE INSTALLATION OF ANTENNAS, COAXIAL CABLES, AND OTHER COMMON COMPONENTS WITH DIRECT ATTACHMENT TO WATER TANK FACILITIES.

1.02 REFERENCES

A. SOCIETY FOR PROTECTIVE COATINGS (SSPC): WWW.SSPC.ORG

1. VOLUME 1: GOOD PAINTING PRACTICE

2. VOLUME 2: SYSTEMS AND SPECIFICATIONS

1.03 SUBMITTALS

A. PRODUCT DATA: SUBMIT DATA SHEET FOR EACH COATING SYSTEM.

PART 2 PRODUCTS

2.01 MATERIALS

A. MANUFACTURERS:

1. SHERWIN WILLIAMS COMPANY WWW.SHERWIN-WILLIAMS.COM

2. TNEMEC COMPANY WWW.TNEMEC.COM

3. X-I-M PRODUCTS WWW.XIMBONDER.COM

PART 3 EXECUTION

3.01 EXAMINATION

A. VISUALLY EVALUATE SURFACE PREPARATION BY COMPARISON WITH PICTORIAL STANDARDS OF SSPC-VIS-1-89.

3.02 PREPARATION

A. REMOVE ALL SURFACE CONTAMINANTS IN ACCORDANCE WITH SSPC-SP1 SOLVENT CLEANING. DO NOT USE HYDROCARBON SOLVENTS ON SURFACES TO BE COATED WITH WATER-BASED COATINGS.

B. CLEAN AND REMOVE ALL RUST, SLAG, WELD SPLATTER, WELD SCABS, MILL SCALE, AND LOOSE PAINT.

C. PROTECT AREAS ADJACENT TO WELDING & OR GRINDING OPERATIONS TO PREVENT DAMAGE OF SURROUNDING INTACT PAINT SYSTEM.

D. FERROUS METAL: SSPC-SP6 COMMERCIAL BLAST CLEANING

E. GALVANIZED STEEL: SSPC-SP7 BRUSH OFF BLAST

F. ANTENNA COVERS, COAXIAL CABLE, NON-METALLIC SUBSTRATES AND PREVIOUSLY PAINTED SURFACES: SCARIFY TO DEGLOSS. SSPC-SP1 WITH A NON-HYDROCARBON SOLVENT.

G. SURFACE PROFILE SHALL BE IN ACCORDANCE WITH MANUFACTURER'S PRODUCT RECOMMENDATION.

H. RE-BLAST ALL SURFACES:

1. WHERE RUSTING HAS RECURRED.

2. THAT DO NOT MEET THE REQUIREMENTS OF THESE SPECIFICATIONS.

3.03 APPLICATION

A. COATINGS SHALL BE APPLIED IN ACCORDANCE WITH MANUFACTURER'S PRINTED INSTRUCTIONS

B. SURFACES TO BE COATED SHALL BE CLEAN, DRY, AND FREE OF AIRBORNE DUST AND CONTAMINANTS AT THE TIME OF APPLICATION AND WHILE FILM IS FORMING.

C. FINISH COAT SHALL BE UNIFORM IN COLOR AND SHEEN WITHOUT STREAKS, LAPS, RUNS, SAGS OR MISSED AREAS.

D. SHOP PAINTING: TAPE-OFF (2-INCH MINIMUM) SURFACES THAT WILL BE IN THE HEAT-AFFECTED-ZONE DURING FIELD WELDING.

E. COMPONENT PAINTING:

1. INTERIOR EXPOSED FERROUS METAL AND GALVANIZED STEEL:
   a. PRODUCT: SHERWIN WILLIAMS MACROPOXY 646 DR TNEMEC SERIES 161
      1) NUMBER OF COATS: 2
      2) DRY FILM THICKNESS: 4.0-6.0 MILS (PER COAT)
      3) COLOR: BY OWNER
2. EXTERIOR EXPOSED FERROUS METAL AND GALVANIZED STEEL:
   a. PRIMER: SHERWIN WILLIAMS MACROPOXY 646 OR TNEMEC SERIES 161 OR N69
      1) NUMBER OF COATS: 1
      2) DRY FILM THICKNESS: 4.0-6.0 MILS
      3) COLOR: BY OWNER
   b. FINISH: SHERWIN WILLIAMS ACOLON 218 OR TNEMEC SERIRES 10740/10750
      1) NUMBER OF COATS: 1
      2) DRY FILM THICKNESS: 2.0-3.0 MILS
      3) COLOR: BY OWNER
3. ANTENNA COVERS:
   a. PRIMER: SHERWIN WILLIAMS PRO-CRYL PRIMER
      1) NUMBER OF COATS: 1
      2) DRY FILM THICKNESS: 2.0-4.0 MILS
   b. FINISH: SHERWIN WILLIAMS SHER-CRYL HPA
      1) NUMBER OF COATS: 1
      2) DRY FILM THICKNESS: 2.5-4.0 MILS
      3) COLOR: BY OWNER
4. COAXIAL CABLE:
   a. PRIMER: X-I-M 1138
      1) NUMBER OF COATS: 1
      2) DRY FILM THICKNESS: 2.0-3.0 MILS
   b. FINISH: SHERWIN WILLIAMS SHER-CRYL HPA
      1) NUMBER OF COATS: 1
      2) DRY FILM THICKNESS: 2.5-4.0 MILS
      3) COLOR: BY OWNER

PART 3 CONTINUED

3.04 REPAIR OF AREAS DAMAGED BY WELDING

A. PREPARE THE DAMAGE BY ONE OF THE TWO FOLLOWING METHODS AS DIRECTED BY THE ENGINEER.

1. ABRASIVE-BLAST TO SSPC-SP6.

2. MECHANICALLY CLEAN TO SSPC-SP11.

B. FEATHER EDGES TO PROVIDE SMOOTH COATING TRANSITION.

C. APPLY PRIME COAT TO BARE METAL SURFACE.

D. MASK OFF RECTANGULAR AREA AROUND PRIME COAT.

E. APPLY FINISH COAT.

3.05 QUALITY CONTROL

A. MEASURE DRY FILM THICKNESS WITH A MAGNETIC FILM THICKNESS GAGE IN ACCORDANCE WITH SSPC-PA2.

B. VISUALLY INSPECT DRIED FILM FOR FUNS, SAGS, DRY SPRAY, OVERSPRAY, EMBEDDED PARTICLES AND MISSED AREAS.

C. REPAIR DEFECTIVE OR DAMAGED AREAS IN ACCORDANCE WITH ARTICLES 3.02 AND 3.03

CONSTRUCTION SPECIFICATIONS

GENERAL REQUIREMENTS:

A. THE CONTRACTOR SHALL REVIEW AND BECOME FAMILIAR WITH SPECIFICATIONS CONTAINED IN THE BID PACKAGE PREPARED BY THE CLIENT.

B. IN THE EVENT OF CONFLICT BETWEEN THE BID PACKAGE SPECIFICATIONS AND THESE NOTES, THE PROVISIONS OF THE CLIENTS SPECIFICATIONS SHALL TAKE PRECEDENCE.

C. THE CONTRACTOR SHALL VISIT THE SITE OF THE PROPOSED WORK AND FULLY ACQUAINT HIMSELF WITH THE CONDITIONS AS THEY EXIST IN ORDER THAT ANY RESTRICTIONS PERTAINING TO THE WORK ARE UNDERSTOOD. ALL AREAS AND DIMENSIONS ARE INDICATED OF THE DRAWINGS AS ACCURATELY AS POSSIBLE, BUT ALL CONDITIONS SHALL BE VERIFIED BY EACH CONTRACTOR AND/OR SUB-CONTRACTOR AT THE SITE. THE FAILURE OF THE CONTRACTOR TO EXAMINE OR RECEIVE ANY FORM, INSTRUMENT OR DOCUMENT, OR TO VISIT THE SITE SHALL NOT RELIEVE THE CONTRACTOR FROM ANY OBLIGATION WITH RESPECT TO HIS QUOTED PRICE . THE SUBMISSION OF A QUOTATION SHALL ACKNOWLEDGE THAT THE CONTRACTOR AND HIS SUBCONTRACTORS HAVE FULLY EXAMINED THE SITE AND KNOW THE EXISTING CONDITIONS AND HAVE MADE PROVISIONS FOR OPERATING UNDER THE CONDITIONS AS THEY EXIST AT THE SITE AND HAVE INCLUDED ALL NECESSARY ITEMS.

D. THE GENERAL CONTRACTOR'S RESPONSIBILITIES SHALL INCLUDE BUT NOT BE LIMITED TO: ELECTRIC SERVICE, TELEPHONE CONDUITS, GROUNDING SYSTEM AND COORDINATION WITH LOCAL UTILITY COMPANIES.

E. THE ANTENNA INSTALLERS RESPONSIBILITIES SHALL INCLUDE, BUT NOT BE LIMITED TO, CABLE TRAY INSTALLATION, ROUTING OF CABLES FROM RADIO EQUIPMENT TO ANTENNAS, ASSOCIATED HARDWARE FOR SECURING ANTENNA CABLES, ANTENNA MOUNTS, DETERMINING SUPPLIER OF ANTENNAS, GROUNDING OF ANTENNASTO GOURNDING SYSTEM INSTALLING ANTENNAS AND VERIFYING WITH RADIO FREQUENCY ENGINEERS, THE ALIGNMENT, LOCATION AND PROPER ORIENTATION OF ANTENNAS.

F. THE CONTRACTORS SHALL COORDINATE CONSTRUCTION ACTIVITIES WITH THE BUILDING LANDLORD IN ORDER TO AVOID CONFLICTS WITH CURRENT USE OF THE SITE.

G. THE OWNER MAY HAVE WORK PERFORMED UNDER SEPARATE CONTRACTS, CONCURRENTLY, WITH THE WORK OF THIS CONTRACT.

H. THE GENERAL CONTRACTOR SHALL PERMIT ACCESS TO THE PROJECT TO THESE CONTRACTORS TO PERFORM THEIR WORK.

I. CONTRACTOR SHALL CONFORM TO ALL APPLICABLE LOCAL, COUNTY, STATE AND FEDERAL CODES, LAWS AND REQUIREMENTS, INCLUDING OSHA.

J. THE CONTRACTOR SHALL APPLY AND PAY FOR THE CONSTRUCTION PERMIT, CERTIFICATE OF OCCUPANCY AND ALL OTHER REQUIRED PERMITS OF LICENSES. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL INSPECTIONS.

K. CARE SHALL BE EXERCISED IN PROTECTING THE BUILDING OCCUPANTS DURING THE DEMOLITION AND CONSTRUCTION PERIODS OF THIS PROJECT, EVERY EFFORT SHALL BE MADE TO MAINTAIN A CLEAN OPERATION. DEBRIS SHALL NOT ACCUMULATE, ALL DEBRIS WILL BE DEPOSITED IN A SUITABLE CONTAINER ON A DAILY BASIS AND SHALL BE EMPTIED ON A REGULAR SCHEDULE. THE LOCATION OF THE CONTAINER SHALL BE COORDINATED WITH THE BUILDING MANAGER.

L. SAFETY PROCEDURES: ATTENTION IS DIRECTED TO FEDERAL, STATE, AND LOCAL LAWS, RULES AND REGULATIONS CONCERNING CONSTRUCTION SAFETY AND HEALTH STANDARDS. THE CONSTRUCTION COMPANY AWARDED THIS PROJECT SHALL INSURE ALL WORKING SURROUNDINGS AND CONDITIONS ARE SANITARY, AND ARE NOT HAZARDOUS OR DANGEROUS TO THE HEALTH OR SAFETY OF THE WORK CREWS OR BUILDING OCCUPANTS. PRECAUTION SHALL BE EXERCISED AT ALL TIMES FOR THE PROTECTION OF PERSONS AND PROPERTY. IT IS MANDATORY THAT THE SAFETY PROVISIONS OF APPLICABLE LOCAL LAWS, OSHA REGULATIONS AND BUILDING AND CONSTRUCTION CODES, BE OBSERVED FOR ALL CONTRACTORS AND ANTENNA RIGGERS.

M. THE CONSTRUCTION CONTRACTOR IS SOLEY RESPONSIBLE FOR DETERMINING ALL CONSTRUCTION MEANS AND METHODS. THE CONSTRUCTION CONTRACTOR IS ALSO RESPONSIBLE FOR ALL JOB SAFETY.

N. THE GENERAL CONTRACTOR MUST COORDINATE ALL ROOF RELATED WORK WITH THE LANDLORD'S PRE APPROVED ROOFER. THE GENERAL CONTRACTOR MUST CONFIRM THE COMPATIBILITY OF ALL MATERIALS & ENSURE THAT ALL EXISTING ROOF WARRANTIES, IF ANY, REMAIN IN EFFECT.

STRUCTURAL STEEL

A. CODES AND SPECIFICATIONS
1. THE FABRICATOR/ERECTION SHALL CONFORM TO THE REQUIREMENTS OF THE FOLLOWING CODES AND SPECIFICATIONS, LATEST EDITION, UNLESS OTHERWISE NOTED:
   a. THE LOCAL BUILDING CODE
   b. AISC-SPECIFICATION FOR STRUCTURAL STEEL BUILDING, 2010
   c. ASTM A36, STRUCTURAL STEEL
   d. ATSM A53, TYPE E, GRADE B, ELECTRIC RESISTANCE WELDED STEEL PIPE
   e. ATSM 123 ZINC (HOT-DIP GALVANIZED) COATINGS ON IRON AND STEEL PRODUCTS
   f. AITSM 153 ZINC COATED (HOT-DIP) IRON AND STEEL HARDWARE
   g. AWS D1.1 STRUCTURAL WELDING CODE
   h. EIA/TIA-222-G STRUCTURAL STANDARDS FOR STEEL ANTENNA TOWERS AND ANTENNA SUPPORTING STRUCTURES.

B. DESIGN PARAMETERS
1. THE STRUCTURAL STEEL ANTENNA MOUNTING FRAMES ARE DESIGNED TO PROVIDE SUPPORT FOR ANTENNAS AND ALL HARDWARE AND ACCESSORIES ASSOCIATED WITH ANTENNAS.

C. FABRICATION AND INSTALLATION REQUIREMENTS:
1. THE ANTENNA SUPPORTS, ANTENNAS AND MOUNTING HARDWARE SHALL BE CONSTRUCTED PLUMB, LEVEL AND TRUE.
2. ALL STRUCTURAL ELEMENTS AND FASTENERS SHALL BE GALVANIZED IN ACCORDANCE WITH ASTM A 123 AND A 153.
3. WELDS SHOULD BE SHOP MADE WHEREVER POSSIBLE, CONFORMING TO AISC SPECIFICATIONS AND AWS REQUIREMENTS. ALL WELDS ARE TO BE OF THE SIZE AND TYPE INDICATED
4. CONTRACTOR SHALL PROVIDE FIRE WATCH DURING ALL WELDING OPERATIONSM BRAZING AND SOLDERING AND OTHER WORK REQUIRING THE USE OF AN OPEN FLAME. TWO (2) HAND HELD 30 LBS. FIRE EXTINGUISHERS AND ADEQUATE WATER SUPPLY SHALL BE MAINTAINED ON SITE. FIRE WATCH PLAN SHALL BE SUBMITTED TO THE CLIENT FOR APPROVAL PRIOR TO WELDING.
5. ALL BOLTED CONNECTIONS SHALL BE A325 HS-BOLTS 5/8 INCH DIAMTERE MINIMUM SIZE UNLESS OTHERWISE NOTED. BOLTS SHALL BE SUPPLIED WITH FLAT WASHERS. BOLTS SHALL BE TIGHTENED IN ACCORDANCE WITH THE AISC TURN OF NUT METHOD, TO THE SNUG TIGHT CONDITION, UNLESS OTHERWISE NOTED.
9. PROVIDECNE GALVANIZED COATINGS WHICH WERE DAMAGED OR REMOVED DURING ERECTION OR TRANSPORTATION SHALL BE RESTORED BY PAINTING WITH ZINC-RICH PRIMER.
7. ALL THREADED RODS SHALL BE 1/2 INCH DIAMTERE A36 STEEL UNLESS OTHERWISE NOTED.
8. TEMPORARY STRUCTURES FOR STAGING AND CONSTRUCTION SHALL BE CAPABLE OF WITHSTANDING FORCES SPECIFIED BY THE LOCAL BUILDING CODE CURRENT EDITION.

D. INSPECTIONS:
1. ALL STRUCTURAL STEEL ANTENNA FRAMES, AND CONNECTIONS SHALL BE INSPECTED PRIOR TO INSTALLATION OF ANTENNAS.
2. ALL ANTENNA CABLE TRAYS, SUPPORTS, CHANNELS AND CLAMPS SHALL BE INSPECTED PRIOR TO INSTALLATION OF ANTENNA CABLES.
3. COORDINATE ALL INSPECTIONS WITH THE CLIENT'S CONSTRUCTION MANAGER.
4. CONTRACTOR TO MAKE NOTIFICATIONS 24 HOURS PRIOR TO ANY REQUIRED INSPECTIONS.

GENERAL NOTES

SCALE: N.T.S.

A

PLANS PREPARED FOR:

Sprint

SITE ACQUISITION:

SAC WIRELESS, A NOKIA COMPANY
140 W. MADISON ST. 11TH FLOOR CHICAGO, IL 60603
WWW.SACWIRELESS.COM
773.453.4177

PLANS PREPARED BY:

WESTCHESTER SERVICES
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BARRINGTON, IL 60010
TELEPHONE: 847.277.0070
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ae@westchesterservices.com

ENGINEER LICENSE & SEAL:

PHILIP KOZIOL
LICENSED PROFESSIONAL ENGINEER
53609
STATE OF MINNESOTA

DATE: 01/02/18 EXP. DATE: 08/30/18

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REVISIONS:

DESCRIPTION	DATE	BY	REV.
PERMIT/CONSTRUCTION	11/15/17	KEM	0
PERMIT/CONSTRUCTION	12/07/17	RA	1
PERMIT/CONSTRUCTION	01/02/18	SDB	2

SITE CASCADE:

MS03NP737-A

SITE ADDRESS:

601 EAST DUAL BOULEVARD
ISANTI, MN 55040

PROJECT:

DO MACRO UPGRADE

SHEET DESCRIPTION:

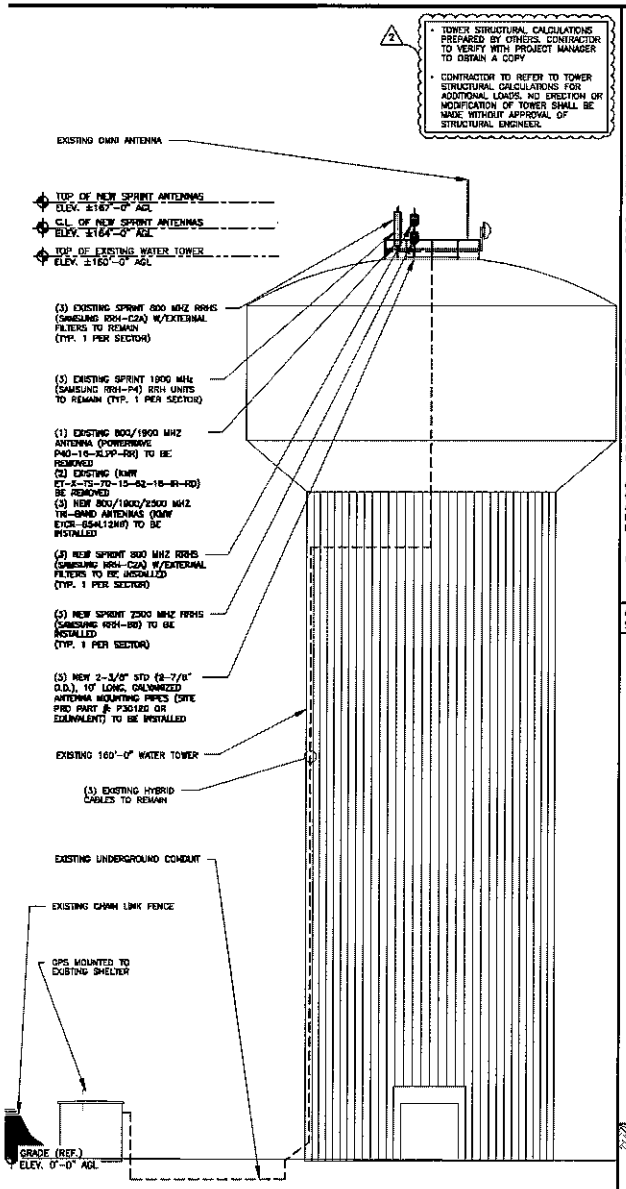
COVER SHEET & SITE PLAN

DWG INFORMATION:

DRAWN BY: SDB
CHECKED BY: JMB

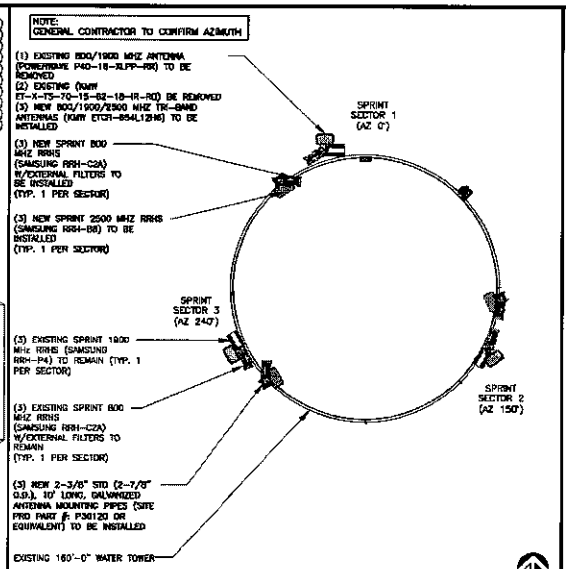
SHEET NUMBER:

T-2



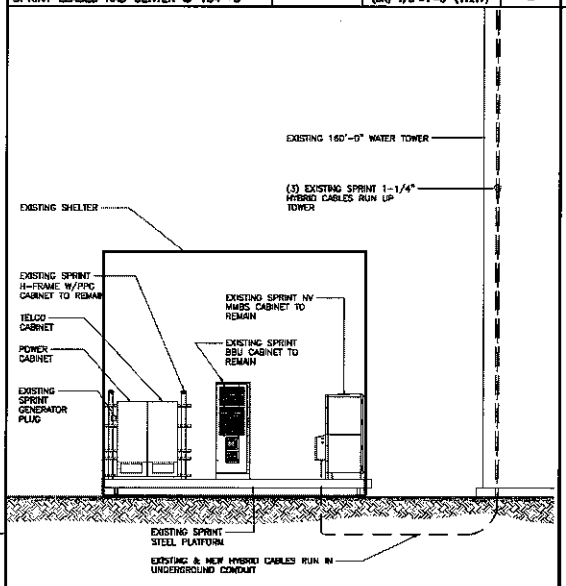
SITE ELEVATION — SCALE: 3/32"=1'-0" (22x34) (OR) 3/64"=1'-0" (11x17) — E

NOTE: GENERAL CONTRACTOR TO CONFIRM AZIMUTH



ANTENNA & EQUIPMENT PLAN– SPRINT LEASED RAD CENTER @ 164'-0" — SCALE: 1/4"=1'-0" (22x34) (OR) 1/8"=1'-0" (11x17) — C

NOT USED — SCALE: N.T.S. — B



EQUIPMENT ELEVATION DETAIL — SCALE: 1/4"=1'-0" (22x34) (OR) 1/8"=1'-0" (11x17) — D

NOT USED — SCALE: N.T.S. — A

PLANS PREPARED FOR: Sprint

SITE ACQUISITION: SAC WIRELESS A NOKIA COMPANY — 540 W. MADISON ST. 17TH FLOOR CHICAGO, IL 60661 WWW.SACW.COM 312.853.4577

PLANS PREPARED BY: WESTCHESTER SERVICES GROUP
604 FOX GLEN
BARRINGTON, IL 60010
TELEPHONE: 847.277.0070
FAX: 847.277.0080
us@westchesterservices.com

ENGINEER LICENSE & SEAL: PHILIP KOZIOL — LICENSED PROFESSIONAL ENGINEER — 53609 — STATE OF MINNESOTA

DATE: 01/02/18 EXP. DATE: 06/30/18

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REVISIONS:

DESCRIPTION	DATE	BY	REV.
PERMIT/CONSTRUCTION	11/15/17	IEM	0
PERMIT/CONSTRUCTION	12/07/17	RA	1
PERMIT/CONSTRUCTION	01/02/18	SDB	2

SITE CASCADE: MS03NP737-A

SITE ADDRESS: 601 EAST DUAL BOULEVARD ISANTI, MN 55040

PROJECT: DO MACRO UPGRADE

SHEET DESCRIPTION: TOWER ELEVATION & EQUIPMENT DETAILS

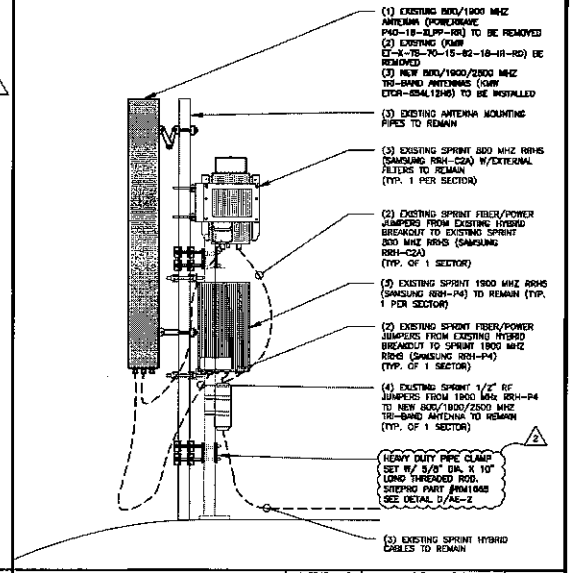
DWG INFORMATION: DRAWN BY: SDB CHECKED BY: JMB

SHEET NUMBER: AE-1

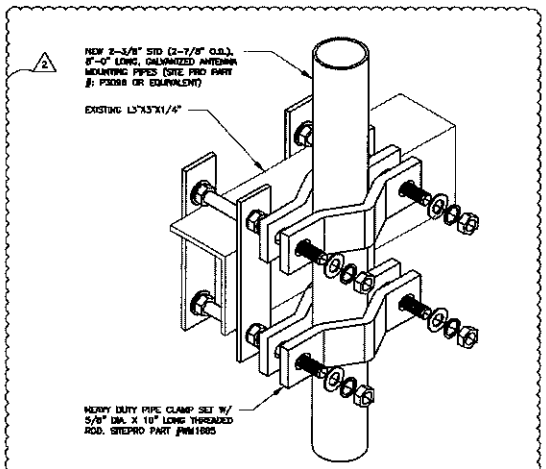
GENERAL NOTES:

1. NO CAPACITOR DISCHARGE WELDING ("STUD WELDING") SHALL BE ALLOWED UNLESS APPROVED BY THE CITY.
2. ALL COAX SURFACES SHALL RECEIVE A SURFACE PREPARATION. THE SURFACE SHALL BE "SCARIFIED" OR SANDED PRIOR TO SOLVENT CLEANING AND PRIOR TO COATING APPLICATIONS. COLORED TAPE MAY BE USED IF APPROVED BY THE CITY.
3. ALL COATING DAMAGE CAUSED BY INSTALLATION, RIGGING, WELDING, ETC. SHALL BE PROPERLY PREPARED AND COATED BY A PROTECTIVE COATING SYSTEM THAT WILL MATCH THE EXISTING COLOR OF THE TOWER.
4. ALL SURFACE PREPARATION AND PROTECTIVE COATING APPLICATION SHALL BE PERFORMED BY EXPERIENCED PROFESSIONAL PAINTING CONTRACTOR AS APPROVED BY THE CITY.
5. ALL EQUIPMENT INSTALLED (RRU'S, RRH'S, SECTOR BOXES, ANTENNAS, POSTS, CABLE, COAX, CLAMPS, BRACKETS, ANGLE ADAPTORS, ECT...) SHALL RECEIVE A PROPER SURFACE PREPARATION COATING SYSTEM THAT WILL MATCH THE INTERIOR AND/OR EXTERIOR OF THE TOWER.
6. NEOPRENE/RUBBER PADS AND METAL SHIMS SHALL BE REQUIRED BETWEEN ALL ATTACHMENTS, CLAMPS, BRACKETS, ANGLE ADAPTORS, ETC... AND OTHER ITEMS IN CONTACT WITH PROTECTIVE COATING SURFACES.
7. PLASTIC WASHERS SHALL BE PLACED IN BETWEEN THE HARDWARE AND CONTACT SURFACES THAT ARE PAINT.
8. ALL HARDWARE (CONNECTORS, CLAMPS, ECT...) SHALL BE OF THE NON-CORROSIVE TYPE.
9. ALL STRUCTURAL STEEL (INCLUSIVE OF MOUNTING PLATES) SHALL BE GALVANIZED AND PAINTED.
10. ALL MOUNTING POSTS SHALL BE GALVANIZED AND RECEIVED "SEAL" WELDED CAPS PRIOR TO RECEIVING A SURFACE PREPARATION AND COATING SYSTEM TO MATCH THE TOWER.
11. PRIOR TO ANY WORK OR INSTALLATIONS PERFORMED, ALL PARTIES INVOLVED SHALL MEET AT THE SITE FOR A PRE-CONSTRUCTION MEETING. THIS SHALL INCLUDE ANY SUB-CONTRACTORS.
12. IT IS REQUIRED THAT NO WORK SHALL BE PERFORMED WITHOUT PROPER 48 HOUR NOTIFICATION AND KNOWLEDGE OF THE CITY AND/OR CITY'S REPRESENTATIVE."
13. A MINIMUM 48 HOUR NOTICE FOR INSPECTIONS SHALL BE GIVEN FOR EACH REQUIRED INSPECTION, HOLD POINT, AND "FINAL WALK THROUGH". THIS ALSO INCLUDES SHOP INSPECTIONS.
14. ALL LANDSCAPING SHALL BE RESTORED TO THE SAME CONDITION OR SUPERIOR AS PREVIOUS TO THE INSTALLATION WORK.
15. ALL CHANGES OR DEVIATIONS DURING THE INSTALLATION SHALL BE SUBMITTED AND APPROVED BY THE CITY. ALL CHANGES OR DEVIATIONS NOTED DURING THE INSTALLATION SHALL BE SHOWN AS DETAILED ON A FINAL SET OF "AS-BUILT" AND APPROVED DRAWINGS. THESE DRAWINGS SHALL BE SUBMITTED FOR REVIEW AND APPROVED BY THE CITY PRIOR TO THE PROJECT COMPLETION.
16. FINAL "WALK THROUGH" WITH CONTRACTOR(S) AND CITY'S REPRESENTATIVE FOLLOWING THE APPROVAL OF THE "AS-BUILT" DRAWINGS.
17. THE CONTRACTOR SHALL PROVIDE ALL PARTIES WITH A DETAILED WORK SCHEDULE. IN ADDITION, A NOTIFICATION EMAIL OR PHONE INCLUDING SCOPE OF WORK SHALL BE PROVIDED BY THE CONTRACTOR ON A DAILY BASIS PRIOR TO ARRIVING TO THE PROJECT SITE.
18. ANY UNSATISFACTORY PREVIOUS OR EXISTING EQUIPMENT INSTALLATIONS PER THE CO REQUIREMENTS INCLUSIVE OF PROTECTIVE COATING RESURFACING SHALL IMMEDIATELY BE CORRECTED AND SHALL BE SATISFACTORY PRIOR TO THE COMPLETION OF THE INSTALLATION.
19. ALL ABANDONED OR UNUSED EQUIPMENT BE IMMEDIATELY REMOVED FROM THE SITE.
20. SAFE MEANS OF ACCESS (WITHIN "ARMS REACH") TO ALL AREAS OF EQUIPMENT INSTALLED SHALL BE PROVIDED FOR THE CITY AND THE CITY'S REPRESENTATIVE FOR THE INSPECTION DURING AND AFTER THE COMPLETION OF WORK.
21. THERE SHALL BE AN UNOBSTRUCTED CLEAR "LINE OF SIGHT" WITH NO INTERFERENCE FROM EQUIPMENT OR MOUNTING POSTS FROM GROUND TO TOWER LOCD AT ALL TIMES.
22. ALL TOWER ACCESSES, MANWAYS, LADDERS, ETC., SHALL NOT BE OBSTRUCTED BY ANY EQUIPMENT OR COAX INSTALLATION AT ANY TIME.
23. ALL EQUIPMENT ATTACHED TO THE TOWER SHALL BE SEAL WELDED. CAULK SHALL NOT BE USED UNLESS DIRECTED AND APPROVED BY THE CITY.
24. PROJECT SITE DAILY CLEAN-UP, HOUSEKEEPING, EQUIPMENT STORAGE, TRASH REMOVAL, AND ORGANIZATION REQUIRED ON DAILY BASIS.
25. SANITARY FACILITIES SHALL BE AT THE PROJECT SITE AT ALL TIMES OF WORK BEING PERFORMED.
26. ALL TOWER WALL PENETRATIONS SHALL BE SEAL WELDED AND WATER TIGHT DURING AND AFTER INSTALLATION.

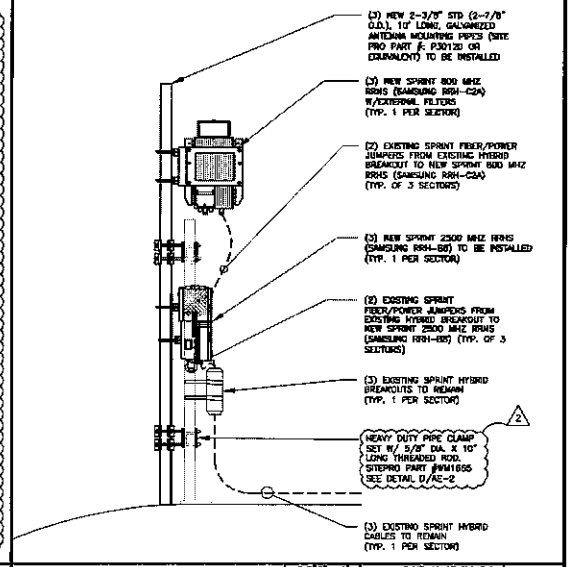
GENERAL NOTES | SCALE N.T.S. | C



RADIO MOUNTING ELEVATION | 0 3/4" 1" | SCALE: 3/4"=1'-0" (22x34) (OR) 3/8"=1'-0" (11x17) | B



PIPE MOUNTING DETAIL | SCALE N.T.S. | D



RADIO MOUNTING ELEVATION | 0 3/4" 1" | SCALE: 3/4"=1'-0" (22x34) (OR) 3/8"=1'-0" (11x17) | A

NOT USED | SCALE N.T.S. | E

PLANS PREPARED FOR:

Sprint

SITE ACQUISITION:

SAC WIRELESS A NOKIA COMPANY
540 W. MADISON ST. 11TH FLOOR CHICAGO, IL 60661 www.sacw.com 312.258.4477

PLANS PREPARED BY:

WESTCHESTER SERVICES
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ENGINEER LICENSE & SEAL:

PHILIP KOZIOL LICENSED PROFESSIONAL ENGINEER 53609 STATE OF MINNESOTA

DATE: 01/02/18 EXP. DATE: 06/30/18

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PERMIT/CONSTRUCTION	11/15/17	RDM	0
PERMIT/CONSTRUCTION	12/07/17	RA	1
PERMIT/CONSTRUCTION	01/02/18	SDB	2

SITE CASCADE:

MS03NP737-A

SITE ADDRESS:

801 EAST DUAL BOULEVARD
ISANTI, MN 55040

PROJECT:

DO MACRO UPGRADE

SHEET DESCRIPTION:

EQUIPMENT DETAILS

DWG INFORMATION:

DRAWN BY: SDB
CHECKED BY: JMB

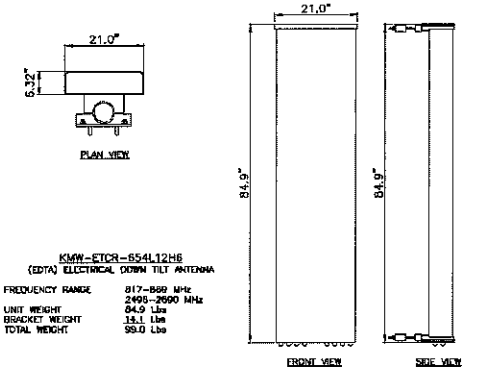
SHEET NUMBER:

AE-2

GENERAL:

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR FOLLOWING ALL LAWS, REGULATIONS, AND RULES SET FORTH BY THE FEDERAL, STATE, AND LOCAL AUTHORITIES WITH JURISDICTION OVER THE PROJECT. THIS RESPONSIBILITY IS IN EFFECT REGARDLESS OF WHETHER THE LAW, ORDINANCE, REGULATION OR RULE IS MENTIONED IN THESE SPECIFICATIONS.
2. ALL WORK SHALL BE COMPLETED AS INDICATED ON THE DRAWINGS, SPRINT PROJECT SPECIFICATIONS, AND THE SPRINT CONSTRUCTION CONTRACT DOCUMENTS.
3. THE CONTRACTOR SHALL HAVE AND MAINTAIN A VALID CONTRACTOR'S LICENSE FOR THE LOCATION IN WHICH THE WORK IS TO BE PERFORMED. FOR JURISDICTIONS THAT LICENSE INDIVIDUAL TRADES, THE TRADESMAN OR SUBCONTRACTOR PERFORMING THOSE TRADES SHALL BE LICENSED.
4. FOLLOW ALL APPLICABLE RULES AND REGULATIONS OF THE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) AND STATE LAW AS DEFINED IN THE FEDERAL OCCUPATIONAL SAFETY AND HEALTH ACT.
5. PRIOR TO THE SUBMISSION OF THE BID, THE CONTRACTOR SHALL VISIT THE JOB SITE, VERIFY ALL DIMENSIONS AND BECOME FAMILIAR WITH THE FIELD CONDITIONS. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE PROJECT MANAGER.
6. THE CONTRACTOR SHALL NOT PROCEED WITH ANY WORK NOT CLEARLY IDENTIFIED ON THE DRAWINGS WITHOUT THE PRIOR WRITTEN APPROVAL OF THE PROJECT MANAGER.
7. THE CONTRACTOR SHALL INSTALL ALL EQUIPMENT AND MATERIALS IN ACCORDANCE WITH MANUFACTURER RECOMMENDATIONS UNLESS SPECIFICALLY OTHERWISE NOTED.
8. ALL MEANS AND METHODS OF CONSTRUCTION DEALING WITH TOWER CONSTRUCTION AND SAFETY, STEEL ERECTION, EXCAVATIONS, TRENCHING, SCAFFOLDING, FORMWORK, ELECTRICAL, AND WORK IN CONFINED SPACES ARE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
9. WHEN THE CONTRACTOR ACTIVITIES IMPEDE OR OBSTRUCT TRAFFIC FLOW, CONTRACTOR SHALL PROVIDE TRAFFIC CONTROL DEVICES, SIGNS, AND FLAGMEN IN ACCORDANCE WITH APPLICABLE FEDERAL, STATE, DOT AND LOCAL REQUIREMENTS.
10. THE CONTRACTOR SHALL COORDINATE SITE ACCESS AND SECURITY WITH THE PROPERTY OWNER AND THE PROJECT MANAGER PRIOR TO CONSTRUCTION.
11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION WITH UTILITIES.
12. THE CONTRACTOR SHALL CALL THE LOCAL PUBLIC UTILITY LOCATING PROVIDER (811) A MINIMUM OF THREE BUSINESS DAYS PRIOR TO EXCAVATING IN THE PUBLIC RIGHT OF WAY.
13. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING PRIVATE UTILITIES.
14. THE CONTRACTOR SHALL PROVIDE ANY TEMPORARY UTILITIES OR FACILITIES IT DEEMS NECESSARY TO COMPLETE THE WORK. THIS INCLUDES, BUT IS NOT LIMITED TO WATER, SEWER, POWER, TELEPHONE, HEAT, LIGHTING OR SECURITY.
15. WHEN EXCAVATING IN THE AREA OF EXISTING UTILITIES, THE CONTRACTOR SHALL USE REASONABLE CARE IN PROTECTING SUCH UTILITIES. CONTRACTOR SHALL NOTIFY THE PROJECT MANAGER IMMEDIATELY OF ANY CONFLICTS BETWEEN EXISTING UTILITIES AND PROPOSED CONSTRUCTION.
16. DAMAGE TO PUBLIC OR PRIVATE UTILITIES SHALL BE REPORTED TO THE PROJECT MANAGER AND THE OWNER OF THE UTILITY IMMEDIATELY. ANY DAMAGE RESULTING FROM CONTRACTORS NEGLIGENCE OR FAILURE TO ACT WITH DUE REGARD SHALL BE REPAIRED AT CONTRACTORS EXPENSE.
17. UNLESS OTHERWISE NOTED ON THE PLANS, CONTRACTOR SHALL ASSUME ALL SURFACE FEATURES SUCH AS BUT NOT LIMITED TO BUILDINGS, PAVEMENTS, LANDSCAPING FEATURES, PLANTS, ETC. ARE TO BE SAVED AND PROTECTED FROM DAMAGE. CONTRACTOR SHALL MAKE NECESSARY PROVISIONS TO PROTECT EXISTING SITE CONDITIONS AND UPON COMPLETION OF WORK REPAIR BACK TO ORIGINAL CONDITIONS ANY DAMAGE THAT OCCURRED DURING CONSTRUCTION.
18. KEEP THE CONSTRUCTION SITE CLEAN HAZARD FREE, AND DISPOSE OF ALL DIRT, DEBRIS, RUBBISH AND REMOVE EQUIPMENT NOT SPECIFIED AS REMAINING ON THE PROPERTY. LEAVE PREMISES IN CLEAN CONDITION AND SHALL BE SUBJECT TO APPROVAL BY THE PROPERTY OWNER AND THE PROJECT MANAGER.
19. THE CONTRACTOR SHALL PROVIDE ON-SITE TRASH RECEPTACLES FOR COLLECTION OF NON-TOXIC DEBRIS. ALL TRASH SHALL BE COLLECTED ON A DAILY BASIS.
20. ALL TOXIC AND ENVIRONMENTALLY HAZARDOUS SUBSTANCES SHALL BE USED AND DISPOSED OF IN ACCORDANCE WITH MANUFACTURER SPECIFICATIONS. UNDER NO CIRCUMSTANCES SHALL RINSING OR DUMPING OF THE SUBSTANCES OCCUR ON-SITE.
21. UNLESS NOTED OTHERWISE, CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AND PAYING FOR ALL PERMITS NECESSARY FOR CONSTRUCTION.
22. THE PROJECT MANAGER MAY RETAIN THE SERVICES OF A TESTING LABORATORY TO PERFORM QUALITY ASSURANCE TESTING ON VARIOUS PORTIONS OF THE CONTRACTORS WORK. WHEN REQUESTED, THE CONTRACTOR SHALL INFORM THE TESTING LABORATORY AND ASSIST THEM IN COMPLETING TESTS.
23. THE CONTRACTOR SHALL MAINTAIN AND SUPPLY THE PROJECT MANAGER WITH AS-BUILT PLANS UPON COMPLETION OF THE PROJECT.

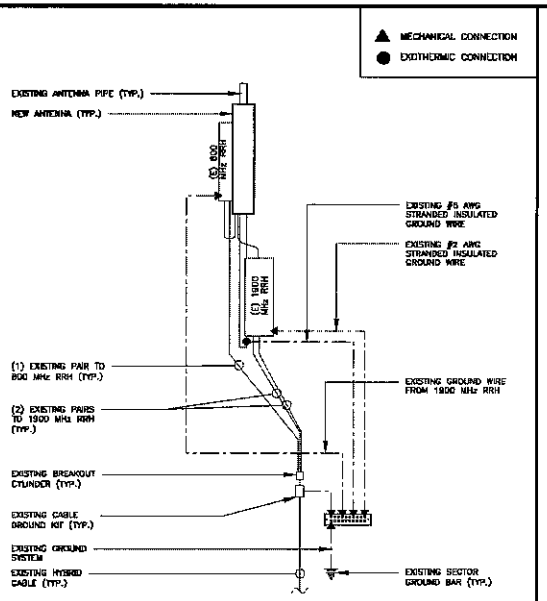
GENERAL NOTES



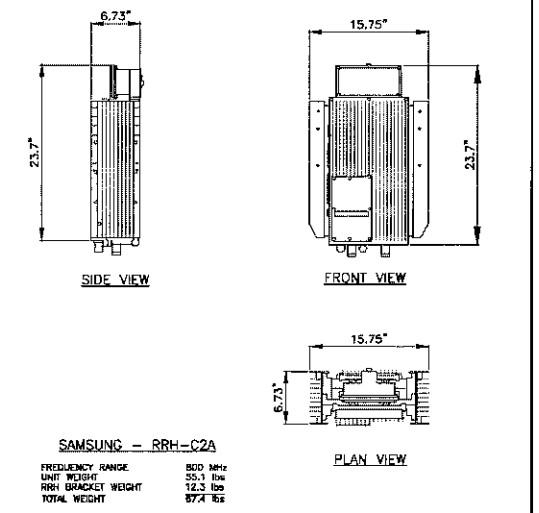
KMW-ETCR-654L12H6
(EDTA) ELECTRICAL DOWN TILT ANTENNA

FREQUENCY RANGE	617-896 MHz 2496-2690 MHz
UNIT WEIGHT	84.9 Lbs
BRACKET WEIGHT	14.1 Lbs
TOTAL WEIGHT	99.0 Lbs

ANTENNA SPECS — SCALE: 1/2"=1'-0" (22x34) (OR) 1/4"=1'-0" (11x17) — E



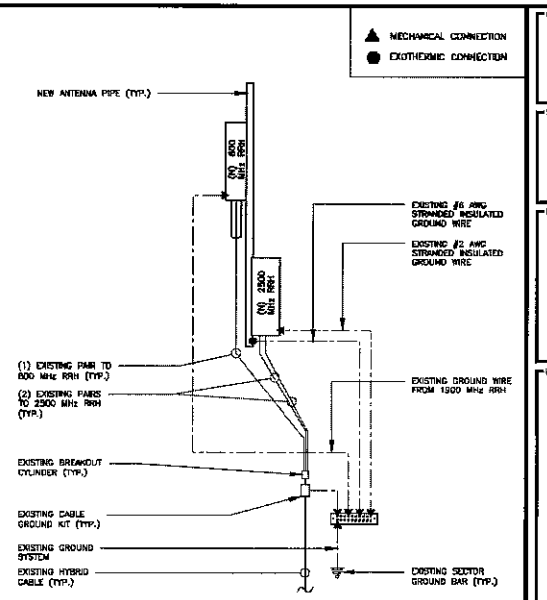
ONE LINE DIAGRAM (ANTENNA) — SCALE: N.T.S. — D



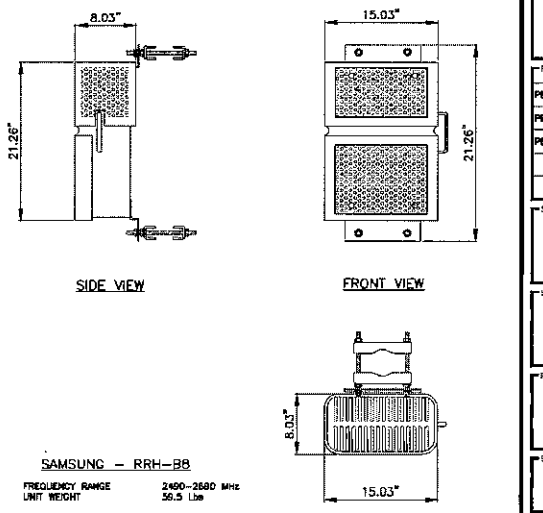
SAMSUNG - RRH-C2A

FREQUENCY RANGE	800 MHz
UNIT WEIGHT	55.1 lbs
RRH BRACKET WEIGHT	12.3 lbs
TOTAL WEIGHT	67.4 lbs

RRH SPECS — SCALE: 1-1/2"=1'-0" (22x34) (OR) 3/4"=1'-0" (11x17) — C



ONE LINE DIAGRAM (ANTENNA) — SCALE: N.T.S. — B



SAMSUNG - RRH-B8

FREQUENCY RANGE	2490-2690 MHz
UNIT WEIGHT	56.5 Lbs

RRH SPECS — SCALE: 1-1/2"=1'-0" (22x34) (OR) 3/4"=1'-0" (11x17) — A

PLANS PREPARED FOR:
Sprint

SITE ACQUISITION:
SAC WIRELESS
A NOVA COMPANY
540 W. MADISON ST.
17TH FLOOR
CHICAGO, IL 60661
www.sacw.com
312.526.4577

PLANS PREPARED BY:
WESTCHESTER SERVICES
604 FOX GLEN
BARRINGTON, IL 60010
TELEPHONE: 847.277.0070
FAX: 847.277.0080
info@westchesterservices.com

ENGINEER LICENSE & SEAL:
PHILIP KOZIOL
LICENSED PROFESSIONAL ENGINEER
53609
MINNESOTA

DATE: 01/02/18 EXP. DATE: 06/30/18

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REVISIONS:

DESCRIPTION	DATE	BY	REV.
PERMIT/CONSTRUCTION	11/15/17	REM	0
PERMIT/CONSTRUCTION	12/07/17	RA	1
PERMIT/CONSTRUCTION	01/02/18	SDB	2

SITE CASCADE:
MS03NP737-A

SITE ADDRESS:
601 EAST DUAL BOULEVARD
ISANTI, MN 55040

PROJECT:
DO MACRO UPGRADE

SHEET DESCRIPTION:
INSTALLATION SPECS & EQUIPMENT

DWG INFORMATION:
DRAWN BY: SDB
CHECKED BY: JMB

SHEET NUMBER:
SP-1

A Community For Generations.

Isanti

Request for City Council Action

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

From: Finance Director Betker

Date: March 13th 2018

Subject: Resolution Approving 3 year Banking Services Agreement

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Background:
February 6th 2018 the Isanti City Council requested proposals for banking services with a submission deadline of March 2nd. All four qualified bidders submitted a proposal on or before March 2nd.

The Finance Committee reviewed the proposals on March 8th and is recommending approval of Community Pride Bank's proposal. Community Pride Bank's proposal is attached; however, all proposals may be viewed at City Hall.

Request:
Consider resolution approving 3 year Banking Services Agreement with Community Pride Bank; beginning April 1st 2018 and ending March 31st 2021.

Attachments:
- Proposal Evaluation Summary
- Community Pride Bank Proposal
- Resolution Authorizing Approval to Enter into an Agreement with Community Pride Bank for Banking Services from April 1, 2018 thru March 31, 2021.

Finance Director Betker has reviewed the proposals and evaluated them as follows:

Criteria	Minnco Credit Union	Members Co-op	Flagship	Community Pride
Rec'd by Deadline	2/15/2018	3/1/2018	3/1/2018	3/2/2018
4 copies enclosed	2	2	2	2
Response on Forms Provided	2	2	2	2
2 yrs. annual reports	2	2	2	2
CRA Policy Statement	2	2	2	2
Signature Page	2	2	2	2
Availability of Funds	1	2	2	2
Returned Check Processing	0	1	1	2
Night Depository Services	2	2	2	2
Wire Transfer Services	1	2	1	2
Internal Transfers	2	2	2	2
Automated Clearing House	2	1	1	2
Collateral	2	2	2	2
Balance Information & Reporting	2	2	2	2
Vault Services	2	2	2	2
Credit Card Payments	2	2	2	2
Electronic Bank Statements	2	2	2	2
City Credit Card	2	2	2	2
Other Charges	1	2	1	2
Interest on Accounts	0	2	0	2
TOTAL SCORING	**31**	**36**	**32**	**38**

2	Excellent
1	Satisfactory
0	Deficient

Only two bidders proposed interest rates based on the WSJ Prime Rate as requested in the RFP. The bid interest rates based on the current WSJ Prime Rate are as follows:

WSJ Prime Rate	4.50%	Discount	Floor
CPB Checking Rate	1.10%	-3.40%	0.25%
CPB MM/Savings Rate	1.10%	-3.40%	0.25%
Members Checking Rate	0.10%	-4.40%	0.10%
Members MM/Savings Rate	1.50%	-3.00%	0.10%

Community Pride Bank

Community Banking... The Way It Should Be

March 2, 2018

City of Isanti
Attn: Mike Betker, Finance Director
110 1st Avenue NW
P.O. Box 428
Isanti, MN 55040

City of Isanti,

Community Pride Bank appreciates the opportunity to submit our Banking Services Proposal to you. We understand there are other banking options to select from.

We have built a trusted and mutually beneficial relationship with the City over the years and hope we have demonstrated to you our dependability in responding and follow-up on any and all issues.

As a community bank, local deposits are critical to our success in our ability to provide loan products to individuals and small businesses in the communities we serve.

As a community focused financial organization, our mission is to contribute to the economic vitality and quality of life in the communities we serve. We are committed to providing responsive, personal service that exceeds the expectations of our customers.

We offer the City of Isanti our comprehensive product line, but even more important a high level of service consistently delivered by our knowledgeable and professional banking staff.

I have included our financial statements for the last few years which indicate our strong capital ratios as well as strong earnings and consistent growth.

We appreciate the relationship we have built over the years and hope to earn your trust and business again. Please contact me with any questions you may have in reviewing our proposal.

Sincerely,

Linda M. Swanson
Market President

BANKING SERVICES PROPOSAL FORM CITY OF ISANTI

Please indicate the cost per unit or complete your answer in the space provided. If more space is needed, additional pages may be attached as long as they are clearly identified. If there are any services you provide that are not specified in the proposal and you think they would benefit the City, please list them along with the charge per item (on a monthly basis at the end of the form). If a banking service cannot be met, then enter "no proposal" (this may result in the proposal's nonacceptance or a reduction in evaluation points).

SECTION I. BANK SERVICES

Types of Services and Information Required Related to Bank Processing:

1. Availability of Funds

What are bank cut off times and locations for same day clearing of items drawn on Isanti and Twin City Metropolitan Banks?

We offer same day clearing of items drawn on us, cash, electronic deposits. Our funds availability policy is to make funds available from your other check deposits on the first business day after the day we receive your deposit.

What are times and locations where a final daily deposit will be accepted?

Final deposit can be made at either of our bank locations in Isanti or Ham Lake by 4:00 p.m. on any business day. Deposits can be made in our lobby or through our convenient drive-through locations, to meet your depository needs.

Note: Effective March 5, 2018 final deposit can be made by 5:00 p.m. at either location on any business day and until 6:00 p.m. at our Ham Lake drive-through location)

Provide your funds availability schedule for electronic and paper transactions.

We offer same day clearing of items drawn on us, cash, and electronic deposits. Our funds availability policy is to make funds from your other check deposits available to you on the first business day after the day we receive your deposit. We do reserve the right to delay funds availability, but we would notify you of this at the time you make the deposit as well as when the funds would be made available.

2. Returned Check Processing

The City requires the bank to automatically process returned checks a second time. The City averages two returned items per month.

What fees are charged?

We will not charge a fee for this service.

3. Night Depository Services

The bank will provide a night depository services as needed by the City. It is required that the bank supply locking depository bags to the City. The bank will process these bags by: 1) removing under dual control all contents of the bag, 2) counting under dual control all cash and checks received, 3) notifying the appropriate City office of any errors, and 4) preparing a receipt and sending it to the appropriate City office.

What fees are charged?

We perform our night depository services as you have outlined above. We do not charge for this service.

4. Wire Transfer Services

The City electronically processes less than one outgoing wire per month and receives approximately one incoming wire per week.

What is the cost per incoming wire?

We will not charge for this service.

What is the cost per outgoing wire?

We will not charge for this service.

Do you have internet banking that would allow us to process our own outgoing wires and at what cost, if any?

Not at this time.

5. Internal Transfers

The City currently transfers funds from the Money Market account to the General Checking account via internet.

What is the cost of this service?

We do not charge for this service.

Is there a limit on the number of transfers per month? If yes, how many transfers are allowed?

Per Regulation D, six (6) per statement cycle.

Is there a dollar limit per transfer? If yes, what is the limit?

Transfers are only limited by the balance in the account.

6. Automated Clearing House

The proposer must have and maintain Automated Clearing House (ACH) originating bank capabilities. The proposer must conform to National Automated Clearing House Association (NACHA) and Uniform Commercial Code Article 4A (UCC4A) rules. Our ACH volume includes bi-weekly and quarterly payroll, monthly ACH for city services payments and ACH from other governmental entities.

Describe your ACH direct deposit payroll capabilities.

Our cash management product allows for the origination of ACH files, including direct deposit payroll files. We have sufficient staff highly trained in ACH, including a thorough understanding of the ACH rules required by NACHA. We are a member of the Upper Midwest Automated Clearing Association (UMACHA).

Through what media can you accept instructions for making ACH payments or originating ACH debits?

Through cash management, ACH transactions can be originated. We also offer a bill pay service through our internet banking product which offers the ability to set up electronic payments.

What are the ACH originated per item charge (debits and credits) and all related costs?

We will not charge for this service.

Describe the technical support available for this service.

We have staff members trained in both ACH and our internet banking product to provide support on-site or via telephone.

7. Collateral

The bank must be able to provide sufficient collateral pledges or surety bonding for the account. Collateral is subject to change depending upon the deposit levels of the account (see Minnesota Statutes 118A). Bank is to review collateral requirements monthly and provide report to Finance Director.

We are able to pledge sufficient collateral in accordance with Minnesota Statute guidelines. We currently execute pledging agreements on our bond portfolio through our correspondent bank, United Bankers' Bank and have the ability to issue letters of credit through our relationship with the Federal Home Loan Bank of Des Moines.

What are the fees charged?

We do not charge for this service.

8. Balance Information and Reporting

The City currently obtains balances via the internet. Ledger balance, available balance, and collected balance are reported as well as detailed information listing debit and credit items. The City requires that statements process at the end of the last business day of the month.

What are the methods available to obtain daily balances?

You may obtain balance information utilizing our internet banking product, our 24-hour telephone banking phone number, or contacting either of our offices during business hours.

Describe the detail of the information provided.

Our E-Banking product allows you to view the ledger, available, and the collected balance for all your deposit accounts at the bank as well as detailed current day activity including debit and credit items.

Transaction detail displayed with our E-Banking product includes the date the item cleared, check number, transaction description, and the dollar amount of the transaction. You can also access images of all paper source documents, including both the front and back of checks for your research purposes.

What hardware and software are needed to access the electronic reporting system?

A minimum of Windows 7 and Internet Explorer v.11 is required.

Is it possible to view images of checks and deposits online?

Yes.

What fees are charged?

We will not charge for our E-Banking; including bill pay service.

9. Vault Services

The City orders approximately $6,000.00 of currency and coin on a monthly basis for our liquor store operations.

Please explain the process for ordering coin and the cost attached to this service.

Currency and coin can be ordered by calling our office during lobby hours. Our teller staff will prepare the order and have it ready for pick-up within 15 minutes of your call.

We will not charge for this service.

What are the times and locations available for currency and coin ordering?

Currency and coins can be ordered and picked up during lobby hours; Monday through Friday 8:30 a.m. until 5:00 p.m. at both of our locations and Saturday 9:00 to 12:00 p.m. at our Ham Lake location and by appointment at our Isanti location.

9. Credit Card Payments

The City currently accepts payments from its municipal liquor operations, utility billing operations, and other misc payments.

What would be the cost for accepting credit card settlements into our account?

We will not charge for this service.

10. Interest

What is reserve requirement for each account and is the reserve requirement deducted from the available balance before the earnings credit rate is calculated?

There is no reserve requirement for any accounts.

We are proposing all interest bearing accounts with No service charges for the City of Isanti. Therefore, earnings credit is not applicable.

The City expects to have one checking account, one savings account and one to three additional savings accounts to be utilized when segregation of funds is required or desired by the City.

Interest on deposits will be calculated for the checking account and savings account(s) separately. The "Prime Rate" as reported in the Wall Street Journal should be the basis for determining interest on deposits.

Proposers should bid interest on deposits as a fixed percent below the benchmark rate. Bidders should also identify the floor, or lowest rate that the city will earn under any economic circumstances. For example if the benchmark is 3.25% and your institution bids 3% under the benchmark rate with a 0.10% floor you are agreeing to pay 0.25% on the identified deposits today and guarantee that no matter how low the benchmark goes the City will always receive at least 0.10% on the identified deposits. Bidders may bid different rates and floors for checking and savings accounts but are not required to do so.

We propose paying the City of Isanti interest based on Prime minus 3.40%, with a floor of 0.25%.

Currently, the Prime Rate as published in the Wall Street Journal is 4.50%.

As of today's date this means that we would pay interest of 1.10% on all deposit accounts.

11. Electronic Bank Statements

The City currently receives bank statements electronically.

What are the fees charged for this service?

We do not charge for this service.

12. City Credit Card

The City currently has a credit card with a limit of $5,000.

What are the fees charged for this service?

The bank does not issue credit cards. We do work through a third party partner, Elan Financial Services.

Fees may vary depending on the specific card program that is selected.

13. Other Charges

Please identify any other charges that may be applicable to our account.

We are proposing No service charges applicable to either account.

Summary of Per Unit Charge Information

Deposit Services	Average Units/Month	Cost per Unit
Account Service Fee	2	$0.00
Debit Items (ACH)	20	$0.00
Credit Items (ACH & Credit Card Receipts)	150	$0.00
Check Clearing (Vendor, Payroll & EFT)	250	$0.00
Deposits	90	$0.00
Wires Sent	1	$0.00
Wires Received	5	$0.00
Stop Payments	1	$0.00

SECTION II. OPTIONAL SERVICES

1. Automatic Sweep

Do you offer an automatic sweep product to transfer end-of-day collected balances into an overnight investment account?

We do offer an automatic sweep process. We would need to understand what functionality you desire to see if it will serve your needs.

If yes, describe your operation and any limitations of your sweep account, as well as the cost attached to this service.

Limitations: Money Market accounts are limited to six (6) debits per statement cycle.

We will not charge for this service.

SECTION III. ADDITIONAL INFORMATION REQUESTED

1. Resource Personnel

Identify primary resource personnel and bank officers designated for the City's account.

Direct contact information:

Linda Swanson, Market President lswanson@cpride.com	763.235.3950
Douglas Fischer, Branch Manager, Isanti dfischer@cpride.com	763.235.2380
Evelyn Overlie, VP, Relationship Banker Supervisor eoverlie@cpride.com	763.235.3948
Helonna Dullea, Relationship Banker hdullea@cpride.com	763.235.2385

Main telephone and fax numbers:
Isanti 763.444.8800; fax 763.444.8808
Ham Lake 763.862.6500; fax 763.862.6600

2. References

List the names, phone numbers and contacts of three other public entities similar to the City of Isanti with whom you do business.

City of Ham Lake, Sharon Kutzke	763.434.9555
Isanti County, Kelsey Lakeberg	763.689.1644
Isanti Township, Kari Terhell	763-444-9660

3. Required Reports

Submit your annual reports for the past two (2) years.

Submit your most current Community Reinvestment Act (CRA) Policy Statement.

This proposal must be executed in the firm name or corporate name of the proposer and signed by an officer or other authorized representative.

In witness whereof, this proposal is executed on March 2, 2018.

Financial Institution Name: Community Pride Bank

Address: 905 6th Avenue Court NE, Isanti, MN 55040

Linda M Swanson

Authorized Signature

Linda M. Swanson
Type Name

Market President
Title

763.235.3950 (Direct) or 763.862.6500 (Main)
Phone Number

Community Pride Bank
FINANCIAL SUMMARY

12-31-17

In Thousands	Year-End 2017	Year-End 2016	Year-End 2015
ASSETS			
Cash & Due From : Noninterest bearing	4,002	4,146	2,787
Cash and Due From - Interest bearing	6,700	6,500	3,772
Securities	17,647	13,507	11,131
Gross Loans	84,323	83,515	76,911
Reserve for Loan loss	-1,127	-1,043	-483
Other Assets	4,173	4,029	4,808
TOTAL ASSETS	115,718	110,654	98,906
LIABILITIES			
Total Deposits	101,425	97,184	85,993
Federal Funds Purchased	0	0	0
Term Borrowing	1,000	1,000	0
Other Liabilities	156	78	51
TOTAL LIABILITIES	102,581	98,262	86,044
CAPITAL			
Stock	200	200	200
Surplus	12,181	12,180	12,839
Retained Earnings	353	-156	0
Dividends	-650	-667	-1,000
Unrealized Profit/Loss Sec.	-325	-342	-20
Net Income(Loss)	1,378	1,177	843
TOTAL CAPITAL	13,137	12,392	12,862
TOTAL LIABILITIES & CAPITAL	115,718	110,654	98,906
INCOME			
Total Interest Income + Yield Related Ln Fee Inc.	4,647	4,259	3,529
Total Interest Expense	467	295	202
Net Interest Income	4,180	3,964	3,327
Provision for Loan Loss	-145	-420	-467
Total Noninterest Income	327	840	268
Total Noninterest Expense	-2,984	-3,007	-2,285
NET INCOME	1,378	1,177	843

RATIOS

YIELDS			
Earning Asset Yield	4.42%	4.51%	3.80%
Cost of Funds	0.47%	0.33%	0.23%
Net Interest Spread	3.95%	4.18%	3.56%
Net Interest Margin (OCC)	3.97%	4.20%	3.58%
PROFITABILITY RATIO'S			
Return on Average Assets	1.23%	1.15%	0.85%
Return on Average Realized Equity	10.45%	9.16%	6.75%
Return on Average Equity	10.82%	9.16%	6.73%
Return on Contributed Capital Stock	11.13%	9.36%	7.03%
CAPITAL RATIO'S			
Aver. Tier 1 Current Leverage Capital/ Average Assets	10.82%	10.92%	12.02%
Tier 1 Capital/Common Equity / Risk Weighted Assets	14.15%	14.03%	14.39%
Tier 2 Capital / Risk Weighted Assets	15.40%	15.28%	14.97%
ASSET QUALITY			
Reserve for LL/ Loans & Leases	-1.34%	-1.25%	-0.63%
Noncurrent Loans / Total Loans	0.22%	0.04%	0.00%
PRODUCTIVITY RATIO'S			
Efficiency Ratio	-66.21%	-65.31%	-63.56%
FTE / Total Assets	$5,260	$5,824	$5,206
LIQUIDITY RATIO'S			
Loan to Deposit	82.03%	84.88%	88.86%

Annual Disclosure Statement
December 31, 2017
FFIEC 051

Community Pride Bank
Isanti, MN 55040

I, the undersigned officer, attest to the correctness of this statement and declare that it has been examined by me and to the best of my knowledge and belief has been prepared in accordance with instructions issued by the appropriate Federal regulatory authority and is true and correct.

Linda M Brandon 1/30/2018

Signature Date

This statement has not been reviewed, or confirmed for accuracy or relevance, by the Federal Deposit Insurance Corporation.

Consolidated Report of Income
December 31, 2017

Dollar Amounts in Thousands	Prior Year 2016	Current Year 2017
Interest income:		
Interest and fee income on loans:		
Loans secured by real estate:		
Loans secured by 1-4 family residential properties	1,150	1,212
All other loans secured by real estate	1,945	2,153
Commercial and industrial loans	938	871
Loans to individuals for household, family, and other personal expenditures:		
Credit cards	0	0
Other (includes revolving credit plans other than credit cards, automobile loans, and other consumer loans)	77	77
All other loans	4	54
Total interest and fee income on loans	4,114	4,367
Income from lease financing receivables	0	0
Interest income on balances due from depository institutions	0	0
Interest and dividend income on securities:		
U.S. Treasury securities and U.S. Government agency obligations (excluding mortgage-backed securities)	23	20
Mortgage-backed securities	70	160
All other securities (includes securities issued by states and political subdivisions in the U.S.)	15	7
Interest income on federal funds sold and securities purchased under agreements to resell	1	0
Other interest income	38	93
Total interest income	4,259	4,647
Interest expense:		
Interest on deposits:		
Transaction accounts (interest-bearing demand deposits, NOW accounts, ATS accounts, and telephone and preauthorized transfer accounts)	52	114
Nontransaction accounts:		
Savings deposits (includes MMDAs)	121	145
Time deposits of $250,000 or less	NA	96
Time deposits of more than $250,000	NA	96
Expense of federal funds purchased and securities sold under agreements to repurchase	0	0
Other interest expense	NA	16
Total interest expense	295	467
Net interest income	3,964	4,180
Provision for loan and lease losses	420	145
Noninterest income:		
Income from fiduciary activities	0	0
Service charges on deposit accounts	183	163
Fees and commissions from securities brokerage	0	0
Investment banking, advisory, and underwriting fees and commissions	0	0
Fees and commissions from annuity sales	0	0
Underwriting income from insurance and reinsurance activities	0	0
Income from other insurance activities	0	0

Consolidated Report of Income
December 31, 2017

Dollar Amounts in Thousands	Prior Year 2016	Current Year 2017
Noninterest income (continued):		
Net servicing fees	0	0
Net securitization income	0	0
Net gains (losses) on sales of loans and leases	0	0
Net gains (losses) on sales of other real estate owned	280	0
Net gains (losses) on sales of other assets	0	0
Other noninterest income	177	164
Total noninterest income	640	327
Realized gains (losses) on held-to-maturity securities	0	0
Realized gains (losses) on available-for-sale securities	0	0
Noninterest expense:		
Salaries and employee benefits	1,822	1,890
Expenses of premises and fixed assets (net of rental income) (excluding salaries and employee benefits and mortgage interest)	225	239
Goodwill impairment losses	56	57
Amortization expense and impairment losses for other intangible assets	116	116
Other noninterest expense	788	682
Total noninterest expense	3,007	2,984
Income (loss) before applicable income taxes and discontinued operations	1,177	1,378
Applicable income taxes	0	0
Income (loss) before discontinued operations	1,177	1,378
Discontinued operations, net of applicable income taxes	0	0
Net income (loss) attributable to bank and noncontrolling (minority) interests	1,177	1,378
LESS: Net income (loss) attributable to noncontrolling (minority) interests	0	0
Net income (loss) attributable to bank	1,177	1,378
Memoranda		
Interest expense incurred to carry tax-exempt securities, loans, and leases acquired after August 7, 1986, that is not deductible for federal income tax purposes	0	0
Income on tax-exempt loans and leases to states and political subdivisions in the U.S.	0	0
Income on tax-exempt securities issued by states and political subdivisions in the U.S.	15	7
Number of full-time equivalent employees at end of current period (round to the nearest whole number)	Number	Number
	22	22
The following item is to be completed by: • *banks with $300 million or more in total assets, and* • *banks with less than $300 million in total assets that have loans to finance agricultural production and other loans to farmers exceeding five percent of total loans.*		
Interest and fee income on loans to finance agricultural production and other loans to farmers	NR	NR
Does the reporting bank have a Subchapter S election in effect for federal income tax purposes for the current tax year?	YES / NO	YES / NO
	YES	YES
Noncash income from negative amortization on closed-end loans secured by 1-4 family residential properties	NR	NR
Other-than-temporary impairment losses on held-to-maturity and available-for-sale debt securities recognized in earnings	0	0

Consolidated Report of Income
December 31, 2017

Dollar Amounts in Thousands	Prior Year 2016	Current Year 2017
Changes in Equity Capital		
Total bank equity capital most recently reported for the December 31, 2016 Reports of Condition and Income (i.e., after adjustments from amended Reports of Income)	12,862	12,392
Cumulative effect of changes in accounting principles and corrections of material accounting errors	0	0
Balance end of previous calendar year as restated	12,862	12,392
Net income (loss) attributable to bank	1,177	1,378
Sale, conversion, acquisition, or retirement of capital stock, net (excluding treasury stock transactions)	0	0
Treasury stock transactions, net	0	0
Changes incident to business combinations, net	0	0
LESS: Cash dividends declared on preferred stock	0	0
LESS: Cash dividends declared on common stock	1,325	650
Other comprehensive income	(322)	16
Other transactions with stockholders (including a parent holding company)	0	0
Total bank equity capital end of current period	12,392	13,136
Changes in Allowance for Loan and Lease Losses		
Balance most recently reported for the December 31, 2016, Reports of Condition and Income (i.e., after adjustments from amended Reports of Income)	483	1,043
Recoveries	140	64
LESS: Charge-offs	0	124
LESS: Write-downs arising from transfers of loans to a held-for-sale account	0	0
Provision for loan and lease losses	420	145
Adjustments	0	0
Balance end of current period	1,043	1,128
Memoranda		
Amount of allowance for post-acquisition credit losses on purchased credit-impaired loans accounted for in accordance with FASB ASC 310-30 (former AICPA Statement of Position 03-3)	0	0

Consolidated Report of Condition
December 31, 2017

Dollar Amounts in Thousands	Prior Year 2016	Current Year 2017
Assets		
Cash and balances due from depository institutions:		
Noninterest-bearing balances and currency and coin	4,040	3,659
Interest-bearing balances	6,606	7,043
Securities:		
Held-to-maturity securities	0	0
Available-for-sale securities	13,507	17,647
Federal funds sold and securities purchased under agreements to resell:		
Federal funds sold	0	0
Securities purchased under agreements to resell	0	0
Loans and lease financing receivables:		
Loans and leases held for sale	0	0
Loans and leases held for investment	83,515	84,323
LESS: Allowance for loan and lease losses	1,043	1,128
Loans and leases held for investment, net of allowance	82,472	83,195
Trading assets	0	0
Premises and fixed assets (including capitalized leases)	2,085	2,211
Other real estate owned	0	0
Investments in unconsolidated subsidiaries and associated companies	0	0
Direct and indirect investments in real estate ventures	0	0
Intangible assets:		
Goodwill	462	406
Other intangible assets	950	834
Other assets	532	723
Total assets	110,654	115,718
Liabilities		
Deposits:		
In domestic offices	97,184	101,425
Noninterest-bearing	22,372	21,772
Interest-bearing	74,812	79,653
Federal funds purchased and securities sold under agreements to repurchase:		
Federal funds purchased	0	0
Securities sold under agreements to repurchase	0	0
Trading liabilities	0	0
Other borrowed money (includes mortgage indebtedness and obligations under capitalized leases)	1,000	1,000
Subordinated notes and debentures	0	0
Other liabilities	78	157
Total liabilities	98,262	102,582
Equity Capital		
Bank Equity Capital		
Perpetual preferred stock and related surplus	0	0
Common stock	200	200
Surplus (excludes all surplus related to preferred stock)	12,181	12,181
Retained earnings	353	1,081
Accumulated other comprehensive income	(342)	(326)
Other equity capital components	0	0
Total bank equity capital	12,392	13,136
Noncontrolling (minority) interests in consolidated subsidiaries	0	0
Total equity capital	12,392	13,136
Total liabilities and equity capital	110,654	115,718

Consolidated Report of Condition
December 31, 2017

Past Due and Nonaccrual Loans, Leases, and Other Assets

Dollar Amounts in Thousands	Prior Year - 2016		Current Year - 2017	
	Past Due 90 days or more and still accruing	Nonaccrual	Past Due 90 days or more and still accruing	Nonaccrual
Loans secured by real estate:				
Construction, land development, and other land loans:				
1-4 family residential construction loans	0	0	0	0
Other construction loans and all land development and other land loans	0	0	0	0
Secured by farmland	0	0	0	0
Secured by 1-4 family residential properties:				
Revolving, open-end loans secured by 1-4 family residential properties and extended under lines of credit	0	37	155	34
Closed-end loans secured by 1-4 family residential properties:				
Secured by first liens	0	0	0	0
Secured by junior liens	0	0	0	0
Secured by multifamily (5 or more) residential properties	0	0	0	0
Secured by nonfarm nonresidential properties:				
Loans secured by owner-occupied nonfarm nonresidential properties	0	0	0	0
Loans secured by other nonfarm nonresidential properties	0	0	0	0
Loans to depository institutions and acceptances of other banks	0	0	0	0
Commercial and industrial loans	0	0	0	0
Loans to individuals for household, family, and other personal expenditures:				
Credit cards	0	0	0	0
Automobile loans	0	0	0	0
Other (includes revolving credit plans other than credit cards and other consumer loans)	0	0	0	0
All other loans	0	0	0	0
Lease financing receivables	0	0	0	0
Total loans and leases	NA	NA	155	34
Debt securities and other assets (exclude other real estate owned and other repossessed assets)	0	0	0	0
Loans and leases reported in items above that are wholly or partially guaranteed by the U.S. Government, excluding loans and leases covered by loss-sharing agreements with the FDIC	0	0	0	0
Guaranteed portion of loans and leases included in item above, excluding rebooked "GNMA loans"	0	0	0	0
Rebooked "GNMA loans" that have been repurchased or are eligible for repurchase included in item above	0	0	0	0

Consolidated Report of Condition
December 31, 2017

Past Due and Nonaccrual Loans, Leases, and Other Assets

Memoranda — Dollar Amounts in Thousands	Prior Year - 2016		Current Year - 2017	
	Past Due 90 days or more and still accruing	Nonaccrual	Past Due 90 days or more and still accruing	Nonaccrual
Loans restructured in troubled debt restructurings included in items above.				
Construction, land development, and other land loans:				
1-4 family residential construction loans	0	0	0	0
Other construction loans and all land development and other land loans	0	0	0	0
Loans secured by 1-4 family residential properties	0	0	0	0
Secured by multifamily (5 or more) residential properties	0	0	0	0
Secured by nonfarm nonresidential properties:				
Loans secured by owner-occupied nonfarm nonresidential properties	0	0	0	0
Loans secured by other nonfarm nonresidential properties	0	0	0	0
Commercial and industrial loans	0	0	0	0
All other loans (include loans to individuals for household, family, and other personal expenditures)	0	0	0	0
Itemize loan categories included in item above that exceed 10% of total loans restructured in troubled debt restructurings that are past due 30 days or more or in nonaccurel status:				
Loans secured by farmland	0	0	0	0
Loans to individuals for household, family, and other personal expenditures:				
Credit cards	0	0	0	0
Automobile loans	0	0	0	0
Other (includes revolving credit plans other than credit cards and other consumer loans)	0	0	0	0
The following item is to be completed by: • *Banks with $300 million or more in total assets* • *Banks with less than $300 million in total assets that have loans to finance agricultural production and other loans to farmers exceeding five percent of total loans*				
Loans to finance agricultural production and other loans to farmers included in item above	NR	NR	NR	NR
Total loans restructured in troubled debt restructurings included in items above	NA	NA	0	0
Loans to finance commercial real estate, construction, and land development activities (not secured by real estate) included in items above	0	0	0	0

Consolidated Report of Condition
December 31, 2017

Past Due and Nonaccrual Loans, Leases, and Other Assets

Memoranda — Dollar Amounts in Thousands	Prior Year - 2016		Current Year - 2017	
	Past Due 90 days or more and still accruing	Nonaccrual	Past Due 90 days or more and still accruing	Nonaccrual
The following item is to be completed by:				
• *Banks with $300 million or more in total assets*				
• *Banks with less than $300 million in total assets that have loans to finance agricultural production and other loans to farmers exceeding five percent of total loans*				
Loans to finance agricultural production and other loans to farmers (included in items above)	NR	NR	NR	NR
Loans and leases held for sale (included in items above)	0	0	0	0

Dollar Amounts in Thousands	Prior Year 2016	Current Year 2017
Additions to nonaccrual assets during the quarter	37	177
Nonaccrual assets sold during the quarter	0	0

Memoranda — Dollar Amounts in Thousands	Prior Year - 2016		Current Year - 2017	
	Past Due 90 days or more and still accruing	Nonaccrual	Past Due 90 days or more and still accruing	Nonaccrual
Purchased credit-impaired loans accounted for in accordance with FASB ASC 310-30 (former AICPA Statement of Position 03-3):				
Outstanding balance	0	0	0	0
Amount included in items above	0	0	0	0

Annual Disclosure Statement
December 31, 2016
FFIEC 041

Community Pride Bank
Isanti, MN 55040

I, the undersigned officer, attest to the correctness of this statement and declare that it has been examined by me and to the best of my knowledge and belief has been prepared in accordance with instructions issued by the appropriate Federal regulatory authority and is true and correct.

Linda M Swanson 1/30/2017

Signature Date

This statement has not been reviewed, or confirmed for accuracy or relevance, by the Federal Deposit Insurance Corporation.

Consolidated Report of Income
December 31, 2016

Dollar Amounts in Thousands	Prior Year 2015	Current Year 2016
Interest income:		
Interest and fee income on loans:		
Loans secured by real estate:		
Loans secured by 1-4 family residential properties	879	1,150
All other loans secured by real estate	1,687	1,945
Commercial and industrial loans	753	938
Loans to individuals for household, family, and other personal expenditures:		
Credit cards	0	0
Other (includes revolving credit plans other than credit cards, automobile loans, and other consumer loans)	81	77
Loans to foreign governments and official institutions	0	0
All other loans	0	4
Total interest and fee income on loans	3,400	4,114
Income from lease financing receivables	0	0
Interest income on balances due from depository institutions	3	0
Interest and dividend income on securities:		
U.S. Treasury securities and U.S. Government agency obligations (excluding mortgage-backed securities)	26	23
Mortgage-backed securities	16	70
All other securities (includes securities issued by states and political subdivisions in the U.S.)	26	15
Interest income from trading assets	0	0
Interest income on federal funds sold and securities purchased under agreements to resell	0	1
Other interest income	58	36
Total interest income	3,529	4,259
Interest expense:		
Interest on deposits:		
Transaction accounts (interest-bearing demand deposits, NOW accounts, ATS accounts, and telephone and preauthorized transfer accounts)	36	52
Nontransaction accounts:		
Savings deposits (includes MMDAs)	94	121
Time deposits of $100,000 or more	33	83
Time deposits of less than $100,000	25	27
Expense of federal funds purchased and securities sold under agreements to repurchase	0	0
Interest on trading liabilities and other borrowed money	14	12
Interest on subordinated notes and debentures	0	0
Total interest expense	202	295
Net interest income	3,327	3,964
Provision for loan and lease losses	467	420
Noninterest income:		
Income from fiduciary activities	0	0
Service charges on deposit accounts	164	183
Trading revenue	0	0
Fees and commissions from securities brokerage	0	0
Investment banking, advisory, and underwriting fees and commissions	0	0
Fees and commissions from annuity sales	0	0
Underwriting income from insurance and reinsurance activities	0	0
Income from other insurance activities	0	0
Venture capital revenue	0	0

Consolidated Report of Income
December 31, 2016

Dollar Amounts in Thousands	Prior Year 2015	Current Year 2016
Noninterest income (continued):		
Net servicing fees	0	0
Net securitization income	0	0
Net gains (losses) on sales of loans and leases	0	0
Net gains (losses) on sales of other real estate owned	(6)	280
Net gains (losses) on sales of other assets (excluding securities)	0	0
Other noninterest income	110	177
Total noninterest income	266	640
Realized gains (losses) on held-to-maturity securities	0	0
Realized gains (losses) on available-for-sale securities	0	0
Noninterest expense:		
Salaries and employee benefits	1,310	1,822
Expenses of premises and fixed assets (net of rental income)		
(excluding salaries and employee benefits and mortgage interest)	189	225
Goodwill impairment losses	47	56
Amortization expense and impairment losses for other intangible assets	97	116
Other noninterest expense	642	788
Total noninterest expense	2,285	3,007
Income (loss) before income taxes and extraordinary items and other adjustments	843	1,177
Applicable income taxes	0	0
Income (loss) before discontinued operations	843	1,177
Discontinued operations, net of applicable income taxes	NA	0
Net income (loss) attributable to bank and noncontrolling (minority) interests	843	1,177
LESS: Net income (loss) attributable to noncontrolling (minority) interests	0	0
Net income (loss) attributable to bank	843	1,177
Memoranda		
Interest expense incurred to carry tax-exempt securities, loans, and leases acquired after August 7, 1986, that is not deductible for federal income tax purposes	0	0
The following item is to be completed by banks with $1 billion or more in total assets.		
Income from the sale and servicing of mutual funds and annuities	NR	NR
Income on tax-exempt loans and leases to states and political subdivisions in the U.S	0	0
Income on tax-exempt securities issued by states and political subdivisions in the U.S	26	15
Number of full-time equivalent employees at end of current period (round to the nearest whole number)	Number 16	Number 22
The following item is to be completed by: • *banks with $300 million or more in total assets, and* • *banks with less than $300 million in total assets that have loans to finance agricultural production and other loans to farmers exceeding five percent of total loans.*		
Interest and fee income on loans to finance agricultural production and other loans to farmers	NR	NR
Trading revenue (from cash instruments and derivative instruments) *(To be completed by banks that reported average trading assets of $2 million or more for any quarter of the preceding calendar year.):*		
Interest rate exposures	NR	NR
Foreign exchange exposures	NR	NR
Equity security and index exposures	NR	NR
Commodity and other exposures	NR	NR
Credit exposures	NR	NR

Consolidated Report of Income
December 31, 2016

Dollar Amounts in Thousands	Prior Year 2015	Current Year 2016
Memoranda (continued)		
The following two items are to be completed by banks with $100 billion or more in total assets that are required to complete the Trading revenue items above.		
Impact on trading revenue of changes in the creditworthiness of the bank's derivatives counterparties on the bank's derivative assets (included in items above)	NR	NR
Impact on trading revenue of changes in the creditworthiness of the bank on the bank's derivative liabilities (included in items above)	NR	NR
Net gains (losses) recognized in earnings on credit derivatives that economically hedge credit exposures held outside the trading account:		
Net gains (losses) on credit derivatives held for trading	0	0
Net gains (losses) on credit derivatives held for purposes other than trading	0	0
To be completed by banks with $300 million or more in total assets:		
Credit losses on derivatives	NR	NR
Does the reporting bank have a Subchapter S election in effect for federal income tax purposes for the current tax year?	YES / NO YES	YES / NO YES
Noncash income from negative amortization on closed-end loans secured by 1-4 family residential properties	NR	NR
The following four items are to be completed by banks that have elected to account for assets and liabilities under a fair value option.		
Net gains (losses) recognized in earnings on assets and liabilities that are reported at fair value under a fair value option:		
Net gains (losses) on assets	NR	NR
Estimated net gains (losses) on loans attributable to changes in instrument-specific credit risk	NR	NR
Net gains (losses) on liabilities	NR	NR
Estimated net gains (losses) on liabilities attributable to changes in instrument-specific credit risk	NR	NR
Other-than-temporary impairment losses on held-to-maturity and available-for-sale debt securities:		
Total other-than-temporary impairment losses	0	0
Portion of losses recognized in other comprehensive income (before income taxes)	0	0
Net impairment losses recognized in earnings	0	0
The following four items are to be completed by institutions with $1 billion or more in total assets and offer one or more consumer deposit account products.		
Components of service charges on deposit accounts in domestic offices:		
Consumer overdraft-related service charges levied on those transaction account and nontransaction savings account deposit products intended primarily for individuals for personal, household, or family use	NR	NR
Consumer account periodic maintenance charges levied on those transaction account and nontransaction savings account deposit products intended primarily for individuals for personal, household, or family use	NR	NR
Consumer customer automated teller machine (ATM) fees levied on those transaction account and nontransaction savings account deposit products intended primarily for individuals for personal, household, or family use	NR	NR
All other service charges on deposit accounts	NR	NR

Consolidated Report of Income
December 31, 2016

Dollar Amounts in Thousands	Prior Year 2015	Current Year 2016
Changes in Equity Capital		
Total bank equity capital most recently reported for the December 31, 2015 Reports of Condition and Income (i.e., after adjustments from amended Reports of Income)	10,060	12,862
Cumulative effect of changes in accounting principles and corrections of material accounting errors	0	0
Balance end of previous calendar year as restated	10,060	12,862
Net income (loss) attributable to bank	843	1,177
Sale, conversion, acquisition, or retirement of capital stock, net (excluding treasury stock transactions)	0	0
Treasury stock transactions, net	0	0
Changes incident to business combinations, net	2,979	0
LESS: Cash dividends declared on preferred stock	0	0
LESS: Cash dividends declared on common stock	1,000	1,325
Other comprehensive income	(20)	(322)
Other transactions with stockholders (including a parent holding company)	0	0
Total bank equity capital end of current period	12,862	12,392
Changes in Allowance for Loan and Lease Losses		
Balance most recently reported for the December 31, 2015, Reports of Condition and Income (i.e., after adjustments from amended Reports of Income)	1,130	483
Recoveries	158	140
LESS: Charge-offs	142	0
LESS: Write-downs arising from transfers of loans to a held-for-sale account	0	0
Provision for loan and lease losses	467	420
Adjustments	(1,130)	0
Balance end of current period	483	1,043
Memoranda		
Allocated transfer risk reserve	0	0
The following two items are to be completed by banks that (1) together with affiliated institutions, have outstanding credit card receivables (as defined in the instructions) that exceed $500 million as of the report date or (2) are credit card speciality banks as defined for Uniform Bank Performance Report purposes.		
Separate valuation allowance for uncollectible retail credit card fees and finance charges	NR	NR
Amount of allowance for loan and lease losses attributable to retail credit card fees and finance charges	NR	NR
The following item is to completed by all banks.		
Amount of allowance for post-acquisition credit losses on purchased credit-impaired loans accounted for in accordance with FASB ASC 310-30 (former AICPA Statement of Position 03-3)	0	0

Consolidated Report of Condition
December 31, 2016

Dollar Amounts in Thousands	Prior Year 2015	Current Year 2016
Assets		
Cash and balances due from depository institutions:		
Noninterest-bearing balances and currency and coin	2,767	4,040
Interest-bearing balances	3,046	6,806
Securities:		
Held-to-maturity securities	0	0
Available-for-sale securities	11,131	13,507
Federal funds sold and securities purchased under agreements to resell:		
Federal funds sold	726	0
Securities purchased under agreements to resell	0	0
Loans and lease financing receivables:		
Loans and leases held for sale	0	0
Loans and leases, net of unearned income	76,911	83,515
LESS: Allowance for loan and lease losses	483	1,043
Loans and leases, net of unearned income and allowance	76,428	82,472
Trading assets	0	0
Premises and fixed assets (including capitalized leases)	2,146	2,085
Other real estate owned	610	0
Investments in unconsolidated subsidiaries and associated companies	0	0
Direct and indirect investments in real estate ventures	0	0
Intangible assets:		
Goodwill	519	462
Other intangible assets	1,066	950
Other assets	467	532
Total assets	98,906	110,654
Liabilities		
Deposits:		
In domestic offices	85,993	97,184
Noninterest-bearing	20,159	22,372
Interest-bearing	65,834	74,812
Federal funds purchased and securities sold under agreements to repurchase:		
Federal funds purchased	0	0
Securities sold under agreements to repurchase	0	0
Trading liabilities	0	0
Other borrowed money (includes mortgage indebtedness and obligations under capitalized leases)	0	1,000
Subordinated notes and debentures	0	0
Other liabilities	51	78
Total liabilities	86,044	98,262
Equity Capital		
Bank Equity Capital		
Perpetual preferred stock and related surplus	0	0
Common stock	200	200
Surplus (excludes all surplus related to preferred stock)	12,839	12,181
Retained earnings	(157)	353
Accumulated other comprehensive income	(20)	(342)
Other equity capital components	0	0
Total bank equity capital	12,862	12,392
Noncontrolling (minority) interests in consolidated subsidiaries	0	0
Total equity capital	12,862	12,392
Total liabilities and equity capital	98,906	110,654

Consolidated Report of Condition

December 31, 2016

Past Due and Nonaccrual Loans, Leases, and Other Assets	Prior Year - 2015		Current Year - 2016	
Dollar Amounts in Thousands	Past Due 90 days or more and still accruing	Nonaccrual	Past Due 90 days or more and still accruing	Nonaccrual
Loans secured by real estate:				
Construction, land development, and other land loans:				
1-4 family residential construction loans	0	0	0	0
Other construction loans and all land development and other land loans	0	0	0	0
Secured by farmland	0	0	0	0
Secured by 1-4 family residential properties:				
Revolving, open-end loans secured by 1-4 family residential properties and extended under lines of credit	0	0	0	37
Closed-end loans secured by 1-4 family residential properties:				
Secured by first liens	0	0	0	0
Secured by junior liens	0	0	0	0
Secured by multifamily (5 or more) residential properties	0	0	0	0
Secured by nonfarm nonresidential properties:				
Loans secured by owner-occupied nonfarm nonresidential properties	0	0	0	0
Loans secured by other nonfarm nonresidential properties	0	0	0	0
Loans to depository institutions and acceptances of other banks	0	0	0	0
Commercial and industrial loans	0	0	0	0
Loans to individuals for household, family, and other personal expenditures:				
Credit cards	0	0	0	0
Automobile loans	0	0	0	0
Other (includes revolving credit plans other than credit cards and other consumer loans)	0	0	0	0
Loans to foreign governments and official institutions	0	0	0	0
All other loans	0	0	0	0
Lease financing receivables	0	0	0	0
Debt securities and other assets (exclude other real estate owned and other repossessed assets)	0	0	0	0
Loans and leases reported in items above that are wholly or partially guaranteed by the U.S. Government, excluding loans and leases covered by loss-sharing agreements with the FDIC	0	0	0	0
Guaranteed portion of loans and leases included in item above, excluding rebooked "GNMA loans"	0	0	0	0
Rebooked "GNMA loans" that have been repurchased or are eligible for repurchase included in item above	0	0	0	0
Loans and leases reported in items above that are covered by loss-sharing agreements with the FDIC:				
Loans secured by real estate:				
Construction, land development, and other land loans:				
1-4 family residential construction loans	0	0	0	0
Other construction loans and all land development and other land loans	0	0	0	0

Consolidated Report of Condition
December 31, 2016

Past Due and Nonaccrual Loans, Leases, and Other Assets	Prior Year - 2015		Current Year - 2016	
Dollar Amounts in Thousands	Past Due 90 days or more and still accruing	Nonaccrual	Past Due 90 days or more and still accruing	Nonaccrual
Secured by farmland	0	0	0	0
Secured by 1-4 family residential properties:				
Revolving, open-end loans secured by 1-4 family residential properties and extended under lines of credit	0	0	0	0
Closed-end loans secured by 1-4 family residential properties:				
Secured by first liens	0	0	0	0
Secured by junior liens	0	0	0	0
Secured by multifamily (5 or more) residential properties	0	0	0	0
Secured by nonfarm nonresidential properties:				
Loans secured by owner-occupied nonfarm nonresidential properties	0	0	0	0
Loans secured by other nonfarm nonresidential properties	0	0	0	0
Commercial and industrial loans	0	0	0	0
Loans to individuals for household, family, and other personal expenditures:				
Credit cards	0	0	0	0
Automobile loans	0	0	0	0
Other (includes revolving credit plans other than credit cards and other consumer loans)	0	0	0	0
All other loans and all leases	0	0	0	0
Portion of covered loans and leases included in items above that is protected by FDIC loss-sharing agreements	0	0	0	0

Consolidated Report of Condition
December 31, 2016

Past Due and Nonaccrual Loans, Leases, and Other Assets

Memoranda — Dollar Amounts in Thousands	Prior Year - 2015		Current Year - 2016	
	Past Due 90 days or more and still accruing	Nonaccrual	Past Due 90 days or more and still accruing	Nonaccrual
Loans restructured in troubled debt restructurings included in items above.				
Construction, land development, and other land loans:				
1-4 family residential construction loans	0	0	0	0
Other construction loans and all land development and other land loans	0	0	0	0
Loans secured by 1-4 family residential properties	0	0	0	0
Secured by multifamily (5 or more) residential properties	0	0	0	0
Secured by nonfarm nonresidential properties:				
Loans secured by owner-occupied nonfarm nonresidential properties	0	0	0	0
Loans secured by other nonfarm nonresidential properties	0	0	0	0
Commercial and industrial loans	0	0	0	0
The following two items are to be complete by banks with $300 million or more in total assets:				
To U.S. addressees (domicile)	NR	NR	NR	NR
To non-U.S. addressees (domicile)	NR	NR	NR	NR
All other loans (include loans to individuals for household, family, and other personal expenditures)	0	0	0	0
Itemize loan categories included in item above that exceed 10% of total loans restructured in troubled debt restructurings that are past due 30 days or more or in nonaccrual status:				
Loans secured by farmland	0	0	0	0
Loans to individuals for household, family, and other personal expenditures:				
Credit cards	0	0	0	0
Automobile loans	0	0	0	0
Other (includes revolving credit plans other than credit cards and other consumer loans)	0	0	0	0
The following item is to be completed by: • *Banks with $300 million or more in total assets* • *Banks with less than $300 million in total assets that have loans to finance agricultural production and other loans to farmers exceeding five percent of total loans*				
Loans to finance agricultural production and other loans to farmers included in item above	NR	NR	NR	NR
Loans to finance commercial real estate, construction, and land development activities (not secured by real estate) included in items above	0	0	0	0

Consolidated Report of Condition
December 31, 2016

Past Due and Nonaccrual Loans, Leases, and Other Assets

Memoranda — Dollar Amounts in Thousands	Prior Year - 2015: Past Due 90 days or more and still accruing	Prior Year - 2015: Nonaccrual	Current Year - 2016: Past Due 90 days or more and still accruing	Current Year - 2016: Nonaccrual
The following four items are to be complete by banks with $300 million or more in total assets:				
Loans secured by real estate to non-U.S. addressees (domicile) (included in items above)	NR	NR	NR	NR
Loans to and acceptances of foreign banks (included in items above)	NR	NR	NR	NR
Commercial and industrial loans to non-U.S. addressees (domicile) (included in items above)	NR	NR	NR	NR
Leases to individuals for household, family, and other personal expenditures (included in items above)	NR	NR	NR	NR
The following item is to be completed by: • *Banks with $300 million or more in total assets* • *Banks with less than $300 million in total assets that have loans to finance agricultural production and other loans to farmers exceeding five percent of total loans*				
Loans to finance agricultural production and other loans to farmers (included in items above)	NR	NR	NR	NR
Loans and leases held for sale and loans measured at fair value (included in items above):				
Loans and leases held for sale	0	0	0	0
Loans measured at fair value:				
Fair value	0	0	0	0
Unpaid principal balance	0	0	0	0
The following item is to be completed by banks with $300 million or more in total assets:				
Derivative contracts:				
Fair value of amounts carried as assets	NR		NR	

Dollar Amounts in Thousands	Prior Year 2015	Current Year 2016
Additions to nonaccrual assets during the quarter	0	37
Nonaccrual assets sold during the quarter	0	0

Memoranda — Dollar Amounts in Thousands	Prior Year - 2015: Past Due 90 days or more and still accruing	Prior Year - 2015: Nonaccrual	Current Year - 2016: Past Due 90 days or more and still accruing	Current Year - 2016: Nonaccrual
Purchased credit-impaired loans accounted for in accordance with FASB ASC 310-30 (former AICPA Statement of Position 03-3):				
Outstanding balance	0	0	0	0
Carrying amount in items above	0	0	0	0

Community Pride Bank

Community Banking... The Way It Should Be

Community Reinvestment Policy

This policy was approved by the Board of Directors on March 21, 2017.

The Community Reinvestment Act (CRA) of 1977 was enacted as Title VIII of the Housing and Community Development Act of 1977 on October 12, 1977. The CRA was passed in response to allegations that financial institutions were engaged in redlining. The act's principal purpose is to require that regulatory agencies examine the role of each Bank on helping meet the credit needs of its local community. Therefore, it is the responsibility of Community Pride Bank to adhere to the requirements set forth by the regulatory agencies under this act.

It is the policy of the Bank to encourage management and our employees to communicate continually with members of our local community about their credit needs and to help meet those needs, particularly in low and moderate income neighborhoods.

We maintain a public CRA file at the Bank's charter office and also maintain a duplicate file at any branch location. The file is updated each year and includes:

- All written comments received from the public for the current year that specifically relate to the Bank's performance in helping to meet community credit needs, and any response to the comments by the Bank, if neither the comments nor the responses contain statements that reflect adversely on the good name or reputation of any persons other than the Bank, or publication of which, would violate specific provisions of law

- A copy of the public section of the Bank's most recent CRA performance evaluation prepared by the FDIC, which will be placed in our public file within 3 days after receipt from the FDIC

- A list of the Bank's branches, their street addresses and geographies

- A list of services (including hours of operation, loan and deposit products and transaction fees) generally offered at the Bank's branches and descriptions of material differences in the availability or cost of services at particular branches, if any and information regarding the availability of alternative systems for delivering retail banking services. Ex: banking by telephone or computer, bank by mail, and any other services our bank may offer now or in the future

- A map of our assessment area showing the boundaries of the area and identifying the geographies contained within the area, either by map or listing

- A copy of the HMDA Disclosure Statement for the prior two calendar years provided by the Federal Financial Institutions Examinations Council pertaining to the Bank. This statement will be placed in the file within three business days after receipt

- The Bank's loan to deposit ratio for each quarter of the prior year

- Any other information the Bank chooses to disclose

In addition, we post a CRA notice in the lobby of each Bank location, indicating the public's rights under CRA, including the right to review the information contained in the public file.

The compliance officer, or the employee appointed, is responsible to periodically review the public file to ensure that it does not contain any comments or responses that would adversely reflect upon the name and reputation of any person, or which violates any specific provisions of this law.

RESOLUTION NO. 2018-XXX

A RESOLUTION AUTHORIZING APPROVAL TO ENTER INTO AN AGREEMENT WITH COMMUNITY PRIDE BANK FOR BANKING SERVICES FROM APRIL 1, 2018 THROUGH MARCH 31, 2021

WHEREAS, the City of Isanti has determined that it is in the city's best interest to seek proposals from qualified institutions to provide the highest quality depository and banking services at a competitive price for a three year period with the potential of two year extension; and

WHEREAS, Request for Proposals for Banking Services bids were reviewed by Finance Committee on Thursday, March 8, 2018; and

WHEREAS, proposals were received from Community Pride Bank, Members Cooperative Credit Union, Flagship Bank and Minnco Credit Union; and

WHEREAS, the proposal from Community Pride Bank waives all fees and provides a variable interest rate of 3.4% below the Prime Rate as reported in the Wall Street Journal with an interest rate floor of 0.25% on all deposit accounts;

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

1. The City Council hereby awards banking services to **Community Pride Bank** as the most competitive bidder.

2. That the City Staff is hereby authorized to enter into an agreement with **Community Pride Bank** for banking services for the period of April 1, 2018 to March 31, 2021 according to the terms in the proposal submitted by **Community Pride Bank** dated March 2, 2018.

This resolution was duly adopted by the Isanti City Council this 20th day of March 2018.

ATTEST: _____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

K.6.

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 20, 2018

Subject: Resolution Authorizing Engineering Services for 2018 Clarifier Rehabilitation Work

---

Background
The 2018 Budget included funds for repairs and rehabilitation of the two Waste Water treatment clarifiers. Bolton and Menk, Inc. has put together a proposal for services to create plans and specs for the clarifier work, go out for bids and also inspect the work for quality. The cost for their services is in the amount, not to exceed, $9,800.00.

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, $9,800.00.

Request
Staff is requesting action on this item.

Attachments
- Res-XXX
- Proposal for services by Bolton and Menk, Inc_dated 2.21.18

RESOLUTION NO. 2018-XXX

A RESOLUTION AUTHORIZING ENGINEERING SERVICES FOR CLARIFIER REHABILITATION WORK

WHEREAS, the Waste Water treatment facility uses two clarifiers to treat and remove solids to meet permit requirements; and,

WHEREAS, both clarifiers are in need of repair to address condition issues and extend the lifespan; and,

WHEREAS, Bolton and Menk, Inc. provided a proposal for services of such work which includes the scope, solicitation of quotes and inspection in the amount, not to exceed, $9,800.00; and,

WHEREAS, the Finance Committee recommends approval of services by Bolton and Menk, Inc. per this Resolution; and,

WHEREAS, this item was budgeted within the Sewer 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 clarifier rehabilitation work including creating scope of work, solicitation of quotes, and inspection in the amount, not to exceed, $9,800.00.

This Resolution was duly adopted by the Isanti City Council this 20th day of March, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
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 21, 2018
To: Josi Wood, Public Services Director/Assistant City Administrator
City of Isanti
From: Bradley C. DeWolf, P.E.
City Engineer
Subject: Clarifier Rehabilitation
Wastewater Treatment Facility

The City of Isanti has planned for painting and selective welding repairs for the clarifiers at the Wastewater Treatment Facility in 2018 with a budget of $100,000. A scope of services will need to be developed to allow multiple contractors to provide proposals for the work. Bolton and Menk will provide the following services to design the improvements and obtain proposals:

- Develop a scope of work to be issued to prospective contractors
- Develop insurance requirements for the project
- Solicit quotes from a minimum of three qualified contractors
- Respond to contractor questions regarding the scope of work
- Plan and attend a site meeting for bidders to examine the clarifiers
- Review proposals and provide recommendations to the City

Bolton and Menk will provide the above services for an hourly not-to-exceed fee of $9,800. Following receipt of the proposals we will provide the City with the final construction and engineering cost estimates to complete the work. The proposed schedules for the work is provided in Table 1.

Table 1 : Clarifier Rehabilitation Schedule
Isanti Wastewater Treatment Facility

Item	Approximate Date
Authorize Bolton and Menk to Solicit Proposals	March 20, 2018
Develop Scope of Work and Obtain Proposals	March – April 2018
Review Proposals and Award Contract	May 2018
Perform Work (When Clarifiers are Out of Service)	November-December 2018

BCD/bjg

G:_brian\Isanti Clarifier Rehab\180221_WWTF_Clarifier_Memo.docx

Bolton & Menk is an equal opportunity employer.

K.7.

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 20, 2018

Subject: Resolution Authorizing Engineering Services for 2018 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. Year 1 which was originally scheduled to be done in 2017 was held off to combine with this year in efforts to get better costs for the work as a larger project.

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 and Year 2 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. Should the City perform notifications and onsite inspections, the engineering costs would be reduced. The cost for their work is in the amount, not to exceed, $24,500.00.

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, $24,500.00.

Request

Staff is requesting action on this item.

Attachments

- Res-XXX
- Proposal for services by Bolton and Menk, Inc_dated 2.28.18

RESOLUTION NO. 2018-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 2018 services for the first and second year of storm pond maintenance plan which includes creating specifications, public notification, solicitation of quotes, and inspection in the amount, not to exceed, $24,500.00; 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, $24,500.00.

This Resolution was duly adopted by the Isanti City Council this 20th day of March, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
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 28, 2018

To: Don Lorsung, City Administrator

From: Bradley C. DeWolf, P.E.

Subject: 2018 Pond Maintenance Fee Proposal
City of Isanti, MN

Bolton & Menk, Inc. is pleased to present this proposal to provide engineering services for the 2018 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 Specifications for ponds and aprons designated for 2017 and 2018 in the 5 year maintenance plan.
- Solicit bids from contractors and provide a recommendation to council.
- Provide a Resident Project Representative during all work on site.
    - Work with the Contractor on site to ensure the project is completed as intended.
    - Coordinate access, construction schedule and restoration with residents.

Bolton & Menk proposes to complete the above engineering services for an hourly, not-to-exceed fee of $24,500.00 in addition to the fees council approved for the 2017 Pond Maintenance Improvements that were not constructed.

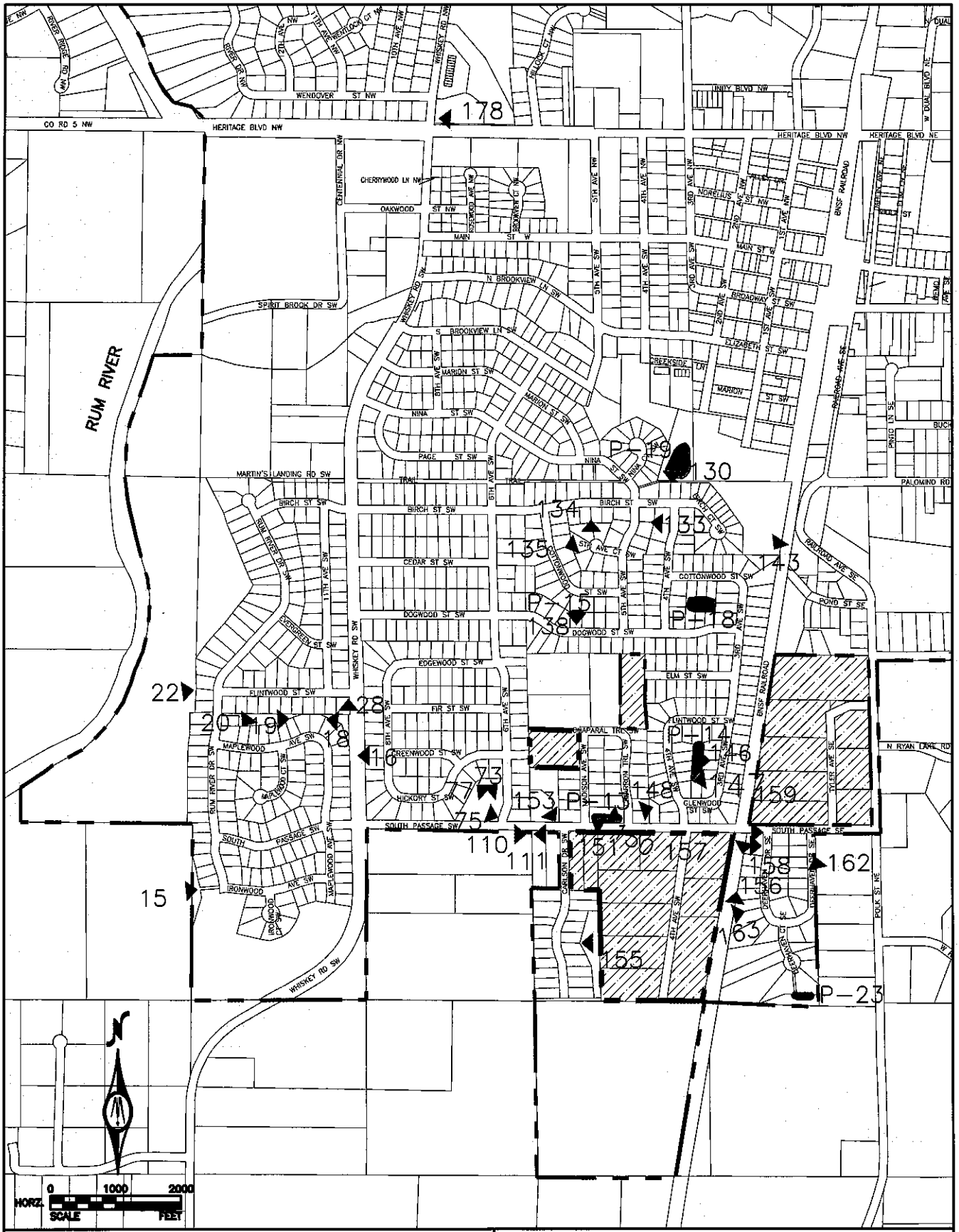
Should the City elect to perform the site inspection and coordinate access with residents, or reduce the required on site time an inspector is required, the fee breakdown is as follows:

Research, Plans, Specifications and Bidding	$12,000	
Construction Administration	$5,500	($1,000 Approved from 2017 proposal)
Field Resident Project Representative	$12,000	($4,000 Approved from 2017 proposal)

Attached is a figure showing the locations proposed to be included in the 2018 Pond Maintenance Project.

Please contact me at (612) 756-1032 if you have any questions or need additional information.

Bolton & Menk is an equal opportunity employer.



BOLTON & MENK
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RAMSEY, MINNESOTA 55303
Phone: (763) 433-2851
Email: Ramsey@bolton-menk.com
www.bolton-menk.com

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CITY OF ISANTI, MINNESOTA
2018 POND MAINTENANCE PROJECT

FEBRUARY, 2018

FIGURE NO. 1

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 3/14/2018 - 3/14/2018 | Mar 14, 2018 12:02PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/18	03/14/2018	48358	1503	7-UP BOTTLING	609-20200	331.70
03/18	03/14/2018	48359	1112	AUTO VALUE CAMBRIDGE	101-20200	61.99
03/18	03/14/2018	48360	2335	BCBSM	101-20200	20.46
03/18	03/14/2018	48361	9	BERNICKS PEPSI-COLA	609-20200	1,093.00
03/18	03/14/2018	48362	368	BILLS QUALITY CLEANING	101-20200	446.00
03/18	03/14/2018	48363	1474	CDW GOVERNMENT INC	614-20200	1,047.52
03/18	03/14/2018	48364	1198	CENTER POINT ENERGY	601-20200	5,672.65
03/18	03/14/2018	48365	1629	CITY OF ISANTI	101-20200	227.14
03/18	03/14/2018	48366	8	DAHLHEIMER DISTRIBUTING CO	609-20200	6,978.35
03/18	03/14/2018	48367	385	FEDERATED CO-OPS INC	101-20200	1,117.58
03/18	03/14/2018	48368	1400	GENERAL CODE	603-20200	1,505.98
03/18	03/14/2018	48369	921	GRANITE ELECTRONICS	101-20200	169.38
03/18	03/14/2018	48370	2590	HOMEBRIDGE LLC	601-20200	2.57
03/18	03/14/2018	48371	2209	INNOVATIVE OFFICE	609-20200	94.07
03/18	03/14/2018	48372	1534	J. J. TAYLOR	609-20200	852.44
03/18	03/14/2018	48373	7	JOHNSON BROTHERS LIQUOR CO	609-20200	11,547.97
03/18	03/14/2018	48374	5	KAWALEK TRUCKING	609-20200	197.00
03/18	03/14/2018	48375	762	KEEPRS INC	101-20200	234.95
03/18	03/14/2018	48376	1338	KNIFE RIVER	101-20200	492.80
03/18	03/14/2018	48377	136	LEAGUE OF MN CITIES	101-20200	198.00
03/18	03/14/2018	48378	17	MCDONALD DISTRIBUTING CO	609-20200	5,283.55
03/18	03/14/2018	48379	616	MENARDS - CAMBRIDGE	101-20200	143.45
03/18	03/14/2018	48380	2034	MFMA	101-20200	50.00
03/18	03/14/2018	48381	2591	MILLE LACS COUNTY SHERIFF OFFICE	101-20200	1,196.00
03/18	03/14/2018	48382	281	MINNCO CREDIT UNION	101-20200	4,547.99
03/18	03/14/2018	48383	1044	MINNEAPOLIS FINANCE	101-20200	138.60
03/18	03/14/2018	48384	2116	MINUTEMAN PRESS	101-20200	3,026.88
03/18	03/14/2018	48385	2450	NORTHERN HOLLOW WINERY	609-20200	120.60
03/18	03/14/2018	48386	2553	O'REILLY	101-20200	86.97
03/18	03/14/2018	48387	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,901.60
03/18	03/14/2018	48388	12	POSTMASTER	101-20200	35.00
03/18	03/14/2018	48389	2341	RED BULL DISTRIBUTION	609-20200	360.00
03/18	03/14/2018	48390	2028	SELECTACCOUNT	861-20200	1,333.68
03/18	03/14/2018	48391	1493	SHERWIN-WILLIAMS CO	101-20200	46.88
03/18	03/14/2018	48392	2554	SPECIALTY SOLUTIONS	101-20200	176.13
03/18	03/14/2018	48393	1361	STAPLES ADVANTAGE	603-20200	87.23
03/18	03/14/2018	48394	2156	SUMMIT COMPANIES	101-20200	7.00
03/18	03/14/2018	48395	659	SYLVESTER, MATTHEW	603-20200	210.17
03/18	03/14/2018	48396	1290	THE AMBLE GROUP	101-20200	152.83
03/18	03/14/2018	48397	1878	TOWMASTER	101-20200	54.40
03/18	03/14/2018	48398	393	UNIVERSITY OF MINNESOTA	101-20200	190.00
03/18	03/14/2018	48399	1820	URBANS HARDWARE	101-20200	359.94
03/18	03/14/2018	48400	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
03/18	03/14/2018	48401	686	VERIZON WIRELESS	101-20200	504.39
03/18	03/14/2018	48402	686	VERIZON WIRELESS	101-20200	604.26
03/18	03/14/2018	48403	42	VIKING COCA-COLA BOTTLING CO	609-20200	264.15
03/18	03/14/2018	48404	874	WASTE MANAGEMENT -	101-20200	386.98
03/18	03/14/2018	48405	4	WATSON CO INC	609-20200	947.97
03/18	03/14/2018	48406	1922	WEX BANK	609-20200	3,199.51
03/18	03/14/2018	48407	2475	White Bear IT Solutions, LLC	101-20200	1,866.00
Grand Totals:						61,636.71

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 3/15/2018 - 3/15/2018 | Mar 15, 2018 02:47PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

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03/18	03/15/2018	48410	421	CARGILL INC	101-20200	5,082.20
03/18	03/15/2018	48411	1822	CENTURYLINK BUSINESS SERVICES	101-20200	49.41
03/18	03/15/2018	48412	1969	CITY OF SAINT PAUL	101-20200	229.00
03/18	03/15/2018	48413	918	CRYSTAL SPRINGS ICE	609-20200	78.64
03/18	03/15/2018	48414	8	DAHLHEIMER DISTRIBUTING CO	609-20200	3,679.76
03/18	03/15/2018	48415	55	ECM PUBLISHERS INC	101-20200	38.17
03/18	03/15/2018	48416	912	FASTENAL COMPANY	101-20200	31.45
03/18	03/15/2018	48417	2118	FRANSEN, LINDA	101-20200	340.00
03/18	03/15/2018	48418	142	G & K SERVICES	609-20200	459.72
03/18	03/15/2018	48419	300	HASSER GARAGE DOORS	101-20200	450.00
03/18	03/15/2018	48420	2209	INNOVATIVE OFFICE	101-20200	245.28
03/18	03/15/2018	48421	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,879.09
03/18	03/15/2018	48422	5	KAWALEK TRUCKING	609-20200	188.80
03/18	03/15/2018	48423	1789	MADDEN GALANTER HANSEN, LLP	101-20200	6,801.11
03/18	03/15/2018	48424	1331	MAGER, JIM	802-20200	32.98
03/18	03/15/2018	48425	17	MCDONALD DISTRIBUTING CO	609-20200	12,071.65
03/18	03/15/2018	48426	616	MENARDS - CAMBRIDGE	101-20200	38.53
03/18	03/15/2018	48427	1945	MN DEPT OF LABOR	101-20200	30.00
03/18	03/15/2018	48428	176	MN DEPT OF REVENUE	101-20200	18,466.00
03/18	03/15/2018	48429	2080	MVTL LABORATORIES INC	602-20200	174.16
03/18	03/15/2018	48430	617	PAUSTIS & SONS	609-20200	343.58
03/18	03/15/2018	48431	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,155.47
03/18	03/15/2018	48432	2073	PUDLICK, JACOB	602-20200	29.07
03/18	03/15/2018	48433	2031	RESOURCE TRAINING	861-20200	35,676.00
03/18	03/15/2018	48434	2028	SELECTACCOUNT	861-20200	2,828.07
03/18	03/15/2018	48435	2396	SOUTHERN GLAZERS OF MN	609-20200	3,350.90
03/18	03/15/2018	48436	1354	TAPES PLUS ADVERTISING	609-20200	295.00
03/18	03/15/2018	48437	1290	THE AMBLE GROUP	101-20200	113.61
03/18	03/15/2018	48438	2027	US INTERNET	603-20200	57.80
03/18	03/15/2018	48439	42	VIKING COCA-COLA BOTTLING CO	609-20200	272.00
03/18	03/15/2018	48440	1286	VINOCOPIA INC	609-20200	370.75
03/18	03/15/2018	48441	361	VINTAGE LOCK	101-20200	355.00
03/18	03/15/2018	48442	380	WAL MART	101-20200	86.65
03/18	03/15/2018	48443	4	WATSON CO INC	609-20200	1,217.18
03/18	03/15/2018	48444	780	WINE MERCHANTS	609-20200	496.00
Grand Totals:						106,947.83

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	86,213.76
Social Security & Medicare	4,836.48
Public Employees Retirement	8,280.23
Total City Expense	99,330.47

Pay Date 3/9/2018

Pay Period 5 (2/18-3/3/18)

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
February 7, 2018
Isanti City Hall

1. Call To Order

The meeting was called to order by Commissioner George Wimmer at 7:28 p.m.

a. Pledge of Allegiance

b. Roll Call

Members Present:	Tara Hallberg, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley, Jill Reller and George Wimmer
Members Absent:	None
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

2. Approval of Agenda

President Wimmer welcomed Commissioner Jill Reller to the Isanti Economic Development Authority. Motion by Commissioner Lundeen, seconded by Comissioner Lorinser to approve agenda as presented. Motion carried unanimously.

3. Approve Minutes of January 2, 2018 Regular Economic Development Meeting

Motion by Commissioner Lundeen seconded by Commissioner Collison to approve the minutes for January 2, 2018. Motion carried unanimously.

4. Other Business / Updates

Economic Development Director Sullivan highlighted the Staff Memo including the arrival of the first new business to Isanti in 2018 (Max Tech). Housing market trends and population growth were highlighted supporting full recovery from the Great Recession and positive growth for the City of Isanti. He indicated that the City Council adopted 2018 Goals at the last meeting which included the exploration and implementation of website improvements. Updating the City web presence is necessary as this is the first impression future residents and businesses will get of the City.

President Wimmer added that we could be missing opportunities and not even know about it due to an inadequate website.

a. Business Prospects
b. EDAM
c. IEDC / Mora
d. Historical Housing Information
e. 12.31.17 Population Estimate
f. GPS 45:93
g. Housing Starts in 2018
h. Business Arrivals and Departures in Isanti 2018

5. Adjournment

Motion by Commissioner Lundeen, seconded by Bergley to adjourn at 7:32 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 7th day of February, 2018.

Respectively Submitted,

Sean M. Sullivan, Economic Development Director

A Community For Generations.

Isanti

MEMO

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

From: Sean M. Sullivan, Economic Development Director

Date: March 20, 2018

Subject: Consider Adoption of Resolution 2018-___ Authorizing Staff to Seek Help with Economic Development / Activities through Providing a Paid Intern Opportunity and Accepting Scholarship from the Minnesota Economic Development Foundation

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Background:

Staff is requesting that the City Council authorize the posting for a part time Economic Development Marketing Intern position for the summer of 2018 as budgeted. Staff has been working on marketing initiatives, including the update of the City website for 2018 and beyond. In 2018, 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 19 and other community events.

Budgeting:

The 2018 EDA budget included $4000 for the Spring/Summer intern. Staff has applied for and was awarded a $1000 scholarship from the Minnesota Economic Development Foundation to assist with costs. This would allow for $5000 to be spent on an intern if desired. Finance Committee reviewed this item and recommends that the Summer intern be hired for approximately 14 weeks – 25 Hrs/week @ 14.00 per hour with an amount not to the exceed $5,000. The Finance Committee also approved the attached posting and job description.

City Council Action Requested:

Adoption of Resolution 2018-____ A Resolution Authorizing Staff to Seek Help with Economic Development / Activities through Providing a Paid Intern Opportunity and Accepting Scholarship from the Minnesota Economic Development Foundation

Attachments:

1) Resolution 2018-____ A Resolution Authorizing Staff to Seek Help with Economic Development / Activities through Providing a Paid Intern Opportunity and Accepting Scholarship from the Minnesota Economic Development Foundation

RESOLUTION NO. 2018-____

RESOLUTION AUTHORIZING STAFF TO SEEK HELP WITH ECONOMIC DEVELOPMENT / MARKETING ACTIVITIES THROUGH PROVIDING A PAID INTERNSHIP OPPORTUNITY AND ACCEPTING A 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 101 PT Wages and Salaries Fund in an amount not to exceed $5,000; and,

WHEREAS, Economic Development Director Sullivan has applied to the Minnesota Economic Development Foundation for a $1,000 matching intern scholarship for the purposes of hiring an Economic Development / Marketing Intern and has been awarded a $1,000 intern scholarship for $1,000.

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 position.
2. Intern funded through EDA 101 PT Wages and Salaries in an amount not to exceed $5,000.
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 $14.00 / hour.

This resolution was duly adopted by the Isanti City Council this 20th day of March 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources / City Clerk

Exhibit A

CITY OF ISANTI
JOB DESCRIPTION

JOB TITLE:	Economic Development/Marketing Intern
DEPARTMENT:	Economic Development
SUPERVISION:	Economic Development Director
EFFECTIVE DATE:	March 20, 2018
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 economic development projects, research, coordination of activities and project management and development and the creation and updating of marketing materials utilizing various mediums including the internet.

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 economic development projects, research, coordination of activities and project management and development and the creation and updating of marketing materials utilizing various mediums including the internet.
- 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 Mayor's Employer Celebration Day, Farmer's Market, and Celebrate Isanti.

KNOWLEDGE/ABILITIES/SKILLS

- Knowledge of Microsoft Office Applications.
- Knowledge and/or experience in publication/design software program Adobe In Design preferred.
- 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 occasional 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).

A Community For Generations.

Isanti

L.4.

To: Mayor Wimmer and City Council Members

From: John Jacobi, Liquor Store Manager

Date: March 9, 2018

Subject: Donation Request for 11th Annual MMBA Food Drive promotion in-store

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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 April 1st through April 30th, 2018.

RESOLUTION 2018-XXX

RESOLUTION APPROVING DONATION BOX AT LIQUOR STORE

WHEREAS, on March 20, 2018 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 April 1, 2018 through April 30, 2018.

This Resolution is hereby approved by the Isanti City Council this 20th day of March, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

L.5.

RESOLUTION 2018-XXX

RESOLUTION AMENDING THE HOLIDAY POLICY AS IT RELATES TO THE LIQUOR STORE POLICIES

WHEREAS, State law on the off-sale of liquor on Sundays changed and was 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 addition of no Easter Sundays to open store hours:

NOW, THEREFORE, IT IS HEREBY 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 March 20, 2018.

This Resolution is hereby approved by the Isanti City Council this 20th day of March, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
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 (Store closed)

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.

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 20, 2018
Subject: Resolution Authorizing Staff to Apply to Become a MN GreenCorps Host Site

---

The goal of Minnesota GreenCorps is to preserve and protect Minnesota's environment while training a new generation of environmental professionals.
Minnesota GreenCorps, coordinated by the Minnesota Pollution Control Agency (MPCA), began in September 2009. The program places AmeriCorps members with host organizations around the state to assist communities and local governments in addressing a variety of statewide needs, aiming to:

- Reduce solid waste and increase recycling in Minnesota communities.
- Reduce greenhouse gases (GHG) and other air pollutants.
- Reduce water runoff and improve water quality.
- Assist community members to take eco-friendly actions.
- Increase community resilience and build local capacity to respond to the threats of climate change.
- Train new environmental professionals.

(Source: MPCA GreenCorps Application Guide)

The application and supporting documents need to be submitted by Friday, March 28th.

Recommendation
The Development Operations and Advisory Committee recommend Staff to apply to be a MN GreenCorps Host Site.

Request
Staff is requesting action on this item

Attachments

- Res-XXX
- GreenCorp Host Site Application

RESOLUTION NO. 2018-

A RESOLUTION AUTHORIZING STAFF TO APPLY TO BECOME A MINNESOTA POLLUTION CONTROL AGENCY GREENCORPS HOST SITE

WHEREAS, the Minnesota Pollution Control Agency (MPCA) works with members of the AmeriCorps program to achieve the goal of preserving and protecting Minnesota's environment through a program they coordinate called the MN GreenCorps Program; and,

WHEREAS, the MPCA has announced the availability of funding to support placing members of their GreenCorps program and entities who wish to benefit from their services can apply to be a host site; and,

WHEREAS, staff will fill out the required documentation and eligibility requirements to become a host site which must be submitted by March 28th, 2018; and,

WHEREAS, if awarded placement of a GreenCorps member details and host site expectations will be brought before the City Council;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City of Isanti, Minnesota, to hereby approve City staff to apply to become a host site for a GreenCorps member through the MPCA.

This Resolution is hereby approved by the Isanti City Council this 20th day of March, 2018.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources / City Clerk

MINNESOTA POLLUTION CONTROL AGENCY
520 Lafayette Road North
St. Paul, MN 55155-4194

Minnesota GreenCorps host site application

Program Year 2018- 2019

Doc Type:

Minnesota GreenCorps

Instructions: The Minnesota GreenCorps (MN GreenCorps) program is an AmeriCorps program coordinated by the Minnesota Pollution Control Agency (MPCA). Please complete the application, answer all questions, and send via email to mngreencorps.pca@state.mn.us. For more information, refer to the *2018-2019 Minnesota GreenCorps host site application guide*. Applications must be submitted electronically by **5:00 p.m. Central Time on Friday, March 23, 2018.**

Please note:

- In an effort to allocate MN GreenCorps member positions and resources to various communities, organizations will not generally receive more than two member positions per year, and will not be eligible for more than three consecutive years as a host site.
- Current or past host sites are not guaranteed selection as a 2018-2019 host site.
- Operation of the 2018-2019 program year is contingent on funding. Confirmation of funds may not be available before application deadline.

Completed application checklist:

☐ All section questions answered, including a completed Workplan.
☐ Board resolution from governing board and/or authorized representative, if applicable (or expected timeline to submit it).
☐ Letters of support from any identified partners (either internal or external).
☐ For non-profit applicants: Proof of eligibility: 501(c) (3) status.

I. Applicant and project information

Name of legal applicant organization: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Applicant contact: _____ Title: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

What type of host site is your organization (check one): ☐ **New** ☐ **Current or past host site**

Contact information for authorized representative (individual responsible for signing legal agreements in your organization):

Authorized representative name: _____ Title: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Fax: _____

Email: _____

Please indicate your organization type:

☐ Government agency (local, regional, state, tribal, or federal)
(Examples include cities, counties, tribal governments, park districts, regional planning organizations, watershed districts, etc.)
☐ School district
☐ 501(c) (3) non-profit organization (**Note:** you must submit proof of 501(c) (3) status with your application)
☐ Not for profit institutions of higher education

Please indicate the member position type for which you are applying (must only select one). Details of the new member position descriptions can be found in the accompanying document *2018 – 2019 Minnesota GreenCorps host site application guide.*

- ☐ Air Pollutant Reduction
- ☐ Community Readiness and Outreach
- ☐ Green Infrastructure Improvements
- ☐ Waste Reduction, Recycling, and Organics Management

II. Narrative questions

Before responding to the following questions in the text box provided, carefully review the pre-scoped position description for which you are considering a MN GreenCorps member, as well as member prohibited activities (see the *Member prohibited activities* under section II of the *Minnesota GreenCorps host site application guide*).

Examples of prohibited member activities include attempting to influence legislation, advocacy for or against proposed legislation, providing a direct benefit to a for-profit business, writing a grant application to any federal agency, clerical work or research unless such activities are incidental to the member's direct service activities.

Project scope and outcomes

1. Provide an overview of the service project you propose, and how the activities of the project align with MN GreenCorps' pre-scoped position description. *See Host Site Application Guide for position description details.*

2. What are the estimated overall results of the member's service activities?

3. What methods and tools will be used to measure project effectiveness?

Workplan

Instructions: Complete the table below outlining a Workplan for the proposed member position. The Workplan provides a goal statement for the member position and describes in greater detail the member activities, the projected results associated with each activity, as well as a monthly timeline of these activities and the approximate hours of time allocated to each activity.

Important notes: Members serve 1,700 hours from September 2018 to August 2019 and members can use a limited number of their 1,700 hours for training and civic engagement hours; maximum number of hours have been included in the Workplan which allows for a minimum of 1,400 hours dedicated to the member's service hours. See the *Minnesota GreenCorps host site application guide* to reference the appropriate pre-scoped member position description and review the types of activities that fall under essential and marginal functions.

Member position goal statement:

Member activities	Projected results/measures	General monthly timeline for each activity *(ex: September 2018 – February 2019)*	Approximate hours of time allocated to each activity
MN GreenCorps required orientation and quarterly trainings (approx. 100 hours) Other trainings, workshops, conferences (up to 170 hours) Civic engagement activities (up to 100 hours)	Members attend all required MN GreenCorps trainings, including the 3-day orientation in September and quarterly trainings. With approval from their supervisors and program staff, members participate in conferences, workshops and other trainings throughout their service year. Members gain technical and professional skills to apply to their service projects and grow their professional network. Members participate in civic engagement activities to broaden their experience and further engage in their community.	September 2018 – August 2019	300 hours

Member activities	Projected results/measures	General monthly timeline for each activity *(ex: September 2018 – February 2019)*	Approximate hours of time allocated to each activity

Community need/involvement

1. Describe how the proposed project will have a positive environmental impact on the community or communities that your organization serves. Please indicate if the project will serve under-represented, economically disadvantaged or rural populations:

2. What opportunities do you see for your proposed MN GreenCorps member position involving broader community members and mobilizing volunteers:

3. If your member project requires support from other partners, either internally (e.g., other departments like IT, facilities maintenance, etc.) or externally (e.g., a school district), please list these partners below, and describe how the partnership will work. What actions will you take as the host organization to ensure that partners are fully in support of and engaged in the project?
   Provide letters of support with this application, as appropriate, to demonstrate commitment of these partner departments or organizations.

Organizational capacity and commitment

Please respond to the following questions about your organization:

1. In one paragraph, describe your organization's mission. Include a description of the community your organization serves, qualifications of your staff, the number of paid staff, and experience (if any) with hosting AmeriCorps members:

2. Describe how your organization's current efforts and activities reflect the commitment and expertise you can provide to supporting a MN GreenCorps member. Include examples as appropriate:

3. AmeriCorps members cannot displace or replace previously employed, striking, or laid off workers. Please clarify how this position is not a staff position (see the *Non-displacement policy* under section VI of the *Host Site Application Guide*):

4. A host site supervisor must be able to provide **at least 0.08 full time equivalent (FTE) per member**, which equates to a **minimum of 3.2 hours each week** to review member activities, provide guidance, and set future goals. **The supervisor should be a FTE, or close to full time, employee of the host site or a partnering organization.**

Please provide the contact information, and background/qualifications of the staff member in your organization who will be responsible for day-to-day supervision of the MN GreenCorps member from September 2018 through August 2019. *Please note, the supervisor is required to attend an all-day orientation training in September 2018.*

Information for on-site supervisor:

Position type: _____

Supervisor name: _____ Title: _____

Email: _____ Telephone: _____

Describe the background and qualifications of the supervisor: _____

5. MN GreenCorps is a program that offers individuals professional, educational, and civic growth, particularly in the environmental field. ***Potential members may not bring highly specialized skills to their position.*** Describe how you will support the member in terms of on-site training, professional development, staff support and expertise, etc.:

6. What financial and/or material resources will your organization make available for MN GreenCorps member(s) projects and activities, should these be needed? MN GreenCorps members receive a minimal training budget from the MPCA to utilize throughout their service. We do encourage host sites to assist with providing training opportunities or funding for their member to attend trainings, conferences, etc. throughout the service year.

7. Host sites are required to provide reasonable workspace for members to complete the tasks of their project, which includes a desk, phone, computer, email account, etc. Describe the dedicated office space (with approximate square footage) the member will occupy for the 11-month term of service and the equipment and services that will be made available to allow the member to carry out the work:

8. Is your organization able to assist your member in securing local affordable housing? *(not required)* ☐ Yes ☐ No
9. Is your organization able to provide transit discounts, if applicable? *(not required)* ☐ Yes ☐ No
10. Transportation requirements for member service activities: If traveling is required for the member service activities, the host site is required to provide transportation for the member (access to fleet vehicles, mileage reimbursement, bus fare reimbursement, etc.). Please keep in mind that some members may not have access to a personal vehicle and some members may not be eligible to drive as a part of the program. If you indicate that driving is required, you may limit the number of members eligible for your site.
    A. Is the member required to drive in order to access or complete service activities?
        ☐ Yes, and the host site will reimburse mileage (if use of a personal vehicle is necessary).
        ☐ Yes, and the host site cannot reimburse mileage.
        ☐ No, public transit, ride shares, and/or bicycle are sufficient for any travel.

B. Will your organization make an organizational vehicle available to the member for service-related activities?

Please note, the members will be covered under the MPCA Commercial General Liability and Commercial Automobile Liability insurance policies as volunteers. **If the members are using vehicles belonging to the Host Site organization to conduct business on behalf of the Minnesota GreenCorps Program, the Host Site's insurance is primary. Any other insurance that may be available would only respond after the organization's insurance is exhausted.**

☐ Yes ☐ No

Sustainability

1. How do you see this work continuing after the MN GreenCorps members complete their service?

2. How does this project fit into your organization's long-term goals?

Current or past Host Sites only

Review section VII of the *Host Site Application Guide* with updated considerations for current or past host site applicants.

1. Identify the program year you participated in, focus area, number of members hosted:

2. Describe evidence of effectiveness of your current or past member projects, including environmental results, and how you will build on these results if awarded another member:

3. Describe how this proposed member position is unique from past member positions at your organization:

4. Describe any improvements you plan to make in terms of project oversight, member supervision, implementation, and results:

III. Board resolution/letter(s) of support

If your organization is governed by a Board, please provide a Board resolution in support of this application, indicating your organization's commitment to host MN GreenCorps member, and willingness to enter an agreement with the MPCA should your site be selected (see example in the *2018-19 Minnesota GreenCorps host site application guide*). If the Board resolution cannot be provided by the application deadline, please provide an explanation below and the date when it will be submitted:

Note: A Board resolution ***must*** be obtained before an agreement is executed, if applicable.

Please provide relevant letters of support from partner organizations or internal departments.

L.7.

RESOLUTION NO. 2018-XXX

RESOLUTION UPDATING THE VOLUNTEER POLICY FOR MOVIE NIGHTS AT THE ISANTI COMMUNITY CENTER

WHEREAS, free public movie nights at the Isanti Community Center were approved by City Council on January 21, 2014 (Resolution 2014-013); and,

WHEREAS, the Movie Night Volunteer Policy was approved on September 16, 2014 (Resolution 2014-226); and,

WHEREAS, at its February 27, 2018 meeting the Parks, Recreation and Culture Board recommended updates to the policy clarifying group eligibility and selection priority.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the updates to the Movie Night Volunteer Policy attached as "Exhibit A."

This resolution was duly adopted by the Isanti City Council this 20th day of March, 2018.

_____
Mayor George A. Wimmer

Attest:

_____

Katie Brooks
Human Resources/City Clerk

Movie Night Volunteer Policy & Application Form

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

Contact Name:_____

Secondary Contact Name:_____

Organization:_____

Non-Profit: YES / NO *(circle)*

Address:_____

City:_____ State:_____ Zip:_____

Phone:_____-_____-_____Cell:_____-_____-_____

E-mail:_____

Date(s) of Movie to Volunteer (number your preferred date with 1 being your first choice followed by 2,3,etc) :

_____ October
_____ November
_____ December
_____ January
_____ February
_____ March 15
_____ April 19

Number of Youth Volunteers:_____Number of Adult Volunteers*:_____
*There must be a minimum of one adult volunteer that is able to operate the popcorn machine.

Are you requesting to showcase any information about your organization? If so, please explain.

_____
_____
_____
_____

You are agreeing on behalf of your organization to the Policy as written below.

Applicant Signature:_____Date:_____

For Office Use Only

Date Volunteered:_____ Movie Attendance:_____

Time Arrived:_____ Time Left:_____

Concession Sales: _$_____ Concession Profits: _$_____

Payable to:_____Date Check Mailed:_____

Approval Signature Community Events Manager/ Parks Coordinator:_____

Date:_____

City of Isanti: Movie Night Volunteer Policy

1. Must be a Youth based non-profit organization/club.
    a. Including but not limited to: 4-H, church youth groups, scouts, school clubs, athletic clubs, etc.
2. Organization must meet/be based in City of Isanti if no Isanti-based groups have applied 2 weeks before the movie date, organizations from the surrounding community may be accepted per City staff discretion.
3. Dates to volunteer are on a first come basis.
4. The same Isanti-based organization is able to present multiple movies if no other group has requested by 3 weeks before the movie date.
5. If more than 7 Isanti-based groups have requested a date by the month before the start of the movie series, there will be a lottery drawing to determine which groups present.
    a. The groups not chosen will get priority the following movie season.
6. Must be a minimum of 3 youth members volunteering on behalf of the organization.
7. Must be a minimum of one adult (person over 18) to assist the youth and operate the popcorn machine.
8. Volunteers should arrive at 6pm and plan to stay until the end of the movie and clean-up at approx. 9pm.
9. Volunteers can plan for activities including but not limited to: setting up chairs, selling concessions, stocking concession supplies, cleaning concessions area, vacuuming the floor, putting chairs away.
10. Concession profits will be donated on behalf of the City of Isanti to the organization in the form of a check. The check will be sent to the organization President/leader no later than 3 weeks following the date of volunteering.
11. The organization is allowed to have their organization/club information set up before/during/after the movie.

If there are questions or concerns regarding this policy or the application process, please contact Katie Everett, Community Events Manager and Parks Coordinator at (763) 444-5512 or via e-mail at isantiparks@cityofisanti.us

A Community For Generations.

Isanti

Request for City Council Action

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

From: Finance Director Betker

Date: March 14th, 2018

Subject: Resolution Creating Isanti Indoor Arena Special Revenue Fund

---

Background:

March 8th 2018 the Finance Committee reviewed a proposal to create a Special Revenue Fund for the Isanti Indoor Arena with two primary goals:

1) Provide funding and an accounting of, past and ongoing IIA expenses.
2) Seek to bring the negative cash balance currently in the IIA construction fund; Fund 435 (this negative cash balance would transfer to fund 226) to zero within 10 years.

The following details the projected cash balance of the newly created special revenue fund at the end of 10 years.

PERCENT REVENUE ALLOCATION		33.3%
FUND 226 STARTING BALANCE		$ -
LESS TRANSFERRED 435 CASH		$ (149,198.64)
LESS TRANSFERRED 101 EXPENSES		$ (27,032.28)
	CASH SUBTOTAL	$ (176,230.92)
LESS 10 YRS PROJECTED OPERATING EXP.		$ (77,451.00)
LESS 10 YRS PROJECTED INTEREST/MVA ADJ.		$ (10,000.00)
PROJECTED TEN YEAR BALANCE		$ (263,681.92)
ADD 10 YEARS LEASE REVENUE ALLOCATION		$ 285,405.12
	CASH ENDING BALANCE	**$ 21,723.20**

Request:

Finance Committee is recommending creation of the Isanti Indoor Arena Special Revenue Fund.

Attachment:

- Resolution 2018-XXX – Creating Isanti Indoor Arena Special Revenue Fund

RESOLUTION 2018-XXX

RESOLUTION AUTHORIZING THE CREATION OF A SPECIAL REVENUE FUND ENTITLED ISANTI INDOOR ARENA REVENUE FUND FOR THE CITY OF ISANTI

WHEREAS, the City of Isanti receives monthly revenue from leasing the Isanti Indoor Arena located in the corporate boundaries of the City; and,

WHEREAS, the City Council of Isanti desires to place 1/3 of lease revenue in a separate special revenue fund; and,

WHEREAS, the funds will be used to maintain and provide improvements for the Isanti Indoor Arena, and, over the next ten years, cover any related negative fund balances, for costs incurred in past years;

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

1. Recitals. The above recitals are hereby incorporated as though fully set forth herein.
2. Creation of Fund. There is hereby created a Special Revenue Fund entitled Isanti Indoor Arena Revenue Fund to account for a portion of the incoming revenue from the Isanti Indoor Arena located in the corporate boundaries of the City of Isanti.
3. Direction Given. The City Finance Director is hereby directed to place 1/3 of incoming revenues from the Isanti Indoor Arena in the Revenue Fund and make the appropriate budget adjustments to accurately reflect such allocation.
4. Severability and Repeal of Inconsistent Motions, Resolutions and Ordinances. If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Resolution. All existing motions, resolutions and ordinances of the City are hereby repealed insofar as they may be inconsistent with the provisions of the Resolution.

This Resolution is hereby approved by the Isanti City Council this 6th day of March, 2018.

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: March 14th, 2018

Subject: Resolution Authorizing Interfund Loan

Background:
In preparing to facilitate the construction of a hotel within City limits the Council approved Resolution 2017-169, authorizing the purchase of property (Parcel ID 16.029.0101) on June 6th 2017. That Resolution identified the funding source as the General Fund. Subsequent discussions have detailed a plan in which the Liquor Fund would use excess cash to fund the purchase and then be repaid by the General Fund over a 2 year period. Thereby mitigating and softening the effect of the purchase on the General Fund's fund balance.

To facilitate this process and be properly represented on the 2017 audited financials an interfund loan would need to be approved authorizing the use of Liquor Fund cash and repayment terms detailed.

Request:
Finance Director Betker is recommending authorizing an interfund loan in the amount of $107,237 to be repaid to the Liquor Fund in equal installments in budget years 2019 and 2020.

Attachment:
- Resolution 2018-XXX – Authorizing Interfund Loan.

RESOLUTION NO. 2018-XXX

RESOLUTION AUTHORIZING INTERFUND LOAN

WHEREAS, the City Council of Isanti approved the purchase of property identified as TAX ID number 16.029.0101 by Resolution on the 6th day of June 2017; and,

WHEREAS, the City Council of Isanti authorized funding for said purchase from the General Fund in an amount not to exceed $110,000; and,

WHEREAS, the final purchase price was $107,237

WHEREAS, the City Council of Isanti finds that it is in the best interests of the community to make the following interfund loan for the budget year ending 2017.

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

1. Transfer $107,237 from Fund 609 - Municipal Liquor Fund to Fund 101 - General Fund.
2. The interfund loan shall be repaid in equal installments in budget years 2019 and 2020.

Adopted by the Isanti City Council this 20th day of March 2018.

ATTEST: _____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
March 6, 2018
Isanti City Hall

1. Call To Order

The meeting was called to order by President George Wimmer at 7:20 p.m.

a. Pledge of Allegiance

b. Roll Call

Members Present:	Tara Hallberg, Steve Lundeen, Ross Lorinser, Paul Bergley, Jill Reller and George Wimmer
Members Absent:	Dan Collison (Excused)
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

2. Approval of Agenda

Motion by Commissioner Lundeen, seconded by Comissioner Lorinser to approve agenda as presented. Motion carried unanimously.

3. Approve Minutes of February 7, 2018 Regular Economic Development Meeting

Motion by Commissioner Bergley seconded by Commissioner Lorinser to approve the minutes for February 7, 2018. Motion carried unanimously.

4. 2018 Mayor's Employer Celebration Day

Economic Development Director Sullivan highlighted the June 19, 2018 date of the event for this year and the 17 businesses that are celebrating mile stone City of Isanti Anniversaries. He indicated that plaques for recognition are estimated to cost $357 which is well within the budgeted $1,000 for the event. He highlighted past years business specialists that attend and their ability to answer questions businesses might have. He stated that Isanti Retail Meats has committed to preparing the food for the event. The event has grown in size over the years and continues to be a great success.

President Wimmer highlighted the fact that local elected officials are present and assist with the serving of food and are there for questions from the Isanti businesses.

5. City Promotional Bag Program 2018

Economic Development Director Sullivan stated that the first event for the City Promo Bag program would be on April 14-15 at Isanti Indoor Arena – Home of Rum River BMX. He anticipated at least 200 bags being distributed at the event. Other events, including the Fireman's Rodeo during Jubilee are slated for participation in the program.

President Wimmer stated that based on the growing number of events and the limited number of bags, the city might have to consider expanding the program next year. Economic Development Director Sullivan will monitor this item and bring it back for consideration if needed.

6. Other Business / Updates

Economic Development Director Sullivan highlighted the Staff Memo specifically relating to the hotel status and housing starts.

Commissioner Bergley asked when the project would break ground.

Economic Development Director Sullivan stated that the Development Agreement has a closing date of on or before April 30, 2018 and that construction was likely once the frost was out, road restrictions are lifted and the spring construction season commences.

Commissioner Lundeen stated that this has been a winter with

a. Business Prospects
b. EDAM
c. GPS 45:93
d. Spring 2018 Isantian
e. Housing Starts in 2018
f. Business Arrivals and Departures in Isanti 2018

7. Adjournment

Motion by Commissioner Bergley, seconded by Commissioner Lorinser to adjourn at 7:30 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 6th day of March, 2018.

Respectively Submitted,

_____

Sean M. Sullivan, Economic Development Director

A Community For Generations

Isanti

Isanti Police Department Monthly Report

February 2018

Reported Crime	Month to Date	Year to Date
Theft	6	16
Assault	1	4
Vandalism/Damage to Property	1	4
Narcotics	2	3
Burglary	0	2
Domestics	11	21
Crim Sex	0	1
Robbery	0	0
Loud Party/Disturbance	6	9
Medical	30	60
Permit to Purchase (Eff 3/1/2016)	12	18
Extra Patrol	10	11
Security Check	108	250

Traffic Offenses	Month to Date	Year to Date
No Insurance	4	7
DUI	0	1
Accidents	5	17
Hit & Run	0	2
Warrant P/U	3	8
Speed	14	17
DAR/DAS	3	4
Administrative Citations (Including Speed)	13	16

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	55,575	407	973
Dodge 222	130,766	940	1,714
Ford Explorer 224	35,044	1,294	1,602
Ford F150 225	6,658	796	1,758
Chevy Silverado 220	106,915	74	83
Chevy Impala 223	86,453	334	772

M.2.

CEZT REPORT
February 2018

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**81**	**31**	**755**	**735**	**679**	**646**	**561**
TOTAL OPEN CASES	**30**		**32**	**40**	**41**	**59**	**73**
VIOLATIONS CLOSED THIS PERIOD	**41**	**21**	**29**	**31**	**49**	**85**	**97**
NEW ISSUES THIS PERIOD	**50**	**31**	**20**	**56**	**33**	**85**	**87**
CAN-Proh Animals			2		1	1	1
CCV-Comm Vehicle Storage							
CDO--Dogs							
CPA-Park & Store	12	14	12	9	16	15	14
CSN-Snow Removal		1					
CSP-Admin Permits/Solicitors/Peddlers		1		3			5
CST--Fish Houses, PODS, Rolloffs							
GAR - Garage Sales							1
H2O-Water restrictions							
NEX-Exterior Structure, Paint/Repair							
NGA-Garbage Service & Storage							
NGR--Grass Length						56	50
NJU--Junk/Brush	2	2	3	6	7	5	7
NOX-Noxious Weeds							
NUV-Unlicensed vehicle or missing plates	34		3	2	3	2	1
RNT-Unlicensed rental		10		28		1	1
SGN-Signs	2	3		6	6	2	5
ZAC-Accessory Building				1		1	2
ZFE-Fence						2	
ZTD--Temporary Dwelling							
Compliance Letters Mailed this period	53	38	23	87	35	142	98
Administrative Citations Issues/period	2	0	3	2	1	0	3
Criminal Citations Issued/period							
Abated Properties/Period					2	10	17
Admin Hearings Requested	1	1	2				
Admin Hearings Held w positive judgement		3					
Criminal trials w positive judgement							
AVERAGE TIME TO COMPLIANCE	**26**	**44**	**28**	**16**	**33**	**12**	**11**

M.3.

CITY OF ISANTI MONTHLY REPORT

February-18

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	$0.00	$160.00	$160.00		
Decks	1	1	$4,500.00	$4,500.00	$2.25	$0.00	$202.95	$202.95		
Basement Finish	4	5	$45,339.00	$62,803.00	$22.67	$0.00	$1,480.05	$2,004.75		
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	17	$0.00	$0.00	$9.00	$0.00	$880.00	$1,846.00		
Single dwellings	1	4	$176,000.00	$668,547.00	$88.00	$0.00	$1,945.00	$9,256.75		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	9	18			$9.00	$0.00	$675.00	$1,350.00		
Plumbing	9	17			$9.00	$0.00	$566.00	$1,198.00		
									$5,722.00	
Resid. Totals	**35**	**64**	**$225,839.00**	**$735,850.00**	**$141.92**	**$0.00**	**$5,909.00**	**$16,018.45**	**$5,722.00**	**$13,944.00**
Commercial										
New Buildings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Addtns./Remodel	1	1	$4,800.00	$4,800.00	$2.40	$0.00	$202.95	$202.95		
Plumbing	1	1	$0.00	$0.00	$1.00	$0.00	$50.00	$50.00		
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	5	$0.00	$0.00	$2.00	$0.00	$200.00	$364.00		
Comm. Totals	**4**	**7**	**$4,800.00**	**$4,800.00**	**$5.40**	**$0.00**	**$452.95**	**$616.95**	**$0.00**	**$0.00**
Resid. Plus Comm. Totals	**39**	**71**	**$230,639.00**	**$740,650.00**	**$147.32**	**$0.00**	**$6,361.95**	**$16,635.40**	**$19,666.00**	**$19,666.00**

M.4.

YEARLY BUILDING PERMIT COMPARISONS

YTD February 2018

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	8	0	1	$3,683,095.10	$42,400.64	$55,881.00
2017	69	9	0	0	$1,730,522.00	$30,757.95	$73,998.00
2018	71	4	0	0	$740,650.00	$16,635.40	$19,666.00

Total permit fees do not include Sac / Wac or State Surcharge fees

ONTH COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	32	$510,011.00	$10,273.45
February	39	$230,639.00	$6,361.95
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	71	$740,650.00	$16,635.40

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M.5.

MEMORANDUM

Date: March 15, 2018

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.

Subject: Project Status Report
Isanti, MN
Project No.: R13.115547

Please find listed below a status report of the current projects in the City of Isanti:

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 first lift of pavement has been placed. 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**

We will process final project closeout documents this month.

5) **Cajima Street/TH 65 Signal Study**

We will continue with discussions with MnDOT regarding funding and layout.

6) **Richard Avenue Feasibility Report**

We have completed the Richard Avenue feasibility report.

In addition to the current projects listed above we have completed and accepted 48 private developments and 61 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.

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, APRIL 3, 2018 – 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

L. Consent Agenda
Add New L. 15 – Resolution 2018-XXX Approving Training Request for Mayor Wimmer to Attend 2018 League of Minnesota Cities Annual Conference

M. Other Communications

Adjournment

L.15.

RESOLUTION 2018-XXX

RESOLUTION APPROVING TRAINING REQUEST FOR MAYOR WIMMER TO ATTEND 2018 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 Rivers Edge Convention Center in St. Cloud, Minnesota; and,

WHEREAS, the cost of the conference and lodging is estimated at $ 650.00

NOW, THEREFORE, IT IS HEREBY 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 estimated cost for registration and lodging of $ 650 at the Rivers Edge Convention Center in St. Cloud, MN

This Resolution is hereby approved by the Isanti City Council this 3rd day of April, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, APRIL 3, 2018 – 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 16 through April 20, 2018

F. Approve City Council Minutes
1. March 20, 2018 – Regular Meeting of the City Council

G. Citizens Input

H. Announcements

1. City Council Meeting	Tuesday, April 17, 2018 at 7:00 p.m.
2. Planning Commission Meeting	Tuesday, April 17, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*
3. Park, Recreation, and Culture Board Meeting	Tuesday, April 24, 2018 at 6:00 p.m.

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Resolution 2018-XXX Appointment of City Councilmember Dan Collison as Council Representative on BMX Board (*Mayor Wimmer*)
2. Discussion Regarding City Council Chamber of Commerce Liaison Position (*Mayor Wimmer*)
3. Ordinance No. XXX City Code Amendment - Chapter 8, City Council Agenda Order of Business, Citizen Input

<u>City Administrator Don Lorsung</u>

4. Resolution 2018-XXX Authorizing Request from SAC Wireless (on behalf of AT&T Wireless) to amend a Conditional Use Permit to allow the collocation of antennas on an existing telecommunications tower and the construction of an accessory structure on the property at 501 West Dual Boulevard NE (PID 160530080) legally described as Lot 1, Block 3, Dual Industrial Park except beginning at the SW corner of Outlot A, then N5.5800 along W line 426' to NW corner of Outlot A; the W 269.5850 Along N Line of Lot 1, 53'; Then S 178.5010 424.60' to POB.
5. Resolution 2018-XXX Approving Request from Jill Hoffman (dba Granny May's) for a Conditional Use Permit to operate a Restaurant at 2 Enterprise Avenue NE Suite D4 (PID 161320020) legally described as Towns Edge Business Center CIC 2010-1.
6. Resolution 2018-XXX Approving 3) Request from Jodi DeTomaso (dba Metz Dog Grooming) for an Interim Use Permit for home occupation for dog grooming at 200 9th Ave SE (PID 161410050) legally described at Lot 5, Block 1, Sun Prairie Second Addition.

City Engineer Brad DeWolf

7. Resolution 2018-XXX Authorizing Engineering Services for 2018 Pavement Maintenance Project

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $144,984.00 and Payroll in the amount of $104,967.84
2. Final Minutes of the February 27, 2018 Park, Recreation and Culture Board Meeting
3. Final Minutes of the February 20, 2018 Planning Commission Meeting
4. Resolution 2018-XXX Amending Authorizing Signatories for the Purpose of Accessing and Maintaining City Funds and Investments, Adding Authorization for the Use of the City Credit Card
5. Resolution 2018-XXX Approving Extension of MOU with the City of Cambridge for Administrative Citation Hearing Officer Services
6. Resolution 2018-XXX Terminating Operating Agreement for the Use of River Bluff Preserve and Community Garden by Cambridge- Isanti School District
7. Resolution 2018-XXX Approving Farmers Market Advertisement in The Courier
8. Resolution 2018-XXX Approving a Check be Written to Heavenly Sunshine Preschool for Volunteering at the Community Movie Night
9. Resolution 2018-XXX Accepting Proposal for Isanti Indoor Arena Heating and Ventilation Automatic Controls
10. Resolution 2018-XXX Accepting Proposal for Installation of Storm Pond Fencing at Academy Park
11. Resolution 2018-XXX Awarding Quote and Authorizing Entering into a Two-Year Contract for Refuse Service
12. Resolution 2018-XXX Authorizing Staff to Apply for the 2018 Bulletproof Vest Partnership Grant
13. Resolution 2018-XXX Approval of Resignation for Beverly Harren as Part Time Liquor Store Clerk
14. Resolution 2018-XXX Approving the New Full-Time Position of "Planner" and Promoting Code Enforcement/Zoning Technician Matthew Lindholm to the Position

M. Other Communications

1. Draft Minutes of the March 20, 2018 Planning Commission Meeting
2. Draft Minutes of the March 27, 2018 Meeting of the Park, Recreation and Culture Board

Adjournment

E.1.

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 16th - April 20th; 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 16th - April 20th, 2018 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, MARCH 20, 2018 – 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, Community Development Director Ryan Kernosky, Finance Director Mike Betker, and Assistant City Engineer Jason Cook

Others Present: Larry Merchlewitz, Sean Wilson, Jodi DeTomaso, Jill Hoffman, Tim Hoffman, Jeff Peter, Elizabeth Anderson, George Hemen, Carla Golden

D. Adopt Agenda

Motion by Collison, second by Lorinser to approve the Agenda as presented. Motion carried.

E. Proclamations/Commendations/Certificate Awards

None.

F. Approve City Council Minutes

1. March 6, 2018 – 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. Park, Recreation, & Culture Board Meeting	Tuesday, March 27, 2018 at 6:00 p.m.
2. City Council Meeting	Tuesday, April 3, 2018 at 7:00 p.m.
3. Economic Development Authority	Tuesday, April 3, 2018 at 7:00 p.m. (*Immediately following City Council Meeting*)

I. Council Committee Reports

Mayor Wimmer mentioned that a mass email from the North 65 Chamber of Commerce had been sent out. The email cannot be responded to, nor can the Mayor or Councilmembers attend a private meeting as the email requested, since that would be an open meeting violation. The Chamber did meet with the Cambridge City Council and staff privately and asked Mayor Wimmer to step out of the room as they did so. Mayor Wimmer reiterated that it was not appropriate to have a closed or private meeting like that and there is a Chamber Liaison, which the Chamber needs to communicate through. Councilman Bergley suggested that it may be due to the new Chamber Director. Mayor Wimmer added that he would not be doing his State of the City Address at the Chamber luncheon since there was a fee to attend and would rather do an online version so anyone

can listen to it. During the discussion it was suggested that the Liaison position for the Chamber may need to be eliminated as other groups, such as the Rotary and the Lion's, are able to do great things without one.

Mayor Wimmer shared that he and Economic Development Director Sean Sullivan would be going to the League of Minnesota Cities and the capital to meet with a number of Senators and Representatives to discuss bills regarding Pre-Emption and the Retainage issue, which states that rather the City being able to hold funds back to ensure all projects are completed, the City will be required to pay back all funds upon "substantial" completion. This leaves no leverage to guarantee contractors complete all parts of a project, such as sod repair during a road project.

The Council has not heard back from the School District about the letter sent regarding the School Resource Officer. The District has shared they have an approximate 1.5 million dollar deficit and are looking for ways to implement cuts to close that gap. Mayor Wimmer remarked that when Officer Gau was hired in 2008, the City eliminated a full-time Administrative Assistant position to free up money for that to happen. This made things a little more difficult for City Hall staff, but the City prioritized safety and security.

Councilman Lundeen went back to the Retainage issue. He mentioned the additional example of construction done during the colder months when trees, plants, and sod could not be planted and driveways cannot be put in. If there was no retainage fee, many of these things would not be done at a later date.

Councilman Bergley asked if anyone had any thoughts regarding the upcoming Icicle meeting he plans on attending. Mayor Wimmer responded that he found the information the Superintendent put out regarding the incident interesting. He wondered what the point in saying everything went fine when it did not, which seems to be a troubling statement as to where the whole issue stands.

J. Public Hearings

None.

K. Business Items

1. **Resolution 2018-062** Supporting Local Decision-Making Authority
   This resolution was also passed last year and is in response to the State Legislature eroding local decision-making authority and concentrating it in the Legislature's hands.

Motion by Lorinser, second by Bergley to approve Resolution as presented. Motion carried.

2. **Resolution 2018-063** Approving the Transition Plan for the City Administrator Position

Motion by Collison, second by Bergley to approve Resolution as presented. Motion carried.

3. **Resolution 2018-064** Approving a Special Event Application for BMX Race for Life and DK Gold Cup Qualifier Event

   Larry Merchlewitz, Community Outreach Director with the Rum River BMX Association, explained that this is a two-day event. The first day is a Race for Life and the majority of the registration of the registration fees collected for this event will benefit the Cancer Society. The second day is the Gold Cup Qualifier where riders from numerous stated will complete. Between 700-800 people are expected to attend the events each day. Promotional City bags with information about local businesses will be handed out at the events. Mr. Merchlewitz shared that this is the third year the Isanti track has been number one in the United States. Mayor Wimmer remarked that it is quite an accomplishment for Rum River BMX and gets the City's name out which is great for everybody.

Motion by Lundeen, second by Bergley to approve Resolution as presented. Motion carried.

City Administrator Don Lorsung

4. **Resolution 2018-065** Approving A Conditional Use Permit Authorizing Antenna Replacements and Upgrades for Sprint Wireless for the Tower Located At 601 E Dual Blvd NE – Isanti Water Tower

Motion by Lorinser, second by Bergley to approve Resolution as presented. Motion carried.

5. **Resolution 2018-066** Authorizing Approval to Enter into an Agreement with Community Pride Bank for Banking Services from April 1, 2018 Through March 31, 2021

Motion by Bergley, second by Collison to approve Resolution as presented. Motion carried.

City Engineer Brad DeWolf

6. **Resolution 2018-067** Authorizing Engineering Services for Clarifier Rehabilitation Work

Assistant City Engineer Jason Cook explained this item was adopted in the Asset Management Plan. This is regular maintenance with the work occurring while the clarifiers are already out-of-service.

Motion by Lundeen, second by Lorinser to approve Resolution as presented. Motion carried.

7. **Resolution 2018-068** Authorizing Engineering Services for Storm Pond Maintenance Work

Motion by Lorinser, second by Collison to approve Resolution as presented. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $168,584.54 and Payroll in the amount of $99,330.47
2. Final Meeting Minutes for the February 7, 2018 Economic Development Authority Meeting
3. **Resolution 2018-069** 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
4. **Resolution 2018-070** Approving Donation Box at Liquor Store for the MMBA Food Drive
5. **Resolution 2018-071** Amending the Holiday Policy as it Relates to the Liquor Store Policies
6. **Resolution 2018-072** Authorizing Staff to Apply to Become a Minnesota Pollution Control Agency Greencorps Host Site
7. **Resolution 2018-073** Updating the Volunteer Policy for Movie Nights at the Isanti Community Center
8. **Resolution 2018-074** Authorizing the Creation of a Special Revenue Fund Entitled Isanti Indoor Arena Revenue Fund for the City of Isanti
9. **Resolution 2018-075** Authorizing Interfund Loan

Motion by Bergley, second by Lundeen to approve Consent Agenda as presented. Motion carried.

M. Other Communications

1. Draft Minutes of the March 6, 2018 Economic Development Authority Meeting
2. February Police Department Report
3. February Code Enforcement Report
4. February Building Inspector Report
5. March Engineering Report

Adjournment

Motion to adjourn by Bergley, second by Lorinser. Motion carried. The meeting was adjourned at 7:16 p.m.

Respectfully Submitted,

Jennifer Anderson

Jeannifer Anderson
Administrative Data Clerk

K.1.

RESOLUTION 2018-xxx
Amending Resolution 2018-016

RESOLUTION AMENDING RESOLUTION 2018-016 DESIGNATING COMMITTEES AND REPRESENTATIVES FOR CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2018

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, IT IS HEREBY 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 2018:

Economic Development Authority	Mayor and City Council
Parks, Recreation & Culture Board	Wimmer
Planning Commission	Mayor and City Council
Rum River BMX Association Board	Collison
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 & Ops Advisory Committee	Wimmer, Lorinser
Finance Committee	Wimmer, Lorinser
Building & Grounds Committee	Collison, Lundeen
Personnel Committee	Wimmer, Lorinser
C-I Bike/Walk Trail	Wimmer
Liquor Committee	Bergley, Collison
Police Committee	Bergley, Collison
Public Works Committee	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 2018:

Jenny Garvey	*(term expiration 12-31-2020)*
Aaron Zdon	*(term expiration 12-31-2019)*
Jeffrey Johnson	*(term expiration 12-31-2018)*
James Witte	*(term expiration 12-31-2018)*
George Wimmer	Council Representative (*term expiration 12-31-2018*
_____	Student Representative *(term expiration 12-31-2018)*

5. That the City Council designates the following individuals to the Planning Commission for year 2018:

Mayor and City Council:	
George Wimmer	*(term expiration 12-31-2018)*
Dan Collison	*(term expiration 12-31-2018)*
Ross Lorinser	*(term expiration 12-31-2018)*
Paul Bergley	*(term expiration 12-31-2018)*
Steve Lundeen	*(term expiration 12-31-2018)*
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 2018:

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

This Resolution is hereby approved by the Isanti City Council this 3rd day of April, 2018.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

K.3.

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: March 26, 2018

Subject: City Code Amendment – Chapter 8, City Council Agenda Order of Business, Citizens Input

---

Attached is a proposed amendment to the City Code Chapter 8-15, Order of Business. Under this amendment, it is proposed that Citizen's Input would be placed on the regular City Council Agenda ahead of the Order of Business. Also, language in that code section regarding Citizens Input has been updated to reflect that only citizens of Isanti are allowed to address the City Council through the forum, that the forum is held at the discretion of the City Council, and the forum itself is not recorded since it is not part of the regular meeting.

The proposed code amendment has been reviewed by the Development and Operations Advisory Committee and City Attorney Clark Joslin.

ORDINANCE NO. ____

AN ORDINANCE TO AMEND THE CODE FOR THE CITY OF ISANTI, CHAPTER 8 CITY COUNCIL, ARTICLE III, ORDER OF BUSINESS

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Chapter 8, Article III, Section 8-15:

Section 8-15. Order of Business, Paragraph A is deleted and replaced as follows:

A. Prior to commencement of business at each regular meeting of the Council, an informal forum titled "Citizens Input" may be held at the designated start time for the regular City Council Meetings.

B. Order established. Each regular meeting of the Council shall convene immediately after any scheduled Citizen Input forum, or if not held at the designated start time. Council business shall be conducted in the following order:

(1) Call to Order
(2) Pledge of Allegiance
(3) Roll Call
(4) Approval of minutes
(5) Announcements
(6) Council Committee reports
(7) Public hearings
(8) Business items
(9) Consent agenda
(10) Other communications
(11) Adjournment

Section 8-15. C. Agenda (2) (e) [1] [2] are deleted and replaced as follows:

[1] The City Council may hold a "citizen's input" at the regular meetings, which are held on the first and third Tuesdays of each month. This informal forum is an opportunity of citizens of the City of Isanti to address the Council on items that are not on the agenda. This forum is not recorded. Council will not act on citizen input items but may provide direction to staff of any follow-up that may be required.

[2] Citizens input is limited to three minutes by an individual wishing to speak on a topic, and may not be used to make personal attacks, or air personality grievances, to make political endorsements, or for political campaign purposes. An extension of the three minute time limit may be granted only by affirmative vote of the Council.

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 April, 2018.

Mayor George A. Wimmer

Attest:

Katie Brooks
City Clerk / Human Resources

Posting Date: 3-23-2018
Reading Date: 4-3-2018
Publication Date:
Effective Date:

K.4.

A Community For Generations.
Isanti

MEMORANDUM

TO: Mayor George A. Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: April 3, 2018

SUBJECT: **REQUEST FROM SAC WIRELESS (ON BEHALF OF AT&T WIRELESS) FOR AN AMENDED CONDITIONAL USE PERMIT AND SITE PLAN APPROVAL**

Background

The City has received an application from SAC Wireless (on behalf of AT&T Wireless) to construct additional telecommunication antennas on the existing tower at 501 W Duel Boulevard NE. In 2002, the City issued a Conditional Use Permit for construction of the existing tower and placement of telecommunication antennas on the approved tower. T-Mobile and Verizon currently utilize the tower for their telecommunication antennas.

AT&T applied for and was granted a Conditional Use Permit Amendment in 2014 – however, they never acted upon the CUP and thus it became expired. AT&T is now reapplying for a Conditional Use Permit to collocate on the structure at 501 W. Dual Blvd.

AT&T is proposing to install antennas at 170' on the existing 185' tower at this location, and is proposing to build a self-contained pre-fabricated equipment shelter at the base of the tower within the existing fenced area.

Staff Comments

Staff believes that this proposal meets all requirements within City code and the Comprehensive Plan. Bolton & Menk has reviewed the request and recommends approval with the condition that a non-interference report is submitted.

Development and Operations Committee Comments

DOAC met on Thursday February 22nd, 2018 and provided the following comments:

1) The petitioner shall meet the conditions of the original approvals as stipulated within the City Council meeting minutes from April 16, 2002.
2) All requirements placed on by the City Engineer are met.
3) All applicable permits are applied for and granted.

Planning Commission Recommendation
The Planning Commission held a public hearing at the regularly scheduled meeting on March 20, 2018. After the public hearing, the Planning Commission has recommended approval with the conditions stipulated in the attached Resolution.

Public Comment
No public comments have been received regarding the proposed amendment to the conditional use permit prior to the release of this staff memo.

Staff Recommendation
Staff recommends **APPROVAL** with the conditions stipulated by DOAC.

Supporting Information

Public Notice
Notice of the Amendment to the Conditional Use Permit was published in the official City newspaper, *Isanti County News*; on Wednesday, March 7th, 2018. Mailed notice was provided to property owners within 350' of the subject property.

Zoning Ordinance Requirements
The "I-1" Industrial Park District is established, in an effort to expand upon employment opportunities within the community. The purpose of the Industrial Park District is to group industrial uses in locations that have adequate and convenient access to major streets, highways and the railroad line. While the City is predominately residential in character, industrial uses are an important part of the City's land use pattern. Regulations encourage the development of industrial uses that are compatible with surrounding and abutting land uses. In order to accomplish this compatibility, development within the district is intended for administrative, wholesaling, manufacturing, warehousing, office, and related uses which can maintain high standards of appearance, through building design, site design, and landscaping / screening, and not require a high level of public services. With proper control, these areas should be compatible with commercial or residential areas. The use proposed for placement of antennas, related equipment and an accessory structure for cellular telecommunications is allowed as a conditional use in the I-1 Industrial Park District.

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 Industrial Land Use category "provides for areas in the community for industrial related businesses including manufacturing, warehousing, automotive, trucking, office and other related industrial uses. This designation is primarily located on the north portion of the community between the railroad and Highway 65. These uses are not as compatible with residential as well as some commercial uses. In locations where the use may be located near residential and/or more sensitive commercial uses, screening and berming should be used to reduce its impact". The placement of antenna, related equipment and an accessory structure on an existing telecommunications tower as a Conditional Use is compatible with the Comprehensive Plan.

Deadline for City Council Action

The City of Isanti received a complete application for this request on February 27, 2018. Pursuant to Minnesota State Statute, the City must act on this request by April 23, 2018 (60-days); unless an extension of the review period has been agreed to by the applicant.

Attachments

- Resolution 2018-XXX
- Findings of Fact and Conclusion
- Letter from Applicant – Project Narrative
- Location and Site Plans
- Excerpt from City Council Minutes – April 16, 2002

RESOLUTION NO. 2018-XXX

A RESOLUTION APPROVING AN AMENDMENT TO A CONDITIONAL USE PERMIT TO ALLOW THE PLACEMENT OF ANTENNAS ON A TELECOMMUNICATIONS TOWER AND AN ACCESSORY STRUCTURE ON THE PROPERTY AT 501 WEST DUAL BOULEVARD NE

WHEREAS, the property at 501 W Dual Blvd NE received Conditional Use Permit Approval for the construction of a telecommunication tower on the property as shown in the City Council Meeting Minutes from April 16, 2002; and,

WHEREAS, an amendment to the Conditional Use Permit was approved by the Isanti City Council on March 18th, 2014 through Resolution 2014-044; and,

WHEREAS, the applicant failed to execute the amended Conditional Use Permit within the time permitted under Section 21, Article 2, Subdivision 7; and,

WHEREAS, the property is legally described as Lot 1, Block 3 Dual Industrial Park (w/exceptions), Isanti County, Minnesota. Subject to any easements, restrictions, or reservations of record, if any; and,

WHEREAS, AT&T ('the applicant') has submitted a complete application to Amend the Conditional Use Permit to allow for placement of antennas, related equipment and an accessory structure at 501 West Dual Boulevard NE; and,

WHEREAS, the property is zoned "I-1" Industrial Park District. In which, the proposed use is considered a conditional use; and,

WHEREAS, Ordinance No. 445 Zoning, Section 21, Article 2, Subdivision 5 states that modifications meeting specific requirements must be reviewed through a public hearing process before the Planning Commission and Final Review by the City Council; and,

WHEREAS, the Planning Commission held a public hearing and reviewed the Amendment to the Conditional Use Permit on Tuesday March 20, 2018.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that the request by AT&T Wireless for placement of antennas, related equipment and an accessory structure at 501 West Duel Boulevard NE is hereby approved with the following conditions:

1) The petitioner shall meet the conditions of the original approvals as stipulated within the City Council meeting minutes from April 16, 2002.
2) All requirements placed on by the City Engineer are met.
3) All applicable permits are applied for and granted.

Adopted by the Isanti City Council on this 3rd day of April, 2018.

ATTEST:

_____
Mayor George A. Wimmer

_____
Katie Brooks
City Clerk/ Human Resources

FINDINGS OF FACT AND CONCLUSION

Request

Request from AT&T for an Amendment to the Conditional Use Permit for 501 West Dual Boulevard NE for placement of Antennas on a Telecommunication Tower and Accessory Structure.

Findings of Fact

1. The applicant, AT&T, had made application for an amendment to an existing conditional use permit to allow for placement of antennas, related equipment and an accessory structure at 501 West Dual Boulevard NE.
2. The City Council granted approval of a conditional use permit on April 16, 2002, for placement of a telecommunications tower on the site with conditions.
3. The City Council granted approval of an amendment to the conditional use permit on March 25, 2014 for placement of a telecommunications tower on the site with conditions.
4. The applicant failed to act on the amended conditional use permit, and thus nullified the approved amended conditional use permit.
5. The property is legally described as Lot 1, Block 3 Dual Industrial Park (w/exceptions), Isanti County, Minnesota. Subject to any easements, restrictions, or reservations of record, if any.
6. The property is zoned "I-1" Industrial Park District. In which, the proposed use is considered a conditional use.
7. Prior to the amendment of a conditional use on any property, the property owner must receive approval and must meet any requirements as stipulated by the zoning ordinance for that particular use.
8. A complete application was received on February 27th, 2018 and a public hearing date before the Planning Commission was scheduled for Tuesday, March 20th, 2018.
9. Notice of the Conditional Use Permit request was published within the Isanti County News on Wednesday, March 7th, 2018. Notices were sent to all property owners located within 350 feet of the subject property.

Conclusions

In review of the standards established for Telecommunication and Antenna Towers in Section 13, Subdivision 17, the following conclusions have been made on applicable areas (*conclusions to each requirement are shown in underlined italics)*:

1. Maximize the use of existing and proposed towers and buildings to accommodate new wireless telecommunication antennas in order to reduce the number of towers needed to serve the community. This includes co-locating of telecommunication carriers.
   The proposal will co-locate Verizon antennas and equipment with the existing antennas and equipment of another carrier, furthering the goal for co-location.
2. The City will allow telecommunication towers and antennas on City Land, areas zoned Industrial, Highway Commercial, and General Commercial with a Conditional Use Permit and Site Plan. Towers in these districts shall be allowed in back and side yards only.
   The proposal meets these requirements.
3. Antennas and towers must blend in with the surrounding environment, including locating antennas on roofs of buildings, on walls of buildings, or on City property
   The proposal meets these requirements.
4. Existing on-site vegetation shall be preserved to the maximum extent possible.
   The proposal minimizes use of ground space to only essential equipment.

Decision

The Planning Commission held a public hearing on the item at the **March 20th, 2018** meeting. The Planning Commission has recommended approval with the conditions stipulated in the Resolution.

Conditions

1) The petitioner shall meet the conditions of the original approvals as stipulated within the City Council meeting minutes from April 16, 2002.
2) All requirements placed on by the City Engineer are met.
3) All applicable permits are applied for and granted.

AT&T Co-location 501 W. Dual Blvd, Isanti, MN

NARRATIVE OVERVIEW

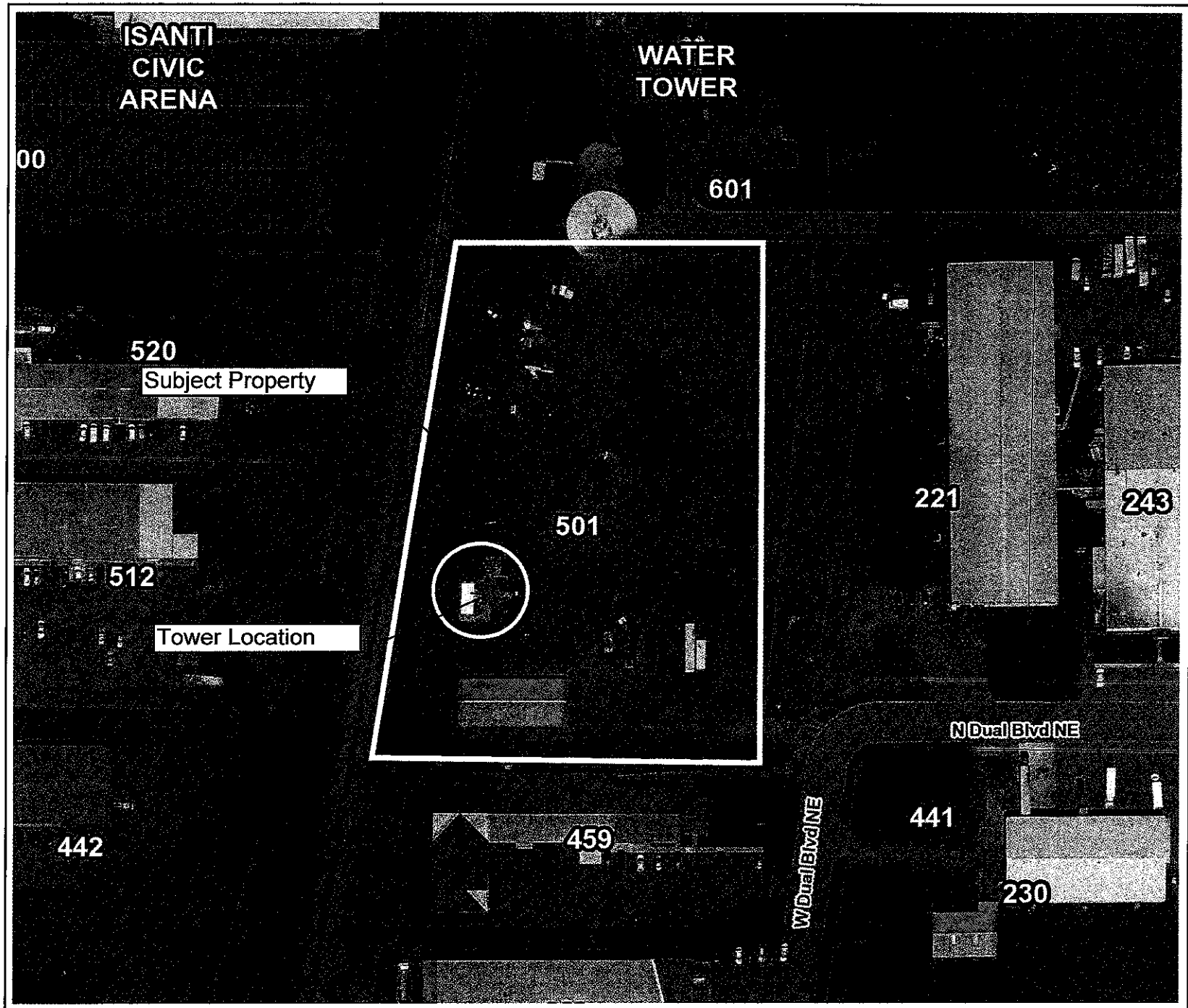
Back in early 2014, AT&T Mobility ("AT&T") applied for the necessary approvals to co-locate on the existing self-support lattice tower at 501 W. Dual Blvd, Isanti (the "Property"). AT&T and its affiliates have acquired licenses from the Federal Communications Commission ("FCC") to provide Wireless Telecommunication services throughout the United States. These licenses include Isanti, Minnesota. Around March of 2014, the City approved AT&T's CUP. However, shortly after the 2014 approval, AT&T deferred the construction and the CUP expired. AT&T Mobility is now re-applying to collocate on this very same structure.

The technical criteria for establishing these sites are very exacting as to both the height and location. Based on a computerized engineering study which takes into account the location of other sites, AT&T's engineers have identified the need for a site in this area. The site at 501 W. Dual is within the geographic area in which a facility must be located in order for it to function as an integral part of the network.

Pursuant to the City of Isanti Zoning Code, AT&T is requesting the necessary approvals install its antennas at 170' on the existing 185' self-supporting lattice tower. The necessary support equipment will be housed in a self-contained pre-fabricated equipment shelter at the base of the tower within the existing fenced compound.

The proposed facility will not be staffed, and, upon completion, will require only infrequent site visits (approximately one time a month). Access will be provided to the existing entry ways to the property at 501 W. Dual. Hence the facility will not have any material impact on either traffic or storm water control. The site is entirely self-monitored and connects directly to a central office where sophisticated computers alert personnel to equipment malfunction or breach of security. Moreover, no nuisances will be generated by the proposed system.

The proposed facility will be designed and constructed to meet applicable governmental and industry safety standards. Specifically, AT&T will comply with all FCC and FAA rules regarding construction requirements and technical standards. Any and all RF emissions are subject to the exclusive jurisdiction of the FCC



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Isanti

Legend

- City Limits
- Parcels (3-10-2017)
- Non Parcel Items
- Protected Waters - Watercou
- Protected Waters - Basin
- Public Water Basin
- Public Water Wetland

Map Name

0 132 Feet

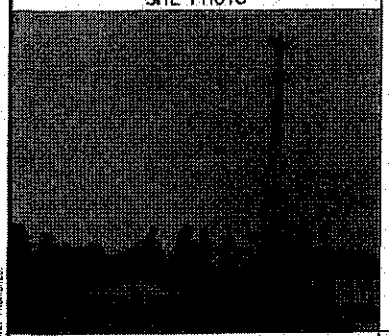
© Bolton & Menk, Inc - Web GIS 2/28/2018 11:54 AM

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.

SITE PHOTO



PROJECT : NSB- RAW LANDS
SITE # : MNL01134
FA # : 12626329
PTN # : 3514A0AGMG / 3514A0B23X
PACE # : MRUMW004688 / MRUMW020574
JURISDICTION : CITY OF ISANTI

SITE NAME : ISANTI
ADDRESS : 501 WEST DUAL BOULEVARD NE
ISANTI, MN 55040

AT&T MOBILITY

PROJECT INFORMATION

SITE NAME:	ISANTI
COUNTY:	ISANTI
ADDRESS:	501 WEST DUAL BOULEVARD NE ISANTI, MN 55040
ZONING DISTRICT:	AGRICULTURAL
SITE NUMBER:	MNL01134
FA NUMBER:	12626329
PTN #:	3514A0AGMG / 3514A0B23X
PACE:	MRUMW004688 / MRUMW020574
USID:	143578
LATITUDE:	45° 28' 44.33" N 45.4956°
LONGITUDE:	93° 14' 41.20" W -93.2448°
GROUND OWNER:	RJ HOLDING COMPANY P.O. BOX 141 ISANTI, MN
LANDLORD CONTACT:	MARK VOLK PHONE: (763) 444-7335
APPLICANT:	AT&T WIRELESS 503 S. MARQUETTE AVE. MINNEAPOLIS, MN 55402

PROJECT CONSULTANTS

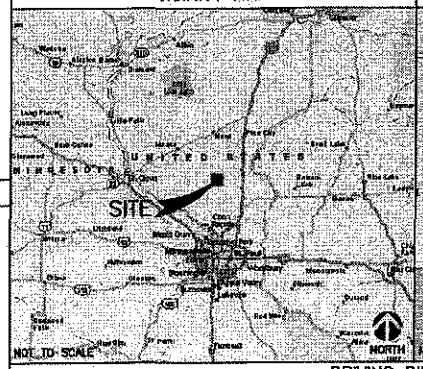
PROJECT MANAGEMENT:	SAC WIRELESS 540 W. MADISON ST. 12TH FLOOR CHICAGO, ILLINOIS 60661 STEVE GUNDERSON PHONE: (952) 856-9292 EMAIL: SG0648@ATT.COM
LAND SURVEYOR:	WESTCHESTER SERVICES LLC 604 FOX GLEN BARRINGTON, IL 60010 PHONE: (847)-277-0070
ARCHITECT:	SAC WIRELESS ENGINEERING GROUP 540 W. MADISON ST. 12TH FLOOR CHICAGO, ILLINOIS 60661 CONTACT: GREG PHASSOS PHONE: (312)-971-7584 EMAIL: GREG.PHASSOS@SACW.COM
AT&T CONSTRUCTION MANAGER:	STEVE GUNDERSON PHONE: (952)-250-7516 EMAIL: SG0648@ATT.COM

SCOPE OF WORK

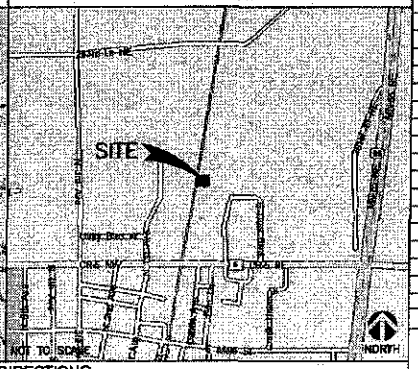
THIS IS NOT AN ALL INCLUSIVE LIST. CONTRACTOR SHALL UTILIZE SPECIFIED EQUIPMENT PART OR ENGINEER APPROVED EQUIVALENT. CONTRACTOR SHALL VERIFY ALL NEEDED EQUIPMENT TO PROVIDE A FUNCTIONAL SITE.
THE PROJECT GENERALLY CONSISTS OF THE FOLLOWING:

INSTALL (3) PROPOSED AT&T PANEL ANTENNAS 1 PER SECTOR (TYP. OF 3 SECTORS). INSTALL (3) PROPOSED AT&T RRUS11 1 PER SECTOR (TYP. OF 3 SECTORS). INSTALL (1) PROPOSED AT&T 7'-2" X 8'-8" VERTIVCO WIC CABINET WITH PLATFORM. INSTALL (1) PROPOSED VERTIVCO STAIR KIT. INSTALL (1) PROPOSED GENERATOR PLATFORM (INSTALL GENERATOR). INSTALL (1) PROPOSED RAYCAP DC6, REPAIR GRAVEL COMPOUND. INSTALL (2) PROPOSED AT&T DC TRUNK LINES. INSTALL (1) PROPOSED AT&T 18 PAIR FIBER TRUNKS. INSTALL PROPOSED AT&T H-FRAME. INSTALL PROPOSED DC/FIBER JUMPERS. INSTALL FIBER HAND HOLE, PER PLANS. VERIFY WITH LOCAL UTILITY COMPANY.

VICINITY MAP



LOCAL MAP



DRIVING DIRECTIONS

DIRECTIONS FROM: 503 MARQUETTE AVE., MINNEAPOLIS, MN

HEAD NORTH ON MARQUETTE AVE. TOWARDS 3RD ST. TURN WEST (LEFT) ON 3RD ST. AND PROCEED TO I-94W / US-52N. TAKE RAMP RIGHT AND FOLLOW SIGNS FOR MN-252. PROCEED TO MN-252 AND FOLLOW SIGN / EXIT TO MN-610 EAST. STAY ON MN-610 EAST AND EXIT RAMP FOR MN-65 NORTH. PROCEED 25 MILES NORTH ON MN-65 AND TURN WEST (LEFT) ONTO CR-5. TURN NORTH (RIGHT) ONTO DUAL BLVD AND SITE WILL BE ON THE WEST SIDE (LEFT)

DRAWING INDEX

T1	TITLE SHEET
SP1	NOTES & SPECIFICATIONS
SP2	NOTES & SPECIFICATIONS
SP3	NOTES & SPECIFICATIONS
SP4	NOTES & SPECIFICATIONS
A1	SITE PLAN
A2	COMPOUND PLAN & LEGEND
A3	TOWER ELEVATION & ANTENNA PLAN
A4	SCHEDULE & CABLE NOTES
A5	ANTENNA, RRH, RRUS, RAYCAP DETAILS
A6	WIC PLAN & ELEVATIONS
A7	WIC CABINET & GENERATOR PLATFORM
A8	SITE DETAILS
E1	UTILITY PLAN
E2	LEGEND AND DETAILS
E3	ELECTRICAL SLD AND PANEL SCHEDULE
E4	SHELTER GROUNDING PLAN & DETAILS
E5	ANTENNA GROUNDING - SLD
E6	GROUNDING DETAILS
E7	GROUNDING DETAILS
RF	RFDS PLUMBING DIAGRAM
SIGNAGE	SIGNAGE REQUIREMENTS

TO OBTAIN LOCATIONS OF PARTICIPANTS UNDERGROUND FACILITIES BEFORE YOU DIG IN MINNESOTA, CALL GOPHER STATE ONE CALL
TOLL FREE: 1-800-252-1166 OR FAX/CA LOCATE: 1-800-236-4887
www.gopherstateonecall.org
Know what's below. Call before you dig.
MINNESOTA STATUTE REQUIRES TWO WORKING DAYS NOTICE BEFORE YOU EXCAVATE

CODE COMPLIANCE

- 2017 MINNESOTA STATE BUILDING CODE.
- 2014 NATIONAL ELECTRICAL CODE
- TIA/EIA-222-G

REFERENCE MATERIALS

- CONTRACTOR TO USE LATEST VERSION OF THE RFDS DATED 08/18/2017 WITH THE CD's PER SCOPE OF WORK.

SPECIAL NOTES

- ALL WORK SHALL BE INSTALLED IN CONFORMANCE WITH CURRENT AT&T CONSTRUCTION INSTALLATION GUIDE.
- EXISTING CONDITIONS WILL BE CHANGED & VERIFIED IN FIELD. IF SIGNIFICANT DEVIATIONS OR DETERIORATION ARE ENCOUNTERED AT THE TIME OF CONSTRUCTION, A REPAIR PERMIT WILL BE OBTAINED & CONTRACTOR SHALL NOTIFY ENGINEER IMMEDIATELY.
- THESE DRAWINGS ARE FULL SIZE & SCALEABLE ON 11"X17" SHEET SIZE.
- STATEMENT THAT COMPLIANCE WITH THE ENERGY CODE IS NOT REQUIRED. --SCOPE OF WORK DOES NOT INVOLVE MODIFICATIONS TO EXTERIOR ENVELOPE OF BUILDING, HVAC SYSTEMS OR ELECTRICAL LIGHTING.

DO NOT SCALE DRAWINGS

CONTRACTOR SHALL VERIFY ALL PLANS & EXISTING DIMENSIONS & CONDITIONS ON THE JOB SITE & SHALL IMMEDIATELY NOTIFY THE ARCHITECT OR ENGINEER IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK OR BE RESPONSIBLE FOR SAME.

THE INFORMATION CONTAINED IN THIS SET OF CONSTRUCTION DOCUMENTS IS PROPRIETARY BY NATURE. ANY USE OR DISCLOSURE OTHER THAN THAT WHICH RELATES TO CARRIER SERVICES IS STRICTLY PROHIBITED.

AT&T MOBILITY 1900 NATIONAL PARKWAY SCHAUMBURG, IL 60173

SAC WIRELESS 540 W. MADISON ST. 12TH FLOOR CHICAGO, IL 60661 WWW.SACW.COM 312.886.4977

SAC WIRELESS 540 W. MADISON ST. 12TH FLOOR CHICAGO, IL 60661 WWW.SACW.COM 312.886.4977

NSB- RAW LANDS
12626329
ISANTI
501 WEST DUAL BOULEVARD NE
ISANTI, MN 55040

REVISIONS

REV.	DATE	DESCRIPTION	INITIALS
1	11/17/17	FOR CONSTRUCTION	SE
0	11/03/17	FOR CONSTRUCTION	GP
B	08/28/17	ISSUED FOR REVIEW	GP
A	07/18/17	ISSUED FOR REVIEW	RP

NOT FOR CONSTRUCTION UNLESS LABELED AS CONSTRUCTION SET

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 ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: NESTOR PRYSYAZH

SIGNATURE:

DATE: 11/17/17 LICENSE: 47725

EXP. 06/29/18

SHEET TITLE: TITLE SHEET

SHEET NUMBER: T1

SAC File: C:\Users\steingrimsson\appdata\local\temp\AcPublish_7304\12626329_M1203.CD's.RDY_(3)118.dwg 11/17/17 13:49

GENERAL NOTES:

1. FOR THE PURPOSE OF CONSTRUCTION DRAWING, THE FOLLOWING DEFINITIONS SHALL APPLY:
   CONTRACTOR / CM – **SAC WIRELESS**
   SUB–CONTRACTOR – **PER TRADE**
   OWNER – **AT&T WIRELESS**
2. SITE WORK (IF APPLICABLE) SHALL BE COMPLETED AS INDICATED ON THE DRAWINGS AND PROJECT SPECIFICATIONS.
3. DRAWINGS PROVIDED HERE ARE NOT TO BE SCALED AND ARE INTENDED TO DEPICT THE DESIGN INTENT OF THE INSTALLATION.
4. ANY MATERIALS FURNISHED AND INSTALLED SHALL BE IN STRICT ACCORDANCE WITH ALL APPLICABLE CODES, REGULATIONS, AND ORDINANCES. SUBCONTRACTOR SHALL ISSUE ALL APPROPRIATE NOTICES AND COMPLY WITH ALL LAWS, ORDINANCES, RULES, REGULATIONS, AND LAWFUL ORDERS OF ANY PUBLIC AUTHORITY REGARDING THE PERFORMANCE OF THE WORK.
5. THE SUBCONTRACTOR SHALL INSTALL ALL EQUIPMENT AND MATERIALS IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS UNLESS SPECIFICALLY STATED OTHERWISE.
6. IF THE SPECIFIED EQUIPMENT CANNOT BE INSTALLED AS SHOWN ON THESE DRAWINGS, THE SUBCONTRACTOR SHALL DOCUMENT & PROPOSE AN ALTERNATIVE INSTALLATION SPACE FOR APPROVAL BY THE CONTRACTOR.
7. CONTRACTOR / SUBCONTRACTOR SHALL RESTORE AND REPAIR ANY DAMAGED AREAS CAUSED BY CONSTRUCTION.
8. SUBCONTRACTOR SHALL VERIFY ALL EXISTING DIMENSIONS AND CONDITIONS PRIOR TO COMMENCING ANY WORK. ALL DIMENSIONS OF EXISTING CONSTRUCTION SHOWN ON THE DRAWINGS MUST BE VERIFIED. SUBCONTRACTOR SHALL NOTIFY THE CONTRACTOR OF ANY DISCREPANCIES PRIOR TO PROCEEDING WITH CONSTRUCTION. CONTRACTOR SHALL VERIFY EXISTING BURIED AND OVERHEAD UTILITIES PRIOR TO EXCAVATION. CONTRACTOR SHALL REPAIR ANY UTILITIES DAMAGED DURING THE COURSE OF CONSTRUCTION AND COORDINATE ANY REPAIRS WITH UTILITY COMPANY.
9. N /A
10. N/A
11. SUBCONTRACTOR SHALL LEGALLY AND PROPERLY DISPOSE OF ALL SCRAP MATERIALS SUCH AS COAXIAL CABLES AND OTHER ITEMS REMOVED FROM THE EXISTING FACILITY.

SITE PREPARATION:

SUB–CONTRACTOR'S SCOPE OF WORK

1. PROTECTION OF EXISTING TREES,VEGETATION AND LANDSCAPING MATERIALS WHICH MIGHT BE DAMAGED BY CONSTRUCTION ACTIVITIES.
2. CLEARING AND GRUBBING OF STUMPS, VEGETATION, DEBRIS, RUBBISH, DESIGNATED TREES, AND SITE IMPROVEMENTS.
3. TOPSOIL STRIPPING AND STOCKPILING.
4. TEMPORARY PROTECTION OF ADJACENT PROPERTY, STRUCTURES, BENCHMARKS, AND MONUMENTS.

SUB–CONTRACTORS QUALITY ASSURANCE

1. SUB–CONTRACTOR SHALL BE COMPLETELY RESPONSIBLE FOR CONTAINMENT OF SEDIMENT AND CONTROL OF EROSION ON SITE. ANY DAMAGE TO ADJACENT OR DOWNSTREAM PROPERTIES WILL BE CORRECTED BY THE SUB–CONTRACTOR AT NO EXPENSE TO THE OWNER.
2. SUB–CONTRACTOR SHALL MAINTAIN ADEQUATE DRAINAGE AT ALL TIMES. DO NOT ALLOW WATER TO STAND OR POND. ANY DAMAGE TO STRUCTURES OR WORK ON SITE CAUSED BY INADEQUATE MAINTENANCE OF DRAINAGE WILL BE THE RESPONSIBILITY OF THE SUB–CONTRACTOR AND COST ASSOCIATED WITH REPAIRS FOR SUCH DAMAGE WILL BE AT THE SUB–CONTRACTORS EXPENSE.

SITE WORK:

EARTHWORK AND DRAINAGE

PART 1 – GENERAL

1. WORK INCLUDED: SEE SITE PLAN.

2 DESCRIPTIONS

ACCESS DRIVE W/ TURNAROUND AREA, LEASE AREA, AND IF APPLICABLE UNDERGROUND UTILITY EASEMENTS ARE TO BE CONSTRUCTED TO PROVIDE A WELL DRAINED, EASILY MAINTAINED, EVEN SURFACE FOR MATERIAL AND EQUIPMENT DELIVERIES AND MAINTENANCE PERSONNEL ACCESS.

3. QUALITY ASSURANCE

A. APPLY SOIL STERILIZER IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS (AS NEEDED).
B. APPLY AND MAINTAIN GRASS SEED AS RECOMMENDED BY THE SEED PRODUCER (IF REQUIRED).
C. PLACE AND MAINTAIN VEGETATION LANDSCAPING, IF INCLUDED WITHIN THE CONTRACT, AS RECOMMENDED BY NURSERY INDUSTRY STANDARDS.

4. SEQUENCING

A. CONFIRM SURVEY STAKES AND SET ELEVATION STAKES PRIOR TO ANY CONSTRUCTION.
B. COMPLETELY GRUB THE ACCESS DRIVE W/ TURNAROUND, UNDERGROUND UTILITY EASEMENTS, (IF APPLICABLE) AND LEASE AREA PRIOR TO FOUNDATION CONSTRUCTION, PLACEMENT OF BACKFILL AND SUB–BASE MATERIAL.
C. CONSTRUCT TEMPORARY CONSTRUCTION AREA ALONG ACCESS DRIVE.
D. BRING THE LEASE AREA AND ACCESS DRIVE W/ TURNAROUND TO BASE COURSE ELEVATION PRIOR TO INSTALLING FOUNDATION.
E. APPLY SOIL STERILIZER PRIOR TO PLACING BASE MATERIALS.
F. GRADE, SEED, FERTILIZE, AND MULCH ALL AREAS DISTURBED BY CONSTRUCTION (INCLUDING UNDERGROUND UTILITY EASEMENTS) IMMEDIATELY AFTER BRINGING LEASE AREA AND ACCESS DRIVE W/ TURNAROUND TO BASE COURSE ELEVATION. WATER TO ENSURE GROWTH.
G. REMOVE GRAVEL FROM TEMPORARY CONSTRUCTION ZONE TO AN AUTHORIZED AREA OR AS DIRECTED BY PROJECT MANAGER.
H. AFTER APPLICATIONS OF FINAL SURFACES, APPLY SOIL STERILIZER TO STONE SURFACES.

5. SUBMITTALS

A. BEFORE CONSTRUCTION, IF LANDSCAPING IS APPLICABLE TO THE CONTRACT, SUBMIT TWO COPIES OF THE LANDSCAPE PLAN UNDER NURSERY LETTERHEAD. IF A LANDSCAPE ALLOWANCE WAS INCLUDED IN THE CONTRACT, PROVIDE AN ITEMIZED LISTING OF PROPOSED COSTS ON NURSERY LETTERHEAD (REFER TO PLANS FOR LANDSCAPING REQUIREMENTS).

B. AFTER CONSTRUCTION
1. MANUFACTURER'S DESCRIPTION OF PRODUCT AND WARRANTY STATEMENT ON SOIL STERILIZER.
2. MANUFACTURER'S DESCRIPTION OF PRODUCT ON GRASS SEED AND FERTILIZER
3. LANDSCAPING WARRANTY STATEMENT.

6. WARRANTY

A. IN ADDITION TO THE WARRANTY ON ALL CONSTRUCTION COVERED IN THE CONTRACT DOCUMENTS, THE CONTRACTOR SHALL REPAIR ALL DAMAGE AND RESTORE AREA AS CLOSE TO ORIGINAL CONDITION AS POSSIBLE AT SITE AND SURROUNDINGS.
B. SOIL STERILIZATION APPLICATION TO GUARANTEE VEGETATION FREE ROAD AND SITE AREAS FOR ONE YEAR FROM DATE OF FINAL INSPECTION.
C. DISTURBED AREAS WILL REFLECT GROWTH OF NEW GRASS COVER PRIOR TO FINAL INSPECTION.
D. LANDSCAPING, IF INCLUDED WITHIN THE SCOPE OF THE CONTRACT, WILL BE GUARANTEED FOR ONE YEAR FROM DATE OF FINAL INSPECTION.

PART 2 – PRODUCTS

1 MATERIALS

A. SOIL STERILIZER SHALL BE EPA–REGISTERED, PRE–EMERGENCE LIQUID:

TOTAL KILL PRODUCT 918 EPA 10292–7
PHASAR CORPORATION P.O. BOX 5123 DEARBORN, MI 48128 (313) 563–8000
AMBUSH HERBICIDE EPA REGISTERED
FRAMAR INDUSTRIAL PRODUCTS 1435 MORRIS AVE. UNION, NJ 07083 (800) 526–4924

B. ROAD AND SITE MATERIALS SHALL CONFORM TO IDOT SPECIFICATIONS FILL MATERIAL, (UNLESS OTHERWISE NOTED) – ACCEPTABLE SELECT FILL SHALL BE IN ACCORDANCE WITH STATE DEPARTMENT OF HIGHWAY AND TRANSPORTATION STANDARD SPECIFICATIONS.

C. SOIL STABILIZER FABRIC SHALL BE MIRAFI – 500X.

PART 3 – EXECUTION

1. INSPECTIONS

LOCAL BUILDING INSPECTORS SHALL BE NOTIFIED NO LESS THAN 48 HOURS IN ADVANCE OF CONCRETE POURS, UNLESS OTHERWISE SPECIFIED BY JURISDICTION.

2. PREPARATION

A. CLEAR TREES, BRUSH AND DEBRIS FROM LEASE AREA, ACCESS DRIVE W/ TURN–AROUND AND UNDER GROUND UTILITY EASEMENTS AS REQUIRED FOR CONSTRUCTION.
B. PRIOR TO OTHER EXCAVATION AND CONSTRUCTION, GRUB ORGANIC MATERIAL TO A MINIMUM OF SIX (6) INCHES BELOW GRADE.
C. UNLESS OTHERWISE INSTRUCTED BY AT&T, TRANSPORT ALL REMOVED TREES, BRUSH AND DEBRIS FROM THE PROPERTY TO AN AUTHORIZED LANDFILL.
D. PRIOR TO PLACEMENT OF FILL OR BASE MATERIALS, ROLL THE SOIL.
E. WHERE UNSTABLE SOIL CONDITIONS ARE ENCOUNTERED, LINE THE AREAS WITH STABILIZER MAT PRIOR TO PLACEMENT OF FILL OR BASE MATERIAL.

3. INSTALLATION

A. GRADE OR FILL THE LEASE AREA AND ACCESS DRIVE W/ TURNAROUND AS REQUIRED IN ORDER THAT UPON DISTRIBUTION OF SPOILS, RESULTING FROM EXCAVATIONS, THE RESULTING GRADE WILL CORRESPOND WITH SAID SUB–BASE COURSE. ELEVATIONS ARE TO BE CALCULATED FROM BENCHMARK, FINISHED GRADES, OR INDICATED SLOPES.
B. CLEAR EXCESS SPOILS, IF ANY, FROM JOB SITE AND DO NOT SPREAD BEYOND THE LIMITS OF PROJECT AREA UNLESS AUTHORIZED BY PROJECT MANAGER AND AGREED TO BY LANDOWNER.
C. BRING THE ACCESS DRIVE W/ TURNAROUND TO BASE COURSE ELEVATION TO FACILITATE CONSTRUCTION AND OBSERVATION DURING CONSTRUCTION OF THE SITE.
D. AVOID CREATING DEPRESSIONS WHERE WATER MAY POND.
E. THE CONTRACT SHALL INCLUDE GRADING, BANKING, AND DITCHING, UNLESS OTHERWISE INDICATED.
F. WHEN IMPROVING AN EXISTING ACCESS DRIVE, GRADE THE EXISTING DRIVE TO REMOVE ANY ORGANIC MATTER AND SMOOTH THE SURFACE BEFORE PLACING FILL OR STONE.
G. PLACE FILL OR STONE IN SIX (6) INCH MAXIMUM LIFTS, AND COMPACT BEFORE PLACING NEXT LIFT.
H. THE TOP SURFACE COURSE, SHALL EXTEND A MINIMUM OF ONE (1) FOOT BEYOND THE SITE FENCE (UNLESS OTHERWISE NOTED) AND SHALL COVER THE AREA AS INDICATED.
I. APPLY RIPRAP TO THE SIDE SLOPES OF ALL FENCED SITE AREAS, PARKING AREAS, AND ALL OTHER SLOPES GREATER THAN 2:1.
J. APPLY RIPRAP TO THE SIDES OF DITCHES OR DRAINAGE SWALES.
K. RIPRAP ENTIRE DITCH FOR SIX (6) FEET IN ALL DIRECTIONS AT CULVERT OPENINGS.
L. APPLY SEED, FERTILIZER, AND STRAW COVER TO ALL OTHER DISTURBED AREAS, DITCHES, AND DRAINAGE SWALES, NOT OTHERWISE RIPRAPPED.
M. UNDER NO CIRCUMSTANCES WILL DITCHES, SWALES, OR CULVERTS BE PLACED SO THAT THEY DIRECT WATER TOWARDS, OR PERMIT STANDING WATER IMMEDIATELY ADJACENT TO SHELTER OR EQUIPMENT. IF DESIGNS OR ELEVATIONS ARE IN CONFLICT WITH THIS, ADVISE CONSTRUCTION MANAGER IMMEDIATELY.
N. IN DITCHES WITH SLOPES GREATER THAN 10%, MELIND DIVERSIONARY HEADWALLS IN THE DITCH AT CULVERT ENTRANCES. POSITION THE HEADWALL AT AN ANGLE NO GREATER THAT 60 DEGREES OFF THE DITCH LINE. RIPRAP THE UPSTREAM SIDE OF THE HEADWALL AS WELL AS THE DITCH FOR SIX (6) FEET ABOVE THE CULVERT ENTRANCE.
O. APPLY SEED AND FERTILIZER TO SURFACE CONDITIONS WHICH WILL ENCOURAGE ROOTING. RAKE AREAS TO BE SEEDED TO EVEN THE SURFACE AND LOOSEN THE SOIL.
P. SOW SEED IN TWO DIRECTIONS IN TWICE THE QUANTITY RECOMMENDED BY THE SEED PRODUCER.

THE INFORMATION CONTAINED IN THIS SET OF CONSTRUCTION DOCUMENTS IS PROPRIETARY BY NATURE. ANY USE OR DISCLOSURE OTHER THAN THAT WHICH RELATES TO CARRIER SERVICES IS STRICTLY PROHIBITED.

AT&T

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SAC WIRELESS

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REVISIONS			
REV.	DATE	DESCRIPTION	INITIALS
1	11/17/17	FOR CONSTRUCTION	ST
0	11/03/17	FOR CONSTRUCTION	GP
B	09/28/17	ISSUED FOR REVIEW	GP
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NOT FOR CONSTRUCTION UNLESS LABELED AS CONSTRUCTION SET

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 ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.
PRINT NAME: JUSTIN POLOVEIN
SIGNATURE:
DATE: 11/17/17 LICENSE #: 47795
EXP. 06/30/18

SHEET TITLE
NOTES & SPECIFICATIONS

SHEET NUMBER
SP1

3. ENSURE GROWTH OF SEEDED AND LANDSCAPED AREAS, BY WATERING, UP TO THE POINT OF RELEASE FROM THE CONTRACT. CONTINUE TO REWORK THE BARE AREAS UNTIL COMPLETE COVERAGE IS OBTAINED.

4. FIELD QUALITY CONTROL

COMPACT SOILS TO MAXIMUM DENSITY IN ACCORDANCE WITH ASTM D-1557. AREAS OF SETTLEMENT WILL BE EXCAVATED AND REFILLED AT CONTRACTOR'S EXPENSE. INDICATE PERCENTAGE OF COMPACTION ACHIEVED ON AS-BUILT DRAWINGS.

5. PROTECTION

A. PROTECT SEEDED AREAS FROM EROSION BY SPREADING STRAW TO A UNIFORM LOOSE DEPTH OF 1-2 INCHES. STAKE AND TIE DOWN AS REQUIRED. USE OF EROSION CONTROL MESH OR MULCH NET WILL BE AN ACCEPTABLE ALTERNATE.
B. ALL TREES PLACED IN CONJUNCTION WITH A LANDSCAPE CONTRACT WILL BE WRAPPED, TIED WITH HOSE PROTECTED WIRE, AND SECURED TO 2" X 2" X 4'-0" WOODEN STAKES EXTENDING TWO-FEET INTO THE GROUND ON FOUR SIDES OF THE TREE.
C. PROTECT ALL EXPOSED AREAS AGAINST WASHOUTS AND SOIL EROSION. PLACE STRAW BALES AT THE INLET APPROACH TO ALL NEW OR EXISTING CULVERTS. WHERE THE SITE OR ROAD AREAS HAVE BEEN ELEVATED IMMEDIATELY ADJACENT TO THE RAIL LINE, STAKE EROSION CONTROL FABRIC FULL LENGTH IN THE SWALE TO PREVENT CONTAMINATION OF THE RAIL BALLAST. ALL EROSION CONTROL METHODS SHALL CONFORM TO APPLICABLE BUILDING CODE REQUIREMENTS.

TRENCHING:

MATERIALS SUB-CONTRACTOR SHALL:

1. FILL MATERIAL SHALL BE OBTAINED TO THE MAXIMUM EXTENT POSSIBLE FROM EXCAVATIONS ON SITE. THE STRUCTURAL FILL SHOULD BE SAND AND SHALL BE APPROVED BY THE CONSTRUCTION MANAGER AND SHALL CONFORM TO LOCAL GOVERNING JURISDICTION AND UTILITY COMPANY REQUIREMENTS. THE FILL MATERIAL SHALL CONTAIN NO ORGANIC MATERIAL, ROCKS, OR OBJECTIONABLE MATERIALS AND/OR MATERIALS DESIGNATED AS HAZARDOUS OR INDUSTRIAL BY THE EPA. THE FILL MATERIAL SHALL CONTAIN FINES SUFFICIENT TO FILL ALL VOIDS IN THE MATERIAL. BACKFILL OR BORROW SOIL SHALL BE PLACED IN 6" LOOSE LIFTS.

PIPE DETECTION AND IDENTIFICATION SUB-CONTRACTOR SHALL:

1. UTILIZE WARNING TAPE. ALL UTILITY SERVICE TRENCHES SHALL BE MARKED WITH WARNING TAPE.

TRENCH EXCAVATION SUB-CONTRACTOR SHALL:

1. DIG TRENCH TO LINES AND GRADES SHOWN ON THE PLANS OR AS DIRECTED BY THE CONSTRUCTION MANAGER.
2. TRENCH LENGTH SHALL BE SUFFICIENT TO ALLOW FOR SATISFACTORY CONSTRUCTION AND INSPECTION OF THE PROJECT WITHOUT ENDANGERING OTHER CONSTRUCTION WORK OR ADJACENT FACILITIES.
3. DISPOSAL OF EXCESS AND UNSUITABLE EXCAVATION MATERIAL PROPERLY AS DIRECTED BY THE CONSTRUCTION MANAGER.
4. USE HAND TRENCHING METHODS FOR EXCAVATION THAT CANNOT BE ACCOMPLISHED WITHOUT ENDANGERING EXISTING OR NEW STRUCTURES AND OTHER FACILITIES.

TRENCH PROTECTION SUB-CONTRACTOR SHALL:

1. PROVIDE MATERIALS, LABOR, AND EQUIPMENT NECESSARY TO PROTECT TRENCHES AT ALL TIMES.
2. SHEETING AND BRACING TO MEET OR EXCEED OSHA REQUIREMENTS

BACKFILLING SUB-CONTRACTOR SHALL:

1. NOTIFY THE CONSTRUCTION MANAGER AT LEAST 24 HOURS IN ADVANCE OF BACKFILLING.
2. BACKFILL TRENCH WITH LIFTS UP TO 6" LOOSE MEASURE.
3. PROTECT CONDUIT FROM LATERAL MOVEMENT AND DAMAGE FROM IMPACT OR UNBALANCED LOADING TO AVOID DISPLACEMENT OF CONDUIT AND/OR STRUCTURES. DO NOT FREE FALL BACKFILL INTO TRENCH UNTIL AT LEAST 6' OF COVER IS OVER CONDUIT.

COMPACTION SUB-CONTRACTOR SHALL:

1. COMPACT BACKFILL TO 95% MAXIMUM DRY DENSITY AS DETERMINED BY ASTM D-1557 WITH PLUS OR MINUS 2% OF OPTIMUM MOISTURE CONTENT
2. IF REQUIRED COMPACTION DENSITY HAS NOT BEEN OBTAINED REMOVE THE BACKFILL FROM THE TRENCH OR STRUCTURE, REPLACE WITH APPROVED BACKFILL AND RE-COMPACT AS SPECIFIED.
3. ANY SUBSEQUENT SETTLEMENT OF TRENCH OR STRUCTURE BACKFILL DURING THE MAINTENANCE PERIOD SHALL BE CONSIDERED THE RESULT OF IMPROPER COMPACTION AND SHALL PROMPTLY CORRECTED.

FENCING AND GATE(S)

PART 1 – GENERAL

1. WORK INCLUDED SEE PLAN FOR SITE AND LOCATION OF FENCE AND GATE(S).
2. QUALITY ASSURANCE ALL STEEL MATERIALS UTILIZED IN CONJUNCTION WITH THIS SPECIFICATION WILL BE GALVANIZED OR STAINLESS STEEL. WEIGHT OF ZINC COATING ON THE FABRIC SHALL NOT BE LESS THAN 12 OUNCES PER SQUARE FOOT OF MATERIAL COVERED. POSTS SHALL BE HOT-DIPPED IN GRADE 'B' ZINC, 18 OUNCES PER SQUARE FOOT.
3. SEQUENCING IF THE SITE AREA HAS BEEN BROUGHT UP TO SURFACE COURSE ELEVATION (PRIOR TO THE FENCE CONSTRUCTION), FENCE POST EXCAVATION SPOILS MUST BE CONTROLLED TO PRECLUDE CONTAMINATION OF SAID SURFACE COURSE.
4.SUBMITTALS
A. MANUFACTURER'S DESCRIPTIVE LITERATURE.
B. CERTIFICATE OR STATEMENT OF COMPLIANCE WITH THE SPECIFICATIONS.

PART 2 – PRODUCTS

1. FENCE MATERIAL
A. ALL FABRIC WIRE, RAILS, HARDWARE, AND OTHER STEEL MATERIALS SHALL BE HOT-DIPPED GALVANIZED.
B. FABRIC SHALL BE SIX-FOOT HIGH TWO-INCH CHAIN LINK MESH OF NO. 9 GAUGE (0.148") WIRE. THE FABRIC SHALL HAVE A KNUCKLED FINISH FOR THE TOP SELVAGES. FABRIC SHALL CONFORM TO THE SPECIFICATIONS OF ASTM A-392 CLASS 1.
C. BARBED WIRE SHALL BE DOUBLE-STRAND, 12-1/2 GAUGE TWISTED WIRE, WITH 14-GAUGE, 4-POINT ROUND BARBS SPACED ON FIVE-INCH CENTERS.
D. ALL POSTS SHALL BE SCHEDULE - 40 MECHANICAL SERVICE PIPE AND SHALL BE TYPE 1 ASTM A-120 AND OF THE FOLLOWING DIAMETER POST 2" SCHEDULE 40 (2 3/8" O.D.) CORNER 3" SCHEDULE 40 (3 1/2" O.D.) GATE 3" SCHEDULE 40 (3 1/2" O.D.)
E. GATE POSTS SHALL BE EXTENDED 12 INCHES, INCLUDING DOME CAP, TO PROVIDE FOR ATTACHMENT OF BARBED WIRE.
F. ALL TOP AND BRACE RAILS SHALL BE 1¼" DIAMETER SCHEDULE - 40 MECHANICAL-SERVICE PIPE.
G GATE FRAMES AND BRACES SHALL BE 1.90 INCH DIAMETER SCHEDULE 40 MECHANICAL-SERVICE PIPE. FRAMES SHALL HAVE WELDED CORNERS.
H. GATE FRAMES SHALL HAVE A FULL-HEIGHT VERTICAL BRACE, AND A FULL-WIDTH HORIZONTAL BRACE, SECURED IN PLACE BY USE OF GATE BRACE CLAMPS.
I. GATE HINGES SHALL BE MERCHANTS METAL MODEL 64366 HINGE ADAPTER WITH MODEL 9409, 198-DEGREE ATTACHMENT.
J. THE GUIDE (LATCH ASSEMBLY) SHALL BE HEAVY INDUSTRIAL DOUBLE GATE LATCH. SEE DETAIL.
K. LATCHES AND STOPS SHALL BE PROVIDED FOR ALL GATES.
L. PLUNGER ROD COMPLETE WITH RECEPTOR TO BE PROVIDED AT THE INACTIVE LEAF OF ALL DOUBLE GATE INSTALLATIONS.
M. ALL STOPS SHALL HAVE KEEPERS CAPABLE OF HOLDING THE GATE LEAF IN THE OPEN POSITION.
N. A NO. 7 GAUGE ZINC COATED TENSION WIRE SHALL BE USED AT THE BOTTOM OF THE FABRIC, TERMINATED WITH BAND CLIPS AT CORNER AND GATE POSTS. AT/OF EACH LINE/CORNER POST.
O. A SIX-INCH BY 1/2-INCH DIAMETER EYEBOLT TO HOLD TENSION WIRE SHALL BE PLACED AT LINE POSTS.
P. STRETCHER BARS SHALL BE 3/16-INCH BY 3/4-INCH OR HAVE EQUIVALENT CROSS-SECTIONAL AREA.
Q. ALL CORNER GATE AND PANELS SHALL HAVE A 3/8-INCH TRUSS ROD WITH TURNBUCKLES.
R. ALL POSTS EXCEPT GATE POSTS SHALL HAVE A COMBINATION CAP AND BARBED WIRE SUPPORTING ARM. GATE POSTS SHALL HAVE A DOME CAP.
S. OTHER HARDWARE INCLUDES BUT MAY NOT BE LIMITED TO TIE CLIPS, BAND CLIPS AND TENSION BAND CLIPS.
T. BARBED WIRE GATE GUARDS SHALL BE FITTED WITH DOME CAPS.
U. BARBED WIRE SUPPORT ARMS SHALL BE PRESSED STEEL COMPLETE WITH SET BOLT AND LOCK WIRE IN THE ARM.
V. ALL CAPS SHALL BE MALLEABLE IRON, DOME OR ACORN SHAPED AS REQUIRED BY PIPE SIZE.
W. WHERE THE USE OF CONCERTINA HAS BEEN SPECIFIED, 24-INCH DIAMETERS COIL BARBED TAPE, STAINLESS STEEL, CYCLONE FENCE MODEL GBP TO TYPE III SHALL BE FURNISHED. IF SHALL BE SUPPORTED ABOVE THE TOP RAIL BY USE OF SIX(6) WIRE BARBED WIRE ARMS POSITIONED AT/OF EACH LINE/CORNER POST.

PART 3 – EXECUTION

1. INSPECTION

TO CONFIRM PROPER DEPTH AND DIAMETER OF POST HOLE EXCAVATIONS. ALL POST HOLES WILL BE EXCAVATED AS PER CONSTRUCTION DOCUMENTS.

2. INSTALLATION

A. FOUNDATIONS SHALL HAVE A MINIMUM SIX (6) INCH CONCRETE COVER UNDER POST.
B. ALL FENCE POSTS SHALL BE VERTICALLY PLUMB ; ONE QUARTER (1/4) INCH
C. AT CORNER POSTS, GATE POSTS, AND SIDES OF GATE FRAME, FABRIC SHALL BE ATTACHED WITH STRETCHER AND TENSION BAND-CLIPS AT FIFTEEN(15) INCH INTERVALS.
D. AT LINE POSTS, FABRIC SHALL BE ATTACHED WITH BAND-CLIPS AT FIFTEEN (15) INCH INTERVALS.
E. FABRIC SHALL BE ATTACHED TO BRACE RAILS, TENSION WIRE AND TRUSS RODS WITH TIE-CLIPS AT TWO (2) FOOT INTERVALS.
F A MAXIMUM GAP OF ONE INCH WILL BE PERMITTED BETWEEN THE CHAIN LINK FABRIC AND THE FINAL GRADE.
G. GATE SHALL BE INSTALLED SO LOCKS ARE ACCESSIBLE FROM BOTH SIDES.
H. GATE HINGE BOLTS SHALL HAVE THEIR THREADS PEENED OR WELDED TO PREVENT UNAUTHORIZED REMOVAL.
I. CONCRETE TO BE A MINIMUM OF 3,000 PSI.

3. PROTECTION

UPON COMPLETION OF ERECTION, INSPECT FENCE MATERIAL AND PAINT FIELD CUTS OR GALVANIZING BREAKS WITH ZINC-BASED PAINT, COLOR TO MATCH THE GALVANIZED METAL.

APPLICABLE STANDARDS

ASTM-A120	SPECIFICATION FOR PIPE, STEEL BLACK AND HOT-DIPPED ZINC COATED (GALVANIZED) WELDED AND SEAMLESS, FOR ORDINARY USES.
ASTM-A123	ZINC (HOT-DIP GALVANIZED) COATING ON IRON AND STEEL PRODUCTS.
ASTM-A153	STANDARD SPECIFICATION FOR ZINC COATING (HOT-DIP) ON IRON AND STEEL HARDWARE.
ASTM-A392	SPECIFICATION FOR ZINC-COATED STEEL CHAIN LINK FENCE
FABRIC, ASTM-A491	SPECIFICATION FOR ALUMINUM-COATED STEEL CHAIN LINK FENCE
FABRIC ASTM-A525	STANDARD SPECIFICATION FOR STEEL SHEET ZINC COATED (GALVANIZED) BY THE HOT-DIPPED PROCESS.
ASTM-A570	SPECIFICATION FOR HOT-ROLLED CARBON STEEL SHEET AND STRIP, STRUCTURAL QUALITY.
ASTM-A536	SPECIFICATION FOR ALUMINUM COATED STEEL BARBED WIRE.

FEDERAL SPECIFICATION RR-F-191- FENCING, WIRE AND POST METAL (AND GATES, CHAIN LINK FENCE FABRIC, AND ACCESSORIES)

METALS

PART 1 – GENERAL

SECTION INCLUDES:

1. STRUCTURAL STEEL FRAMING MEMBERS, BASE PLATES, PLATES, BARS, THREADED STRUCTURAL FASTENERS, ANTENNA SUPPORT ASSEMBLIES, GRATING, STEEL PLATFORMS AND PEDESTAL SUPPORTS. AND GROUTING UNDER BASE PLATES.

QUALITY ASSURANCE

1. FABRICATE STRUCTURAL STEEL MEMBERS IN ACCORDANCE WITH AISC SPECIFICATIONS FOR THE DESIGN, FABRICATION AND ERECTION OF STRUCTURAL STEEL FOR BUILDINGS.
2. PERFORM DESIGN UNDER DIRECT SUPERVISION OF A PROFESSIONAL STRUCTURAL ENGINEER LICENSED IN THE STATE.

PART 2 – PRODUCTS

1. MATERIALS:

A. STRUCTURAL STEEL MEMBERS:	ASTM A572, GRADE 50
B. STRUCTURAL TUBING:	ASTM A500, GRADE B
C. PIPE:	ASTM A53, TYPE E OR S, GRADE B
D. BOLTS, NUTS, AND WASHERS:	ASTM A325
E. ANCHOR BOLTS:	ASTM A307
F. WELDING MATERIALS:	AWS D1.1, TYPE REQUIRED FOR MATERIALS BEING WELDED

THE INFORMATION CONTAINED IN THIS SET OF CONSTRUCTION DRAWINGS IS PROPRIETARY BY NATURE. ANY USE OR DISCLOSURE OTHER THAN THAT WHICH RELATES TO CARRIER STANDARDS IS STRICTLY PROHIBITED.

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REVISIONS			
REV.	DATE	DESCRIPTION	INITIALS
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0	11/06/17	FOR CONSTRUCTION	GP
B	09/28/17	ISSUED FOR REVIEW	GP
A	07/18/17	ISSUED FOR REVIEW	RP

NOT FOR CONSTRUCTION UNLESS LABELED AS CONSTRUCTION SET

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 ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: NESTOR POPOVYCH

SIGNATURE:

DATE: 11/17/17

LICENSE #: 47705

EXP: 06/30/18

SHEET TITLE
NOTES & SPECIFICATIONS

SHEET NUMBER
SP2

METALS CONTINUED

G. GROUT: NON-SHRINK TYPE, PREMIXED COMPOUND CONSISTING OF NONMETALLIC AGGREGATE, CEMENT, WATER REDUCING AND PLASTICIZER ADDITIVES, CAPABLE OF DEVELOPING A MINIMUM COMPRESSIVE STRENGTH OF 7000 psi AT 28 DAYS.

H. SHOP AND TOUCH-UP PRIMER: SSPC 15, TYPE 1, RED OXIDE

I. TOUCH-UP PRIMER FOR GALV. SURFACES: ZINC RICH TYPE

2. FABRICATION: CONTINUOUSLY SEAL JOINTED MEMBERS BY CONTINUOUS WELDS. GRIND EXPOSED WELDS SMOOTH.

3. FINISH:

A. PREPARE STRUCTURAL COMPONENT SURFACES IN ACCORDANCE WITH SSPC SP-1 TO SP-10 PROCEDURES.
B. STRUCTURAL STEEL MEMBERS SHALL BE HOT DIPPED GALVANIZED.

PART 3 - EXECUTION

EXAMINATION AND PREPARATION:

1. VERIFY THAT THE FIELD CONDITIONS ARE ACCEPTABLE TO PERFORM THE WORK.

ERECTION:

1. ALLOW FOR ERECTION LOADS. PROVIDE TEMPORARY BRACING TO MAINTAIN FRAMING IN ALIGNMENT UNTIL COMPLETION OF ERECTION AND INSTALLATION OF PERMANENT BRIDGING AND BRACING
2. NO UNAUTHORIZED WELDING SHALL BE PERFORMED ON CROWN CASTLE USA, INC TOWERS. ALL OTHER WELDING SHALL BE IN ACCORDANCE WITH AMERICAN WELDING SOCIETY AWS D1.1 STRUCTURAL STEEL WELDING CODE-STEEL WELD ELECTRODES SHALL BE E70XX.
3. DO NOT FIELD CUT OR ALTER STRUCTURAL MEMBERS WITHOUT APPROVAL OF THE ARCHITECT/ENGINEER.
4. AFTER ERECTION, TOUCH-UP WELDS, ABRASIONS, AND SURFACES NOT SHOP PRIMED OR GALVANIZED WITH ZINC RICH PAINT (ALL EXISTING AND NEW AREAS).

FIELD QUALITY CONTROL:

1. FIELD INSPECTION OF MEMBERS, CONNECTIONS, WELDS AND BOLT / NUT TORQUE

CONCRETE:

PART 1 - GENERAL

1. WORK INCLUDES FORMWORK, REINFORCEMENT, ACCESSORIES, CAST-IN-PLACE CONCRETE, FINISHING, AND CURING.

2. INSPECTIONS

A. CONTRACTOR IS RESPONSIBLE FOR SCHEDULING BUILDING DEPARTMENT INSPECTIONS REQUIRED FOR THE SCOPE OF WORK BEING PERFORMED.

B. ALL REINFORCING STEEL SHALL BE INSPECTED AND APPROVED BY THE AT&TWIRELESS CONSTRUCTION MANAGER PRIOR TO PLACEMENT OF CONCRETE.

C. THE AT&TWIRELESS CONSTRUCTION MANAGER SHALL BE NOTIFIED NO LESS THAN 48 HOURS IN ADVANCE OF CONCRETE POURS.

3. QUALITY ASSURANCE

A. CONSTRUCT AND ERECT CONCRETE FORM WORK IN ACCORDANCE WITH ACI 301 AND ACI 318.

B. PERFORM CONCRETE REINFORCING WORK IN ACCORDANCE WITH ACI 301, ACI 318, AND ASTM A184.

C. PERFORM CAST-IN-PLACE CONCRETE WORK IN ACCORDANCE WITH ACI 301, ACI 318, AND ACI 117-90.

4. SUBMITTALS

SUBMIT CONCRETE MIX DESIGN AND REINFORCING STEEL SHOP DRAWINGS FOR APPROVAL BY AT&TWIRELESS CONSTRUCTION MANAGER/ENGINEER. THE SHOP DRAWINGS SHALL BE SUBMITTED IN SIX FORM OF TWO (2) CONCRETE MIX DESIGN INFORMATION SHEETS AND TWO (2) BLUELINE DRAWINGS FOR REINFORCING STEEL.

PART 2 - PRODUCTS

1. REINFORCEMENT MATERIALS

A. REINFORCEMENT STEEL, ASTM A615, 60KSI YIELD GRADE, REINFORCING STEEL RODS, PLAIN FINISH.

B. WELDED STEEL WIRE FABRIC ASTM A185 PLAIN TYPE, IN FLAT SHEETS, PLAIN FINISH.

C. CHAIRS, BOLSTERS, BAR SUPPORTS, SPACERS, SIZED AND SHAPED FOR SUPPORTS OF REINFORCING.

D. FABRICATE CONCRETE REINFORCING IN ACCORDANCE WITH ACI 315, AND ACI 318, AND ASTM A184.

2. CONCRETE MATERIALS

A. CEMENT: ASTM C150, PORTLAND TYPE.

B. FINE AND COURSE AGGREGATES: ASTM C33 - MAXIMUM SIZE OF CONCRETE AGGREGATE SHALL NOT EXCEED ONE (1) INCH SIZE SUITABLE FOR INSTALLATION METHOD UTILIZED FOR ONE-THIRD CLEAR DISTANCE BEHIND OR BETWEEN REINFORCING.

C. WATER: CLEAN AND NOT DETRIMENTAL TO CONCRETE.

D. AIR ENTRAINING ADMIXTURE: ASTM C260.

E. BONDING AGENT: LATEX EMULSION FOR BONDING NEW TO OLD CONCRETE AS MANUFACTURED BY DAYTON SUPERIOR.

F. NON-SHRINK GROUT: PREMIXED COMPOUND CONSISTING OF NONMETALLIC AGGREGATE, CEMENT, WATER REDUCING AND PLASTICISING AGENTS.

3. CONCRETE MIX

A. CONCRETE MATERIALS SHALL CONFORM TO THE APPROPRIATE A.C.I. REQUIREMENTS FOR EXPOSED STRUCTURAL CONCRETE.

B. MIX AND DELIVER CONCRETE IN ACCORDANCE WITH ASTM C94, ALT. 3.

C. PROPORTIONS OF CONCRETE MATERIALS SHALL BE SUITABLE FOR THE INSTALLATION METHOD UTILIZED AND SHALL RESULT IN DURABLE CONCRETE FOR LOCAL ANTICIPATED AGGRESSIVE ACTIONS. THE DURABILITY REQUIREMENTS OF ACI 318 CHAPTER 4 SHALL BE SATISFIED BASED ON THE CONDITIONS EXPECTED AT THE SITE. PROVIDE CONCRETE AS FOLLOWS:
   1. COMPRESSIVE STRENGTH 4000 PSI AT 28 DAYS.
   2. SLUMP : 5 INCHES.

EXECUTION:

1. INSERTS, EMBEDDED COMPONENTS AND OPENINGS

A. THE CONTRACTOR SHALL COORDINATE AND CROSS CHECK ARCHITECTURAL, BUILDING AND ELECTRICAL DRAWINGS FOR OPENINGS, SLEEVES, ANCHORS, HANGERS, AND OTHER ITEMS RELATED TO CONCRETE WORK AND SHALL ASSUME FULL RESPONSIBILITY FOR THE PROPER LOCATION BEFORE PLACING CONCRETE.

B. PROVIDE FORMED OPENINGS WHERE REQUIRED FOR WORK TO BE EMBEDDED IN AND PASSING THROUGH CONCRETE MEMBERS.

C. COORDINATE WORK OF OTHER SECTIONS IN FORMING AND SETTING OPENINGS, SLOTS, RECESSES, CHASES, SLEEVES, BOLTS, ANCHORS, AND OTHER INSERTS

D. INSTALL CONCRETE ACCESSORIES STRAIGHT, LEVEL AND PLUMB.

2. REINFORCEMENT PLACEMENT

A. PLACE REINFORCEMENT, SUPPORTED AND SECURED AGAINST DISPLACEMENT.

B. ENSURE REINFORCING IS CLEAN, FREE OF LOOSE SCALE, DIRT, OR OTHER FOREIGN COATINGS.

C. WELDING IS PROHIBITED ON REINFORCING STEEL AND EMBEDMENTS

D. MINIMUM CONCRETE COVER FOR REINFORCING SHALL BE 3 INCHES UNLESS NOTED OTHERWISE

E. CONCRETE COVER FROM TOP OF FOUNDATION TO ENDS OF VERTICAL REINFORCEMENT SHALL NOT EXCEED 3 INCHES OR BE LESS THAN 2 INCHES.

3. PLACING CONCRETE

A. VIBRATE ALL CONCRETE.

B. ALL CONCRETE WORK SHALL ADHERE TO THE LATEST A.C.I. STANDARDS FOR WINTER POURING AND CURING PROCEDURES IF SEASONAL CONDITIONS APPLY.

4. CURING

A. AFTER PLACEMENT, PROTECT CONCRETE FROM PREMATURE DRYING.

B. MAINTAIN CONCRETE WITH MINIMAL MOISTURE LOSS AT RELATIVELY CONSISTENT TEMPERATURE FOR A PERIOD NECESSARY FOR HYDRATION OF CEMENT AND HARDENING OF CONCRETE.

5. PROVIDE HAND RUBBED SMOOTH FINISH TO ALL EXPOSED VERTICAL FORMED CONCRETE SURFACES.

6. FIELD QUALITY CONTROL

A. SUBMIT THREE (3) CONCRETE TEST CYLINDERS - TAKEN EVERY 15 CUBIC YARDS OR LESS. SUBMIT CONCRETE TESTS TO THE PROJECT MANAGER IN ACCORDANCE TO ASTM C-31 AND C-39.

B. SUBMIT ONE (1) ADDITIONAL TEST CYLINDER - TAKEN DURING COLD WEATHER POURS, AND CURED ON JOB SITE UNDER THE SAME CONDITIONS AS THE CONCRETE IT REPRESENTS

C. SUBMIT ONE (1) SLUMP TEST - TAKEN FOR EACH SET OF TEST CYLINDERS TAKEN.

7. DEFECTIVE CONCRETE

MODIFY OR REPLACE CONCRETE NOT CONFORMING TO REQUIRED SPECIFICATIONS, DETAILS OR ELEVATIONS AS DIRECTED BY THE AT&TWIRELESS CONSTRUCTION MANAGER.

GENERAL ELECTRICAL NOTES:

1. ALL ELECTRICAL MATERIALS, EQUIPMENT AND INSTALLATION PROCEDURES TO CONFORM WITH AT&TWIRELESS SPECIFICATIONS.
2. CONTRACTOR SHALL PERFORM ALL VERIFICATION TESTS AND EXAMINATION WORK PRIOR TO THE ORDERING OF THE ELECTRICAL EQUIPMENT AND THE ACTUAL CONSTRUCTION. CONTRACTOR SHALL ISSUE A WRITTEN NOTICE OF ALL FINDINGS TO THE ENGINEER LISTING ALL MALFUNCTIONS, FAULTY EQUIPMENT AND DISCREPANCIES.
3. ALL MATERIALS SHALL BE MANUFACTURED IN ACCORDANCE WITH APPLICABLE STANDARDS ESTABLISHED BY ANSI, NEMA, NFPA, AND "UL" LISTED.
4. THE ENTIRE ELECTRICAL INSTALLATION SHALL BE GROUNDED AS REQUIRED PER THE NEC, AND ALL APPLICABLE LOCAL CODES
5. ALL CIRCUIT BREAKERS, FUSES AND ELECTRICAL EQUIPMENT SHALL HAVE A MINIMUM INTERRUPTING RATING OF 42,000 AIC.
6. FOR COMPLETE INTERNAL WIRING AND ARRANGEMENT REFER TO VENDOR PRINTS PROVIDED BY AT&TWIRELESS FOR BTS CABINET.
7. PATCH, REPAIR, AND PAINT ANY AREA THAT HAS BEEN DAMAGED IN THE COURSE OF THE ELECTRICAL WORK.
8. PROVIDE AT&TWIRELESS WITH ONE SET OF COMPLETE ELECTRICAL "AS-BUILT" DRAWINGS AT THE COMPLETION OF THE JOB SHOWING ACTUAL ROUTINGS AND WIRING CONNECTIONS.
9. ALL SINGLE-PHASE SEU" CONTAINED METER CONNECTION DEVICES MUST INCLUDE FORA TYPE BY-PASS PROVISION SO THAT SERVICES WIL NOT BE INTERRUPTED WHEN A METER IS REMOVED FROM THE SOCKET.
10. ALL EQUIPMENT PUNCH OUTS AND CONDUITS (USED AND SPARE) TO BE RODENT PROOFED WITH CAPS, STEEL MESH, AND/OR FOAM FILL BY CONTRACTOR AS NEEDED.
11. NO SPOILS TO BE LEFT ON SITE WITHOUT THE WRITTEN CONSENT OF THE LANDOWNER.
12. CONTRACTOR TO PROVIDE 2 PHENOLIC LABELS AT METER ONE TO IDENTIFY "AT&TWIRELESS DISCONNECT" AND THE OTHER TO GIVE THE SITE ADDRESS.
13. ALL CONTRACTOR FURNISHED MATERIALS AND EQUIPMENT SPECIFIED ON THE PROJECT SHALL BE NEW AND UNUSED, OF CURRENT MANUFACTURE AND OF THE HIGHEST GRADE.

THE INFORMATION CONTAINED IN THIS SET OF CONSTRUCTION DOCUMENTS IS PROPRIETARY IN NATURE. ANY USE OR DISCLOSURE OTHER THAN THAT WHICH RELATES TO CARRIER SERVICES IS STRICTLY PROHIBITED.

AT&T

SAC WIRELESS

SAC WIRELESS

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501 WEST DUAL BOULEVARD NE
ISANTI, MN 55040

REVISIONS			
REV.	DATE	DESCRIPTION	INITIALS
1	11/17/17	FOR CONSTRUCTION	ST
0	11/03/17	FOR CONSTRUCTION	GP
B	09/28/17	ISSUED FOR REVIEW	GP
A	07/18/17	ISSUED FOR REVIEW	RP

NOT FOR CONSTRUCTION UNLESS LABELED AS CONSTRUCTION SET

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 ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: VICTOR POPOVICH

SIGNATURE:

DATE: 11/22/17

LICENSE #: 47725

EXP. 06/30/19

SHEET TITLE: NOTES & SPECIFICATIONS

SHEET NUMBER: SP3

GENERAL ELECTRICAL NOTES (CONTINUED):

14. ALL EQUIPMENT, MATERIAL AND THE INSTALLATION METHODS SPECIFIED ON THE PROJECT DRAWINGS SHALL BE DESIGNED AND FABRICATED IN COMPLIANCE WITH APPLICABLE FEDERAL, STATE, AND LOCAL CODES AND REGULATIONS, AND APPROPRIATE INDUSTRIAL CONSENSUS STANDARDS AND CODES INCLUDING ANSI, IEEE, NEMA, NFPA AND UL, ALL AS REVISED AS OF THE DATE OF THIS WORK PACKAGE.

15. ALL ELECTRICAL ITEMS BOTH CONTRACTOR AND OWNER FURNISHED SHALL BE CHECKED FOR AGREEMENT WITH THE PROJECT DRAWINGS AND SPECIFICATIONS AND SHALL BE VISUALLY INSPECTED TO ENSURE THAT EQUIPMENT IS UNDAMAGED AND IS IN PROPER ALIGNMENT, INSTALLED PER MANUFACTURER'S INSTRUCTIONS, ELECTRICAL CONNECTIONS ARE TIGHT AND PROPERLY INSULATED WHERE REQUIRED, FUSES ARE OF THE PROPER TYPE AND SIZE, AND ELECTRICAL ENCLOSURES ARE OF THE PROPER NEMA TYPE.

16. NOTIFY OWNER IN WRITING OF ALL DISCREPANCIES BETWEEN DRAWINGS / SPECIFICATIONS AND FIELD INSTALLATIONS, OR IF THE VISUAL INSPECTIONS SHOW DAMAGE OR IMPROPER INSTALLATION.

17. THE EQUIPMENT AND MATERIALS SHALL BE FURNISHED AND INSTALLED TO OPERATE SAFELY AND CONTINUOUSLY WITH NO PROTECTION FROM THE WEATHER.

18. ELECTRICAL WORK REPRESENTED ON THE PROJECT DRAWINGS IS SHOWN DIAGRAMMATICALLY. EXACT LOCATIONS AND ELEVATIONS OF ELECTRICAL EQUIPMENT SHALL BE DETERMINED IN THE FIELD AND VERIFIED WITH THE OWNER'S REPRESENTATIVE.

19. CONTRACTOR SHALL COORDINATE THE INSTALLATION OF TEMPORARY, IF REQUIRED, AND PERMANENT POWER WITH THE LOCAL UTILITY COMPANY. THE TEMPORARY POWER AND ALL HOOKUP COSTS ARE TO BE PAID BY THE CONTRACTOR.

20. PROVIDE MOLDED CASE, BOLT ON, THERMAL MAGNETIC TRIP, SINGLE TWO OR THREE POLE CIRCUIT BREAKERS. MULTIPLE POLE CIRCUIT BREAKERS SHALL BE SINGLE HANDLE COMMON TRIP. SHORT CIRCUIT INTERRUPTING RATING SHALL BE AS REQUIRED FOR AVAILABLE FAULT CURRENTS. ALL CIRCUIT BREAKERS, FUSES AND ELECTRICAL EQUIPMENT SHALL HAVE A SHORT CIRCUIT INTERRUPTING RATING EQUAL TO OR GREATER THAN THAT SHOWN ON THE PROJECT DRAWINGS.

21. CONTRACTOR SHALL PERFORM ALL EXCAVATION, TRENCHING, BACKFILLING, AND REMOVAL OF DEBRIS IN CONNECTION WITH THE ELECTRICAL WORK IN ACCORDANCE WITH THE PROJECT DRAWINGS. CONTRACTOR SHALL COORDINATE THE INSTALLATION OF UNDERGROUND UTILITIES AND GROUNDS WITH THE FOUNDATION INSTALLATION. HAND DIGGING WILL BE REQUIRED IN THE COMPOUND ONLY.

22. CONTRACTOR SHALL PROVIDE ALL NECESSARY SUPPORTS FOR EQUIPMENT INSTALLED AS PART OF THIS PROJECT. SUPPORTS SHALL CONSIST OF GALVANIZED STEEL FRAMES, PLATES, BRACKETS, RACKS AND OTHER SHAPES OF ADEQUATE SIZE AND FASTENED WITH BOLTS, SCREWS OR BY WELDING TO PROVIDE RIGID SUPPORT.

23. CONTRACTOR SHALL CALL THE APPROPRIATE UTILITIES PROTECTION SERVICE BEFORE ANY UNDERGROUND WORK IS PERFORMED, SUCH AS TRENCHING, EXCAVATING, AND DRIVING GROUNDING RODS.

24. ALL ELECTRICAL EQUIPMENT SHALL BE LABELED WITH PERMANENTLY ENGRAVED LAMINATED PHENOLIC NAMEPLATES. (MINIMUM LETTER HEIGHT SHALL BE 1/2"). NAMEPLATES SHALL BE FASTENED WITH STAINLESS STEEL SCREWS AND AS PER AT&TWIRELESS SPECIFICATIONS.

GENERAL RACEWAY NOTES:

1. CONDUIT AND CONDUIT FITTINGS SHALL MEET ANSI AND NEC STANDARDS FOR MATERIAL AND WORKMANSHIP AND SHALL BE UL LISTED.

   A. RIGID STEEL CONDUIT SHALL CONFORM TO ANSI C80.1 AND REQUIREMENTS OF NEC, PARAGRAPH 346 AND BE STANDARD WEIGHT, MILD RIGID STEEL, HOT DIP GALVANIZED WITH INSIDE AND OUTSIDE FINISHED WITH A PROTECTIVE ZINC COATING. COUPLING ELBOWS AND BENDS SHALL MEET THESE SAME REQUIREMENTS. FITTINGS SHALL BE OF THE GALVANIZED IRON OR STEEL THREADED TYPE.

   B. PVC CONDUIT SHALL CONFORM TO UL STANDARD 651-86 AND THE REQUIREMENTS OF NEC, PARAGRAPH 347. CONDUIT SHALL BE HEAVY WALL TYPE, SCHEDULE 40 OR 80, AND SUNLIGHT RESISTANT. FITTINGS SHALL BE OF THE UNTHREADED SOLVENT CEMENT TYPE.

   C. EMT CONDUIT (FOR USE BEHIND WALLS OR ABOVE SUSPENDED CEILINGS ONLY). ELECTRIC METALLIC TUBING SHALL CONFORM TO ANSI C80.3 AND THE REQUIREMENTS OF NEC, PARAGRAPH 348 AND BE PROTECTED ON EXTERIOR WITH A ZINC COATING AND ON INTERIOR SURFACES WITH EITHER A ZINC COATING OR LACQUER ENAMEL. FITTINGS SHALL BE ZINC COATED STEEL.

2. MINIMUM CONDUIT SIZE SHALL BE 3/4", SIZES NOT SHOWN ON DRAWINGS SHALL BE PER NEC.

3. ALL SPARE CONDUITS SHALL HAVE A METALLIC PULL WIRE.

4. CONDUIT SUPPORTS SHALL BE FURNISHED AND INSTALLED BY THE ELECTRICAL CONTRACTOR AND IN ACCORDANCE WITH THE NEC.

5. UNDERGROUND CONDUITS.

   A. INSTALL A WARNING TAPE TWELVE INCHES ABOVE EACH CONDUIT OR SET OF CONDUITS.

   B. IDENTIFY EACH CONDUIT AT BOTH ENDS. INSTALL MINIMUM OF 3'-0" BELOW THE FINISHED GRADE, OR DEEPER IF NOTED ON PLAN DRAWINGS.

   C. SLOPE A MINIMUM OF 4" PER 100'-0" TO DRAIN AWAY FROM BUILDINGS AND EQUIPMENT.

   D. USE MANUFACTURED ELECTRICAL ELBOWS AND FITTINGS FOR BELOW GRADE BENDS.

   E. MAKE JOINTS AND FITTINGS WATERTIGHT ACCORDING TO MANUFACTURER'S INSTRUCTIONS.

   F. INSTALL A COUPLING BEFORE EACH WALL PENETRATION.

   G. RESTORE SURFACE FEATURES DISTURBED BY EXCAVATION (AND TRENCHING) IN ALL AREAS.

GENERAL CONDUCTOR NOTES:

1. ALL POWER, CONTROL AND COMMUNICATION WIRING SHALL MEET NEMA-WC, ASTM, UL, AND NEC STANDARDS FOR MATERIAL AND WORKMANSHIP UNLESS OTHERWISE SPECIFIED.

   A. SERVICE ENTRANCE CONDUCTORS SHALL BE COPPER, 600 VOLT, SUNLIGHT RESISTANT, SUITABLE FOR WET LOCATIONS, TYPE USE-2. THE GROUNDED NEUTRAL CONDUCTOR SHALL BE IDENTIFIED WITH A WHITE MARKING AT EACH TERMINATION.

   B. CONDUCTORS FOR FEEDER AND BRANCH CIRCUITS SHALL BE COPPER 600 VOLT, TYPE THWN / THWN WITH A MINIMUM SIZE OF #12 AWG.

2. ALL CONDUCTOR ACCESSORIES INCLUDING CONNECTORS, TERMINATIONS, INSULATING MATERIALS, SUPPORT GRIPS, MARKER AND CABLE TIES SHALL BE FURNISHED AND INSTALLED PER SUPPLIER'S INSTALLATION INSTRUCTIONS SHALL BE OBTAINED FOR CABLE ACCESSORIES. THESE INSTRUCTIONS SHALL BE IN THE POSSESSION OF THE CRAFTSMAN WHILE INSTALLING THE ACCESSORIES AND SHALL BE AVAILABLE TO THE COMPANY FOR REFERENCE.

3. WHERE POSSIBLE, NO. 8 AWG AND SMALLER WIRE SHALL BE COLORED CODED BY THE COLOR OF THE INSULATION COVERING. COLOR CODING OF WIRE LARGER THAN NO. 8 AWG MAY BE BY MEANS OF SELF-ADHESIVE WRAP AROUND TYPE MARKERS, PER NEC.

4. TERMINAL CONNECTOR FOR CONDUCTORS 8 AWG AND LARGER SHALL BE PRESSURE OR BOLTED CLAMP TYPE BURNDY DUKLUG, VARILUG OR ACCEPTABLE EQUAL; OR COMPRESSION TYPE, BURNDY TYPE YAV OR YA (LONG BARREL), PANDUIT TYPE LCA OR LCC, OR ACCEPTABLE EQUAL. ACCEPTABLE CONNECTORS INCLUDED WITH COMPANY-FURNISHED EQUIPMENT MAY BE USED.

5. TERMINATION PROVISIONS OF EQUIPMENT FOR CIRCUITS RATED 100 AMPERES OR LESS OR MARKED FOR NOS. 14 THROUGH 1 CONDUCTORS, SHALL BE USED ONLY FOR CONDUCTORS RATED 60°C (140°F). CONDUCTORS WITH HIGHER TEMPERATURE RATINGS SHALL BE PERMITTED, PROVIDED THE AMPACITY OR THE CONDUCTOR SIZE USED.

6. TERMINATION PROVISIONS OF EQUIPMENT FOR CIRCUITS RATED OVER 100 AMPERES, OR MARKED FOR CONDUCTORS LARGER THAN NO.1 SHALL BE USED ONLY FOR CONDUCTORS RATED 75°C (167°F) CONDUCTORS WITH HIGHER TEMPERATURE RATINGS SHALL BE PERMITTED, PROVIDED THE AMPACITY OF EACH CONDUCTOR IS DETERMINED BASED UPON THE 75°C (167°F) AMPACITY OF THE CONDUCTOR SIZE USED.

7. ALL 600 VOLT OR LESS WIRING, WHERE COMPRESSION TYPE CONNECTORS ARE USED, SHALL BE INSULATED WITH AT LEAST ONE TURN OF "SCOTCHFIL" ELECTRICAL INSULATING PUTTY AND THEN COVERED WITH TWO HALF TURNS OF TAPE SIMILAR TO 3M COMPANY'S "33 PLUS (33+) PLASTIC TAPE OR 88 OUTDOOR TAPE.

8. TERMINAL CONNECTORS FOR CONDUCTORS SMALLER THAN 8 AWG SHALL BE COMPRESSION TYPE CONNECTORS SIZED FOR THE CONDUCTOR AND THE TERMINAL. THE CONNECTORS SHALL BE CONSTRUCTED OF FINE GRADE HIGH CONDUCTIVITY COPPER IN ACCORDANCE WITH QQ-C-576 AND SHALL BE TIN-PLATED IN ACCORDANCE WITH MIL-T-10727. THE INTERIOR SURFACE OF THE CONNECTOR WIRE BARREL SHALL BE SERRATED AND THE EXTERIOR SURFACE OF THE CONNECTOR WIRE BARREL SHALL BE PROVIDED WITH CRIMP GUIDES.

GENERAL GROUNDING NOTES:

1. ALL WORK SHALL COMPLY WITH THE LATEST AT&TWIRELESS GROUNDING SPECIFICATIONS AND REQUIREMENTS.

2. ALL METALLIC COMPONENTS ON THE SITE MUST BE GROUNDED TO THE GROUND RING. THIS INCLUDES STEEL CONDUITS USED TO DELIVER THE TELCO AND POWER UTILITY LINES TO THE SITE OR USED TO PROVIDE ACCESS BY UTILITIES OR CONTRACTORS TO THE VARIOUS CABINETS.

3. ALL GROUND LEADS ABOVE GRADE SHALL BE INSTALLED IN 1/2" SEAL TIGHT.

4. WHEN EARTH RESISTANCE TEST INDICATES THAT THE SOIL IS ABOVE MINIMUM ALLOWABLE RESISTANCE, THEN THE CONTRACTOR SHALL ESTIMATE THE TYPE, NUMBER AND ARRANGEMENT OF EARTH ELECTRODES. CONTRACTOR SHALL ALSO CONSIDER COMPANY'S SITE SPECIFIC APPROACHES FOR IMPROVING EARTH RESISTANCE AT THE SITE BY METHODS INDICATED BELOW:

   RAW LAND
   A. USE MULTIPLE RODS
   B. LENGTHEN THE EARTH ELECTRODE
   C. TREAT THE SOIL
   D. USE CHEMICAL RODS

5. THE CONTRACTOR MUST VERIFY THAT NEW GROUNDING SYSTEM RESISTANCE IS EQUAL TO OR LESS THAN FIVE (5) OHMS PER AT&TWIRELESS SPECIFICATIONS.

6. RUN ALL GROUND WIRES IN AN ORGANIZED MANNER, AVOID CROSSING OF WIRES WHEREVER POSSIBLE. DO NOT RUN WIRES OVER CONCRETE SLAB.

7. INSTALL ALL GROUND WIRES IN A DOWNWARD SLOPE FOR MAXIMUM LIGHTNING PROTECTION.

8. MAINTAIN ALL MINIMUM BENDING RADII OF THE GROUNDING WIRES.

9. DO NOT REMOVE MORE INSULATION FROM THE GROUND WIRES THAN NECESSARY WHEN CADWELDING OR CRIMPING. IF EXCESS INSULATION IS REMOVED, THE CONNECTION WILL BE CONSIDERED UNACCEPTABLE AND WILL BE CORRECTED PER THE AT&TWIRELESS REPRESENTATIVE'S DIRECTION.

10. DOWN LEAD FOR ANTENNA SECTORS MUST BE CONNECTED DIRECTLY TO THE GROUND RING.

11. ALL BASE TRANSCEIVER SITE EQUIPMENT SHALL BE GROUNDED IN ACCORDANCE WITH THE INTERNATIONAL ELECTRICAL CODE (NEC), AND THE LATEST EDITION OF LIGHTNING PROTECTION CODE NFPA 780 AND AT&TWIRELESS STANDARDS.

12. THE ELECTRICAL SERVICE TO THE SITE SHALL BE GROUNDED AT THE SERVICE DISCONNECTING MEANS REQUIRED IN ARTICLE 250 OF THE NATIONAL ELECTRIC CODE, IN ACCORDANCE WITH ANY LOCAL CODE.

13. ALL UNDERGROUND (BELOW GRADE) GROUNDING CONNECTIONS SHALL BE MADE BY THE CADWELD PROCESS (MECHANICAL LUG ATTACHMENTS BELOW GRADE ARE NOT ACCEPTABLE). CONNECTIONS SHALL INCLUDE ALL CABLE SPLICES (TEES, K'S, ETC.) ALL CABLE CONNECTIONS TO GROUND RODS, GROUND ROD SPLICES, AND LIGHTING PROTECTION SYSTEM AS INDICATED. ALL MATERIALS USED (MOLDS, WELDING METALS, TOOLS, ETC.) SHALL BE BY CADWELD AND INSTALLED PER MANUFACTURERS RECOMMENDATION AND PROCEDURES.

14. ALL GROUNDING AND BONDING CONDUCTORS THAT ARE CONNECTED ABOVE GRADE INTERIOR TO A BUILDING SHALL BE CONNECTED USING TWO HOLE CRIMP TYPE (COMPRESSION) CONNECTORS FOR #2 AND #6 AWG INSULATED COPPER CONDUCTOR.

15. ALL GROUNDING CONNECTIONS, INTERIOR AND EXTERIOR, MADE THROUGHOUT THIS DOCUMENT SHALL BE MADE USING AN ANTI-OXIDATION COMPOUND. THE ANTI-OXIDATION COMPOUND SHALL BE "THOMAS AND BETTS' KOPR-SHIELD (TM OF JET LUBE, INC.) THERE IS NO EQUIVALENT FOR THIS PRODUCT. NO OTHER COMPOUND WILL BE ACCEPTED. COAT ALL WIRES BEFORE LUGGING. COAT ALL SURFACES BEFORE CONNECTING.

15 ALL CONNECTIONS SHALL BE MADE TO BARE METAL. ALL PAINTED SURFACES SHALL BE FIELD INSPECTED AND MODIFIED TO ENSURE PROPER CONTACT PRIOR TO CADWELD, GALVANIZING SHALL BE REMOVED BY GRINDING SURFACE TO BARE METAL. "SLAG" FROM CADWELD MUST BE REMOVED AND WELD SHALL BE SPRAYED WITH COLD GALVANIZE AFTER COMPLETION

GENERAL GROUNDING NOTES CONTINUED:

17. FERROUS METAL CLIPS WHICH COMPLETELY SURROUND THE GROUNDING CONDUCTOR SHALL NOT BE USED. CLIPS OF THE FOLLOWING MATERIALS AND TYPES MAY BE USED TO SUPPORT GROUNDING CONDUCTORS.

   - PLASTIC CLIPS
   - STAINLESS STEEL CLIPS WHICH DO NOT COMPLETELY SURROUND THE GROUNDING CONDUCTOR.
   - FERROUS METAL CLIPS WHICH DO NOT COMPLETELY SURROUND THE GROUNDING CONDUCTOR.

18. ALL BELOW GRADE GROUNDING CONDUCTORS SHALL BE BARE SOLID COPPER WIRE. ABOVE-GRADE GROUNDING CONDUCTORS MAY BE EITHER OR AS INDICATED ON THE DRAWINGS:

   - BARE TINNED SOLID COPPER WIRE
   - THWN-INSULATED, CONTINUOUS GREEN COLOR, SOLID COPPER WIRE
   - THWN-INSULATED, CONTINUOUS GREEN COLOR STRANDED COPPER WIRE

   A. THE UNDERGROUND GROUND RING SHALL HAVE A #2 AWG BARE TINNED SOLID COPPER WIRE.

   B. #2 THWN SHALL BE STRANDED COPPER WITH GREEN THWN INSULATION SUITABLE FOR WET INSTALLATION. (OR SOME ABOVE GROUND APPLICATIONS, I.E. INDOOR GROUNDING RING)

   C. #2 BARE TINNED COPPER SHALL BE SOLID. ALL BURIED WIRE SHALL MEET THIS CRITERIA INCLUDING CABLE TRAY GROUNDING WIRES AND WIRES INDICATED ON THE DRAWINGS.

   (THE MINIMUM BEND RADIUS IS 8" FOR #6 AWG AND SMALLER, AND 12 INCHES FOR WIRE LARGER THAN #6 AWG)

19. ALL HARDWARE, BOLTS, NUTS, WASHERS, AND LOCK WASHERS SHALL BE 18-8 STAINLESS STEEL. EVERY CONNECTION SHALL BE (BOLT-FLATWASHER-BUSS-LUG-FLATWASHER-LOCKWASHER-NUT), IN THAT EXACT ORDER WITH NUT FACING OUTWARD, BACK TO BACK LUGGING SHALL BE (BOLT-FLATWASHER-LUG-FLATWASHER-LUG-BUSS-LUG-FLATWASHER-LOCK WASHER-NUT), IN THAT EXACT ORDER IS ACCEPTED WHERE NECESSARY TO CONNECT MANY LUGS TO A BUSS BAR, STACKING OF LUGS, BUS-LUG-LUG, IS NOT ACCEPTABLE.

20. THE COMPRESSION GROUND LUG FOR #2 AWG BARE SOLID GROUNDING CONDUCTORS SHALL BE BURNDY TYPE YA3C-2TC.

21. THE ANTENNA CABLES SHALL BE GROUNDED AT THE TOP AND BOTTOM OF THE VERTICAL RUN. THE ANTENNA CABLE SHIELD SHALL BE BONDED TO A COPPER GROUND BUS AT THE LOWEST POINT OF THE VERTICAL RUN. THE ANTENNA CABLE SHIELD SHALL BE GROUNDED JUST BEFORE ENTERING THE BTS. GROUNDING KITS OA COAX CABLE SHALL HAVE A MINIMUM BEND OF 8" AND SHALL BE KEPT AS CLOSE TO VERTICAL AS POSSIBLE. FLAT WASHER SUPPLIED WITH GROUND KITS MUST BE REPLACED WITH SMALLER STAINLESS STEEL FLAT WASHERS. WASHERS MUST REMAIN FLAT AGAINST GROUND BAR. ALL FASTENERS MUST BE STAINLESS STEEL AND KOPR-SHIELD MUST BE USED ON BOTH SIDES OF THE GROUND BAR.

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(312) 565-4777

SAC WIRELESS
500 N. MICHIGAN AVE.
8TH FLOOR
CHICAGO, IL 60601
(312) 565-4777

NSB- RAW LANDS
12626329
ISANTI
501 WEST DUAL BOULEVARD NE
ISANTI, MN 55040

REVISIONS			
REV.	DATE	DESCRIPTION	INITIALS
1	11/17/17	FOR CONSTRUCTION	ST
0	11/03/17	FOR CONSTRUCTION	GP
B	09/28/17	ISSUED FOR REVIEW	GP
A	07/18/17	ISSUED FOR REVIEW	GP

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PRINT NAME: WESTON FOLKMAN

SIGNATURE:

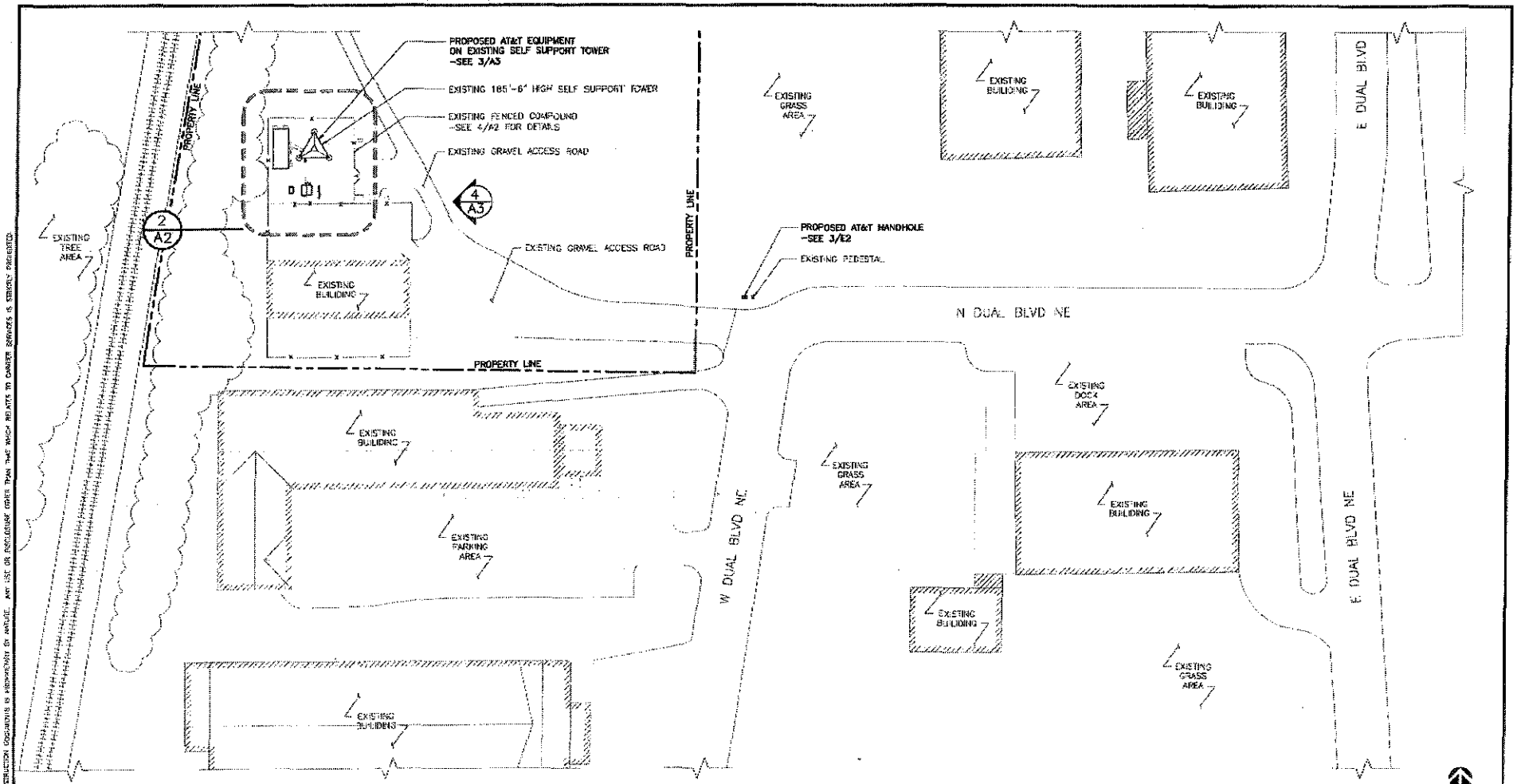
DATE: 11/17/17

LICENSE #: 47726

EXP. DATE: 06/30/18

SHEET TITLE
NOTES & SPECIFICATIONS

SHEET NUMBER
SP4



SITE PLAN

1

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A	07/18/17	ISSUED FOR REVIEW	RP

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PRINT NAME: KRISTEN PONTRELLI

SIGNATURE:

DATE: 11/17/17

LICENSE # 47755

EXP. 06/30/18

SHEET TITLE: SITE PLAN

SHEET NUMBER: A1

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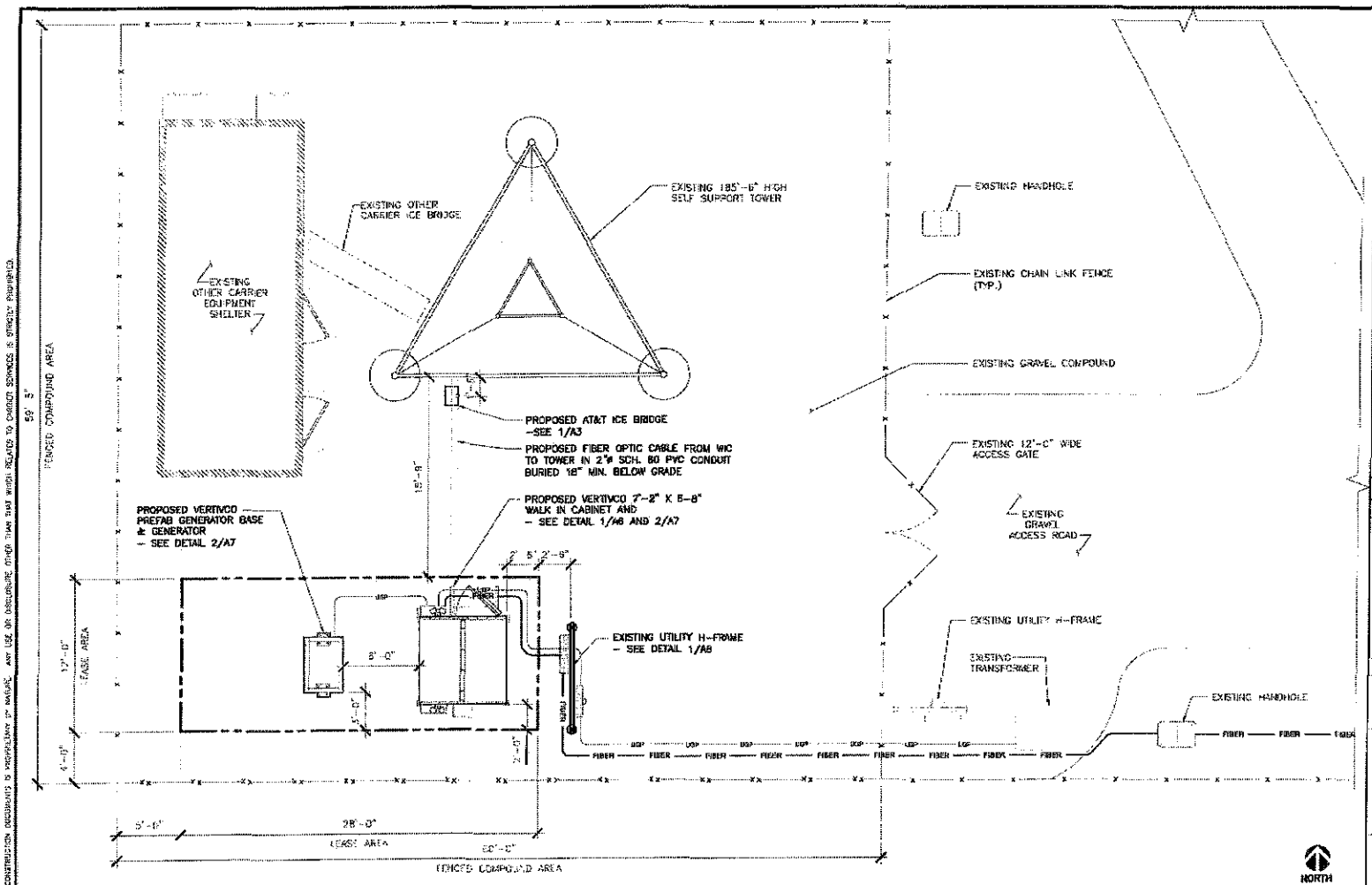
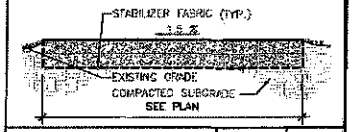


SITE AREA	ACCESS DRIVE
BASE COURSE: 4" MIN. OF COMPACTED CA-5 COARSE AGGREGATE. TOP COURSE: 4" MIN. OF COMPACTED CA-7 COARSE AGGREGATE.	BASE COURSE: 6" MIN. OF COMPACTED CA-3 COARSE AGGREGATE. TOP COURSE: 3" MIN. OF COMPACTED CA-6 COARSE AGGREGATE.



GRAVEL PAVING DETAIL 3

1. ELEVATIONS ARE ABOVE MEAN SEA LEVEL.
2. DO NOT SCALE DIMENSIONS FROM THIS DRAWING.
3. ALL EXISTING RECORDED EASEMENTS ARE INDICATED ON THIS DRAWING TO THE BEST OF THE ARCHITECTS KNOWLEDGE PER VISUAL INSPECTION, SURVEY DRAWINGS, AND INFORMATION RECEIVED FROM AT&T WIRELESS.
4. REFER TO SP1 AND SP2 FOR EROSION CONTROL AND SOIL STABILIZATION METHODS

GENERAL NOTES 2

LOCATION: BASE OF TOWER
ELEVATION: xxxx' A.M.S.L. (@ BASE GUY TOWER)
LATITUDE: xx° xx' xx.xx"
LONGITUDE: -xx° xx' xx.xx"

HORIZONTAL DATUM: NAD83
VERTICAL DATUM: NAVD88

SURVEY BENCHMARK/PROJECT DATUM

EXISTING		NEW
SAS	SANITARY SEWER	SAS
STS	STORM SEWER	STS
W	WATER MAIN	W
SMH	SANITARY MANHOLE ELEVATIONS	SMH
STM	STORM STRUCTURE ELEVATIONS	STM
	PROPERTY LINE & R.O.W.	
	SURFACE DRAINAGE	
	LIGHT STANDARD	
	STREET LIGHT	
672.75	SPOT ELEVATION	672.75
672	CONTOUR	672
672	CONTOUR TO BE REGRADED	
G	GAS MAIN	G
	MANHOLE	
	CATCH BASIN	
	FIRE HYDRANT	
	EASEMENT LINE	
	FENCE	
UE/UT	BURIED UTILITY LINE	UE/UT
	UTILITY POLE	
OHE	OVERHEAD UTILITY LINE	OHE
	BUILDING	

LEGEND 1

COMPOUND PLAN 4

SCALE: 1/8"=1'-0" (24x36) (C/D) 1/16"=1'-0" (11x17)

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PRINT NAME: VICTOR POPOVICH

SIGNATURE:

DATE: 11/17/17

LICENSE #: 47725

EXP. DATE: 06/30/18

SHEET TITLE: COMPOUND PLAN & LEGEND

SHEET NUMBER: A2

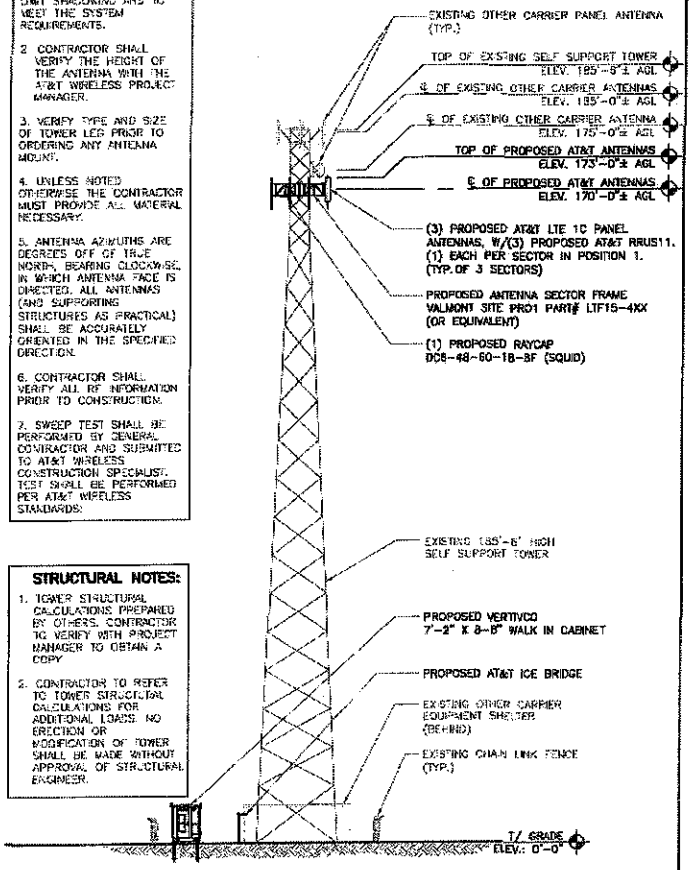
THE INFORMATION CONTAINED IN THIS SET OF CONSTRUCTION DOCUMENTS IS PROPRIETARY BY NATURE. ANY USE OR DISCLOSURE OTHER THAN THAT WHICH RELATES TO CARRIER SERVICES IS STRICTLY PROHIBITED.

ANTENNA NOTES:

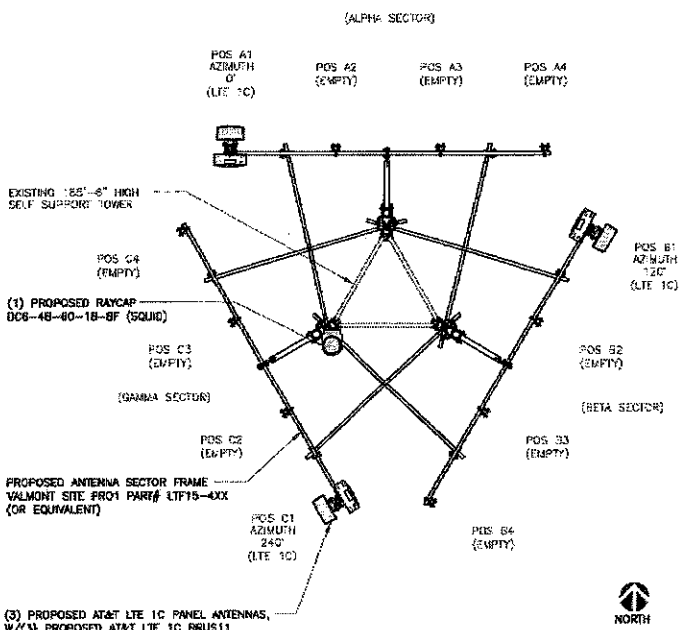
1. THE SIZE, HEIGHT, AND DIRECTION OF THE ANTENNAS SHALL BE ADJUSTED TO ACHIEVE THE AZIMUTHS SPECIFIED AND LIMIT SHADOWING AND TO MEET THE SYSTEM REQUIREMENTS.
2. CONTRACTOR SHALL VERIFY THE HEIGHT OF THE ANTENNA WITH THE AT&T WIRELESS PROJECT MANAGER.
3. VERIFY TYPE AND SIZE OF TOWER LEG PRIOR TO ORDERING ANY ANTENNA MOUNT.
4. UNLESS NOTED OTHERWISE THE CONTRACTOR MUST PROVIDE ALL MATERIAL NECESSARY.
5. ANTENNA AZIMUTHS ARE DEGREES OFF OF TRUE NORTH, BEARING CLOCKWISE, IN WHICH ANTENNA FACE IS DIRECTED. ALL ANTENNAS (AND SUPPORTING STRUCTURES AS PRACTICAL) SHALL BE ACCURATELY ORIENTED IN THE SPECIFIED DIRECTION.
6. CONTRACTOR SHALL VERIFY ALL RF INFORMATION PRIOR TO CONSTRUCTION.
7. SWEEP TEST SHALL BE PERFORMED BY GENERAL CONTRACTOR AND SUBMITTED TO AT&T WIRELESS CONSTRUCTION SPECIALIST. TEST SHALL BE PERFORMED PER AT&T WIRELESS STANDARDS.

STRUCTURAL NOTES:

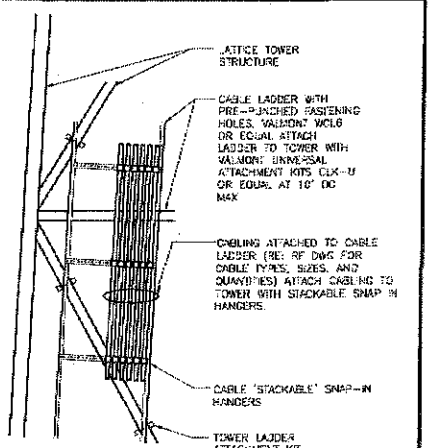
1. TOWER STRUCTURAL CALCULATIONS PREPARED BY OTHERS. CONTRACTOR TO VERIFY WITH PROJECT MANAGER TO OBTAIN A COPY.
2. CONTRACTOR TO REFER TO TOWER STRUCTURAL CALCULATIONS FOR ADDITIONAL LOADS. NO ERECTION OR MODIFICATION OF TOWER SHALL BE MADE WITHOUT APPROVAL OF STRUCTURAL ENGINEER.



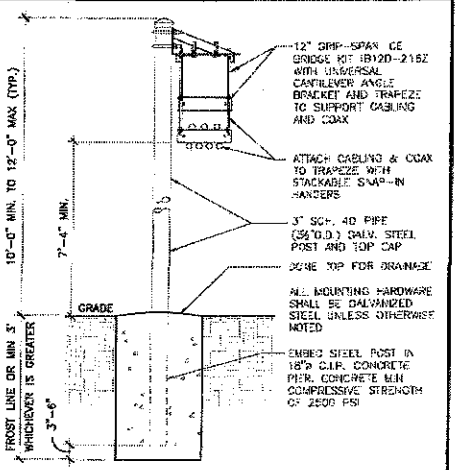
PROPOSED TOWER ELEVATION | SCALE: 1/16" = 1'-0" (24x36) (OR) 1/32" = 1'-0" (11x17) | 4



PROPOSED ANTENNA PLAN | SCALE: 3/32" = 1'-0" (24x36) (OR) 3/16" = 1'-0" (11x17) | 3



CABLE LADDER DETAIL | NO SCALE | 2



ICE BRIDGE DETAIL | NO SCALE | 1

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NO.	DATE	DESCRIPTION	INITIALS
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B	08/22/17	ISSUED FOR REVIEW	GP
A	02/16/17	ISSUED FOR REVIEW	RP

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PRINT NAME: NESTOR POPOVYCH

SIGNATURE:

DATE: 11/17/2017 LICENSE #: 47725 EXP. DATE: 06/30/18

SHEET TITLE: TOWER ELEVATION & ANTENNA PLAN

SHEET NUMBER: A3

THE INFORMATION CONTAINED IN THIS SET OF CONSTRUCTION DOCUMENTS IS PROPRIETARY & CONFIDENTIAL. ANY USE OR DISCLOSURE OTHER THAN THAT WHICH RELATES TO CARRIER SERVICES IS STRICTLY PROHIBITED

1. CONTRACTOR IS TO REFER TO AT&T'S MOST CURRENT RADIO FREQUENCY DATA SHEET (RFDS) PRIOR TO CONSTRUCTION.
2. CABLE LENGTHS WERE DETERMINED BASED ON THE DESIGN DRAWING. CONTRACTOR TO VERIFY ACTUAL LENGTH DURING PRE-CONSTRUCTION WALK.
3. CONTRACTOR TO USE ROSENBERGER FIBER LINE HANGER COMPONENTS (OR ENGINEER APPROVED EQUAL).

NOTES — NO SCALE — 3

CABLE MARKING LOCATIONS TABLE

NO	LOCATIONS
1	EACH TOP-JUMPER SHALL BE COLOR CODED WITH (1) SET OF 3" WIDE BANDS.
2	EACH MAIN COAX SHALL BE COLOR CODED WITH (1) SET OF 3" WIDE BANDS NEAR THE TOP-JUMPER CONNECTION AND WITH (1) SET OF 3/4" WIDE COLOR BANDS JUST PRIOR TO ENTERING THE BTS OR TRANSMITTER BUILDING.
3	CABLE ENTRY PORT ON THE INTERIOR OF THE SHELTER.
4	ALL BOTTOM JUMPERS SHALL BE COLOR CODED WITH (1) SET OF 3/4" WIDE BANDS ON EACH END OF THE BOTTOM JUMPER.
5	ALL BOTTOM JUMPERS SHALL BE COLOR CODED WITH (1) SET OF 3/4" WIDE BANDS ON EACH END OF THE BOTTOM JUMPER.

1. THE ANTENNA SYSTEM COAX SHALL BE LABELED WITH VINYL TAPE
2. THE STANDARD IS BASED ON EIGHT COLORED TAPES--RED, BLUE, GREEN, YELLOW, ORANGE, BROWN, WHITE, AND VIOLET. THESE TAPES MUST BE 3/4" WIDE & UV RESISTANT SUCH AS SCOTCH 35 VINYL ELECTRICAL COLOR CODING TAPE AND SHOULD BE READILY AVAILABLE TO THE ELECTRICIAN OR CONTRACTOR ON SITE.
3. USING COLOR BANDS ON THE CABLES, MARK ALL RF CABLE BY SECTOR AND CABLE NUMBER AS SHOWN ON "CABLE COLOR CHART".
4. WHEN AN EXISTING COAXIAL LINE THAT IS INTENDED TO BE A SHARED LINE BETWEEN TECHNOLOGIES IS ENCOUNTERED, THE CONTRACTOR SHALL REMOVE THE EXISTING COLOR CODING SCHEME AND REPLACE IT WITH THE COLOR CODING STANDARD. IN THE ABSENCE OF AN EXISTING COLOR CODING AND TAGGING SCHEME, OR WHEN INSTALLING PROPOSED COAXIAL CABLES, THIS GUIDELINE SHALL BE IMPLEMENTED AT THAT SITE REGARDLESS OF TECHNOLOGY.
5. ALL COLOR CODE TAPE SHALL BE 3M-35 AND SHALL BE INSTALLED USING A MINIMUM OF (3) THREE WRAPS OF TAPE AND SHALL BE NEATLY TRIMMED AND SMOOTHED OUT SO AS TO AVOID UNRAVELING.
6. ALL COLOR BANDS INSTALLED AT THE TOP OF THE TOWER SHALL BE A MINIMUM OF 3" WIDE, AND SHALL HAVE A MINIMUM OF 3/4" OF SPACE BETWEEN EACH COLOR.
7. ALL COLOR CODES SHALL BE INSTALLED SO AS TO ALIGN NEATLY WITH ONE ANOTHER FROM SIDE-TO-SIDE.
8. IF EXISTING CABLES AT THE SITE ALREADY HAVE A COLOR CODING SCHEME AND THEY ARE NOT INTENDED TO BE REUSED OR SHARED WITH THE NEW TECHNOLOGY, THE EXISTING COLOR CODING SCHEME SHALL REMAIN UNTOUCHED.

ANTENNA AND CABLING INFORMATION — NO SCALE — 2

PROPOSED ANTENNA CONFIGURATION AND CABLE SCHEDULE

SECTOR	POS	TECH	ANTENNA	ANTENNA C/L HEIGHT	AZ	TMA/RRU	DC SURGE AND DISTRIBUTION	CABLE TYPE	CABLE LENGTH	DOWN TILTS
A	1	LTE 1C	EPBQ-654L8H6-L2 (N)	170' AGL	0°	ED RRUS11 (N)	(1) RAYCAP (N) DC6-48-60-18-8F	(2) DC TRUNK (N) (1) FIBER (N)	190'	0
	2	EMPTY								
	3	EMPTY								
	4	EMPTY			0°					0
B	1	LTE 1C	EPBQ-654L8H6-L2 (N)	170' AGL	120°	RRUS11 (N)		DC TRUNK (SHARED W/A1) FIBER (SHARED W/A1)	190'	0
	2	EMPTY								
	3	EMPTY								
	4	EMPTY								0
C	1	LTE 1C	EPBQ-654L8H6-L2 (N)	170' AGL	240°	RRUS11 (N)		DC TRUNK (SHARED W/A1) FIBER (SHARED W/A1)	190'	0
	2	EMPTY								
	3	EMPTY								
	4	EMPTY								0

* INCLUDES SAFETY FACTOR OF 20' FT. (10 FT. AT BOTH ENDS OF CABLE RUN). CONTRACTOR TO VERIFY RF DATA WITH AT&T WIRELESS CONSTRUCTION MANAGER AND/OR RF ENGINEER PRIOR TO INSTALLATION.

(N) = NEW
(E) = EXISTING
(ER) = EXISTING/RELOCATED
(E) = ELECTRICAL
(M) = MECHANICAL

SCHEDULE — NO SCALE — 1

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PRINT NAME: JESTER DOMOVICH

SIGNATURE:

DATE: 11/17/17

LICENSE #: 47725

EXP. DATE: 06/30/18

SHEET TITLE: SCHEDULE & CABLE NOTES

SHEET NUMBER: A4

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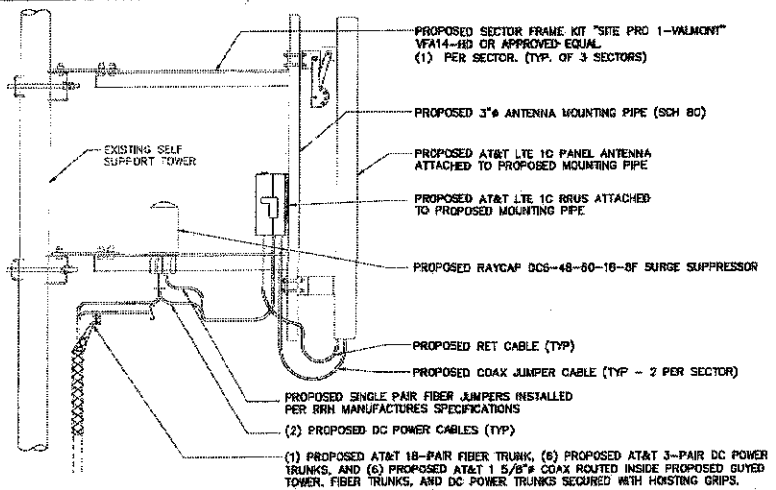
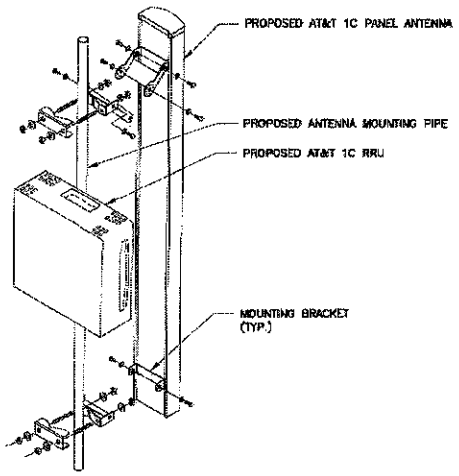


ANTENNA, RRH & RAYCAP DC6 MOUNTING DETAIL | NOT TO SCALE | 6



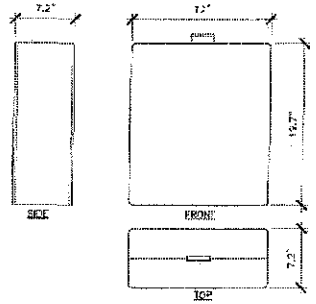
ANTENNA AND RRU MOUNTING DETAIL | NOT TO SCALE | 4

ERICSSON RRU11

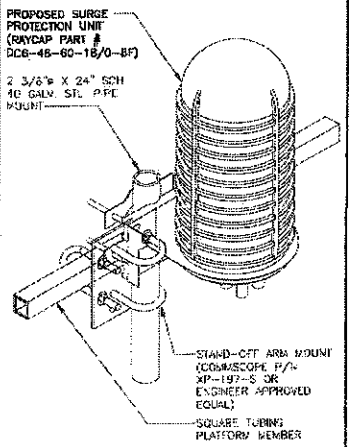
DIMENSIONS, HXWXD: 19.7"X17.0"X7.2"

WEIGHT, WITHOUT MOUNTING KIT: 22.6796 kg (50 lbs)

STACKING OF RRUS IS NOT PERMITTED
NO PAINTING OF RRUS IS ALLOWED.

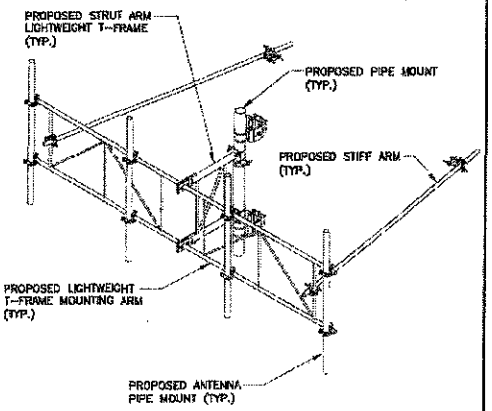


LTE 1C RRUS DETAIL | NOT TO SCALE | 2

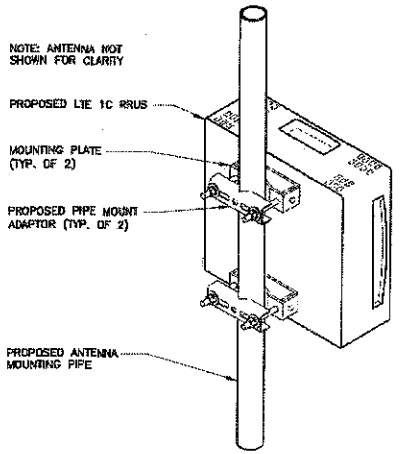


RAYCAP DC6 DETAIL | NOT TO SCALE | 7

"SITE PRO 1-VALMONT" VFA14-HD OR EQUIVALENT



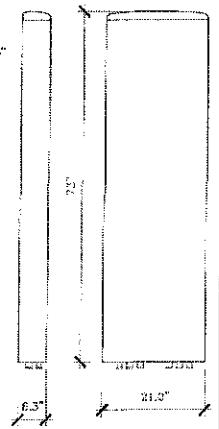
SECTOR FRAME DETAIL | NOT TO SCALE | 5



RRUS MOUNTING DETAIL | NOT TO SCALE | 3

KMW ANTENNAS EPBQ-654L8H6-L2

DIMENSIONS, HXWXD:	75"X21.0"X8.3"
SURVIVAL WIND SPEED:	150 MPH
WEIGHT, WITHOUT MOUNTING:	72.8 LBS.
CONNECTOR:	(12) 4.3-10 FEMALE LONG NECK
CONNECTOR POSITION:	BOTTOM



LTE 1C PANEL ANTENNA DETAIL | NOT TO SCALE | 1

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PRINT NAME: NESTOR POLYNYCH

SIGNATURE:

DATE: 11/17/17

LICENSE #: 47725

EXP. DATE: 06/30/18

SHEET TITLE: ANTENNA, RRUS & RAYCAP DETAILS

SHEET NUMBER: A5

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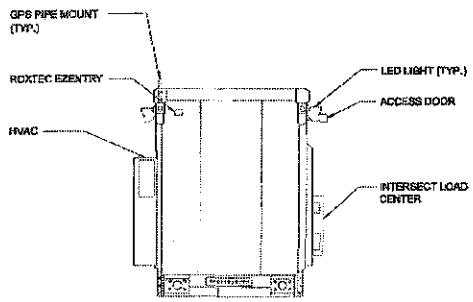
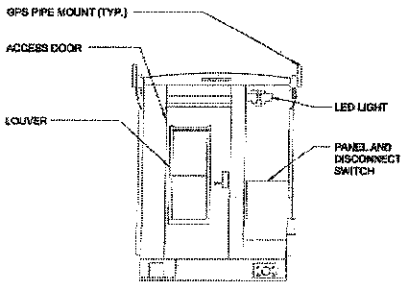


ELEVATION "A"



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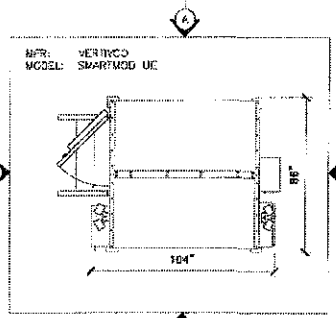
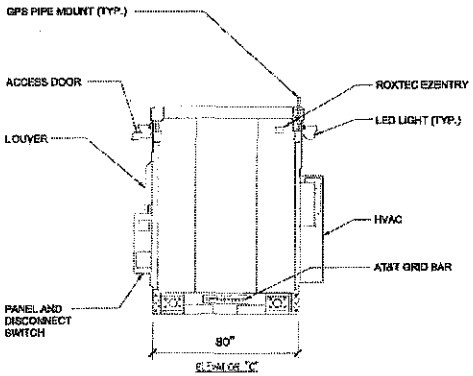
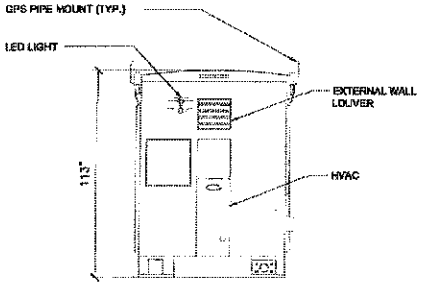




ELEVATION "C"



ELEVATION "D"

WIC (WALK IN CABINET) PLAN & ELEVATIONS

SCALE: N.T.S. 1

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10307 NATIONAL PARKWAY
BOMPTONVILLE, IL 60173

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540 W. MADISON ST.
17TH FLOOR
CHICAGO, IL 60661
(312) 655-4977

A/E
SAC WIRELESS
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PRINT NAME: NESTOR POPOWYCH

SIGNATURE:

DATE: 11/17/17

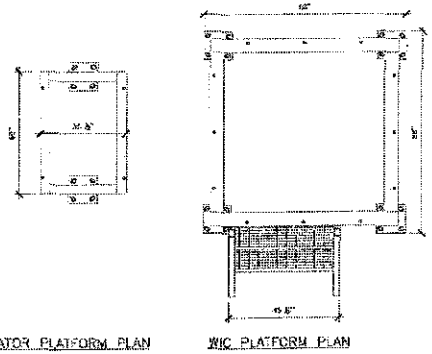
LICENSE NO.: 47725

EXP. DATE: 06/30/18

SHEET TITLE
WIC PLAN & ELEVATIONS

SHEET NUMBER
A6

THE INFORMATION CONTAINED IN THIS SET OF CONSTRUCTION DOCUMENTS IS PROPRIETARY BY NATURE. ANY USE OR DISCLOSURE OTHER THAN THAT WHICH RELATES TO CARRIER SERVICES IS STRICTLY PROHIBITED.



1. VERTIVCO WIC PLATFORM ASSEMBLY, PART# 1000-0010-0066

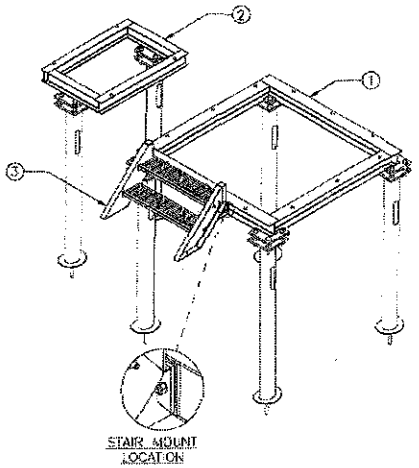
TOTAL WEIGHT: ± 1265.8 LBS

2. VERTIVCO GENERATOR PLATFORM, PART# 1000-0010-0067

TOTAL WEIGHT: ± 611.0 LBS

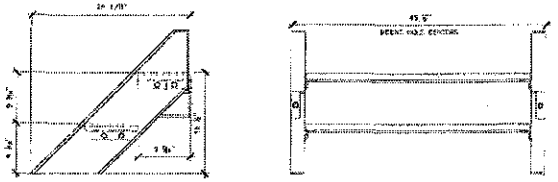
3. VERTIVCO 2 STEP 42" WIDE STAIR, PART# 1003-0000-0003

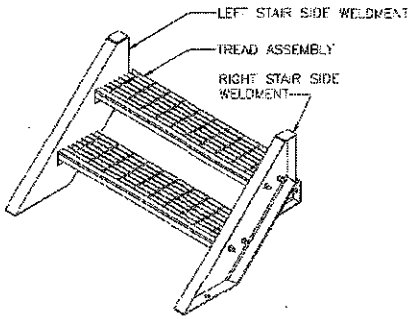
TOTAL WEIGHT: ± 150.9 LBS



VERTIVCO 2 STEP 42" WIDE STAIR

TOTAL WEIGHT: ± 150.9 lbs





WIC CABINET AND GENERATOR PLATFORM DETAIL — SCALE: N.T.S. — 2

2 STEP 42" WIDE STAIR DETAIL — SCALE: N.T.S. — 1

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AT&T
550 MAT DEAL PARKWAY
GLENDALE HEIGHTS, IL 60139

SAC WIRELESS
SAC WIRELESS
225 W. WACKER DR.
17TH FLOOR
CHICAGO, IL 60606

NSB— RAW LANDS
12626329
ISANTI
501 WEST DUAL BOULEVARD NE
ISANTI, MN 55040

REVISIONS			
REV	DATE	DESCRIPTION	INITIALS
1	11/17/17	FOR CONSTRUCTION	ST
0	11/09/17	FOR CONSTRUCTION	GP
B	09/28/17	ISSUED FOR REVIEW	GP
A	07/18/17	ISSUED FOR REVIEW	RP

NOT FOR CONSTRUCTION UNLESS LABELED AS CONSTRUCTION SET

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 ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: NESTOR PERCOVICH

SIGNATURE:

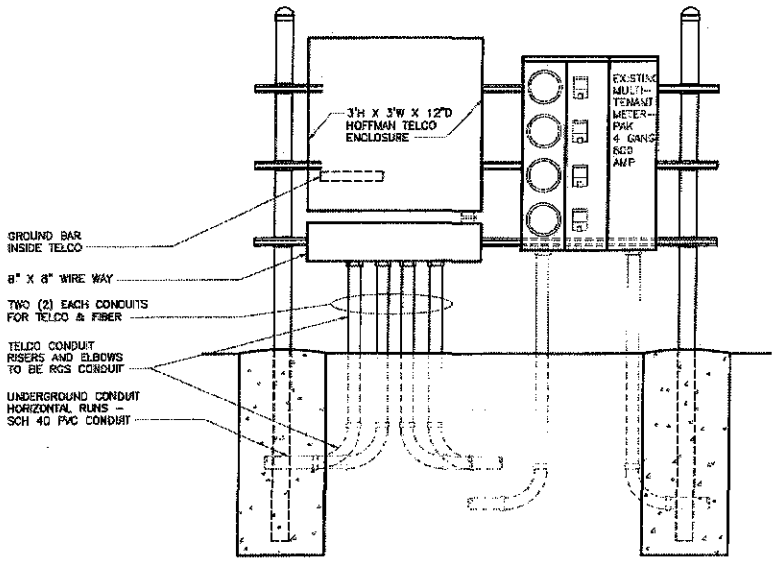
DATE: 11/17/17

LICENSE #: 47725

SHEET TITLE: WIC CABINET & GENERATOR PLATFORM

SHEET NUMBER: A7

THE INFORMATION CONTAINED IN THIS SET OF CONSTRUCTION DOCUMENTS IS PROPRIETARY BY NATURE. ANY USE OR DISCLOSURE OTHER THAN THOSE WHICH RELATES TO CARRIER SERVICES IS STRICTLY PROHIBITED.



MAIN COMPOUND H-FRAME DETAIL

NO SCALE | 1

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SBC WIRELESS

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12626329
ISANTI
501 WEST DUAL BOULEVARD NE
ISANTI, MN 55040

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REV.	DATE	DESCRIPTION	INITIALS
3	11/17/17	FOR CONSTRUCTION	ST
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A	07/18/17	ISSUED FOR REVIEW	GP

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PRINT NAME: NESTOR POPOWYCH

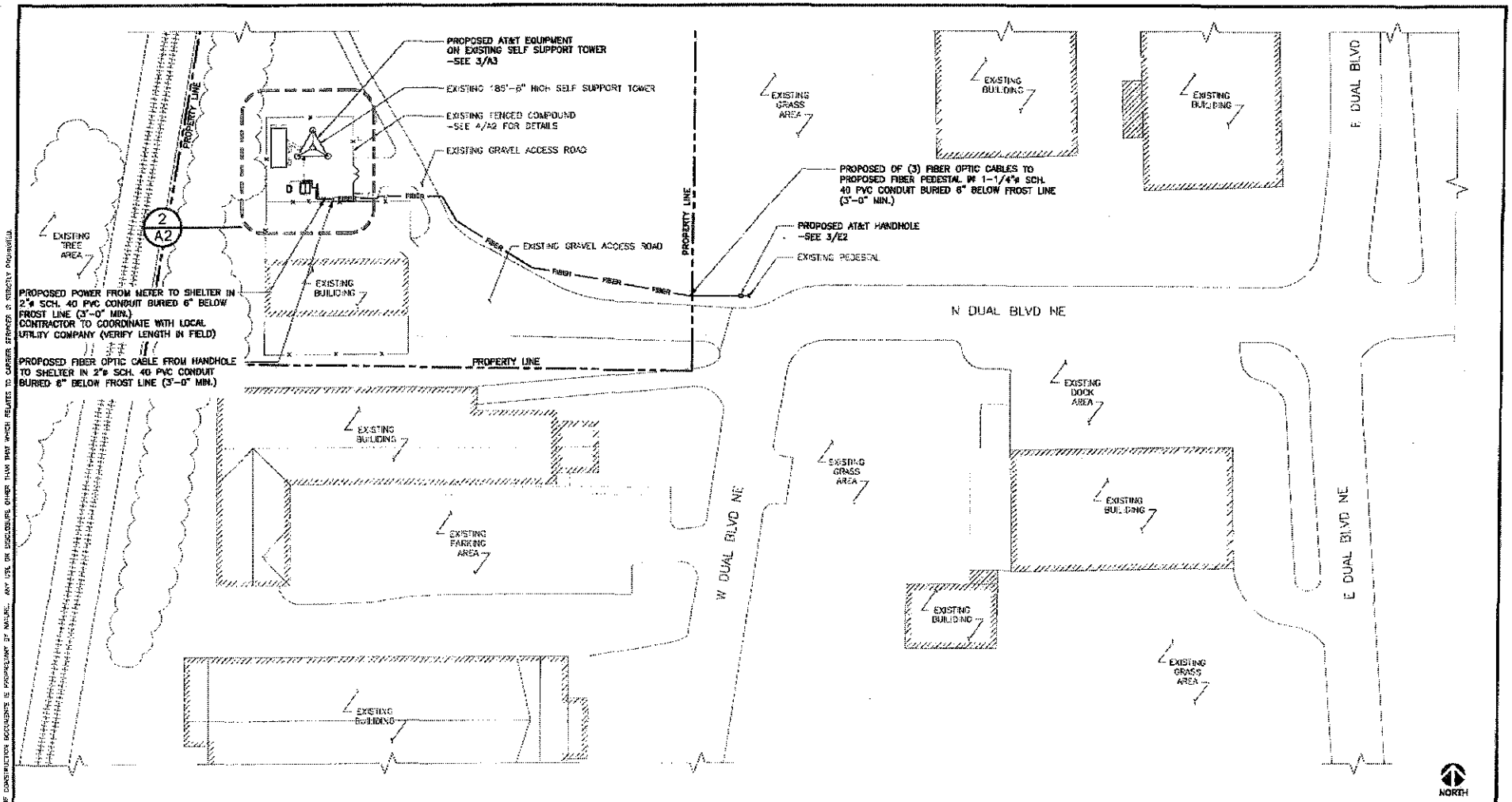
SIGNATURE

DATE: 11/17/17

LICENSE # 42726
EXP. 06/30/18

SHEET TITLE
SITE
DETAILS

SHEET NUMBER
A8



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UTILITY PLAN

1

SCALE: 1/32"=1'-0" (24x36) (OR) 1/64"=1'-0" (11x17)

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501 WEST DUAL BOULEVARD NE
ISANTI, MN 55040

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PRINT NAME: NESTOR POPOVYCH

SIGNATURE

DATE: 11/17/17

LICENSE # 47725
EXP. 06/30/18

SHEET TITLE
UTILITY PLAN

SHEET NUMBER
E1

OVERHEAD POWER ..... OHP ..... OHP ..... OHP .....

UNDERGROUND POWER ——— UGP ——— UGP ——— UGP ——— UGP ———

OVERHEAD UTILITIES ..... OHT ..... OHT ..... OHU ..... OHU .....

UNDERGROUND TELCO ——— UGT ——— UGT ——— UGT ——— UGT ———

UNDERGROUND POWER AND TELCO ——— UGP/UGT ——— UGP/UGT ——— UGP/UGT ———

ABOVE GROUND POWER (PROPOSED DC POWER CABLE) ---- AGP ---- AGP ---- AGP ---- AGP ---- AGP ----

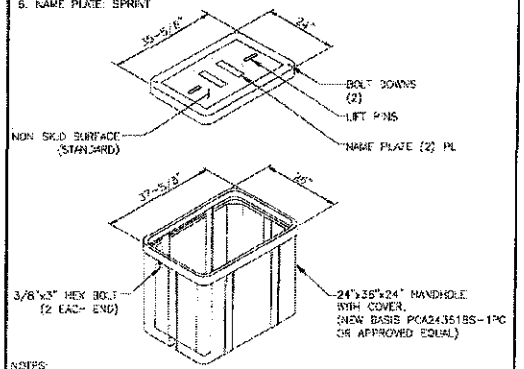
ABOVE GROUND TELCO (PROPOSED FIBER OPTIC CABLE) ---- AGT ---- AGT ---- AGT ---- AGT ---- AGT ----

1. ALL UNDERGROUND CONDUITS SHALL BE SCH 40 PVC, EXCEPT THAT ELBOWS AND RISERS SHALL BE RMC 4LL UNDERGROUND ELBOWS SHALL BE SWEEPING BENDS. 2'-0" MINIMUM SHALL BE REQUIRED.
2. THE TELEPHONE SERVICE CABLES SHOULD BE INSTALLED IN RIGID METAL CONDUIT, (10'-0") TEN FEET IN LENGTH BEFORE ENTERING A SHELTER OR BUILDING PER AT&T STANDARD ATT-TP 76416.
3. TWO CONDUITS ARE SHOWN IN DETAIL 2, ALTHOUGH MULTIPLE CONDUITS CAN BE PLACED IN THE SAME TRENCH. A MINIMUM SEPARATION IS REQUIRED PER THE LOCAL JURISDICTIONS AND UTILITY COMPANIES. IN ALL OTHER CASES, USE THE CONDUIT SPACING SCHEDULE TO MAINTAIN MINIMUM SPACING BETWEEN THE EXTERIOR WALL TO EXTERIOR WALL SEPARATION OF CONDUITS.
4. CONTRACTOR SHALL RESTORE THE TRENCH TO ITS ORIGINAL CONDITIONS BY EITHER SEEDING OR SODDING GRASS AREAS, OR REPLACING ASPHALT OR CONCRETE AREAS TO ITS ORIGINAL CROSS SECTION.
5. TRENCHING SAFETY, INCLUDING, BUT NOT LIMITED TO, SOIL CLASSIFICATION, SLOPING, AND SHORING, SHALL BE GOVERNED BY THE CURRENT OSHA TRENCHING AND EXCAVATION SAFETY STANDARDS.
6. ALL CONDUITS SHALL BE INSTALLED IN COMPLIANCE WITH THE NATIONAL ELECTRIC CODE (NEC) OR AS REQUIRED BY THE LOCAL JURISDICTION.

LEGEND | NOT TO SCALE | 2

LID NOTES:
1. POLYMER CONCRETE CONSTRUCTION
2. STANDARD LOAD RATING: 20,000 LBS.
3. TWO (2) BOLT DOWN LOCATIONS
4. NON-SKID SURFACE STANDARD
5. APPROXIMATE WEIGHT = 150 LBS.
6. NAME PLATE: SPRINT

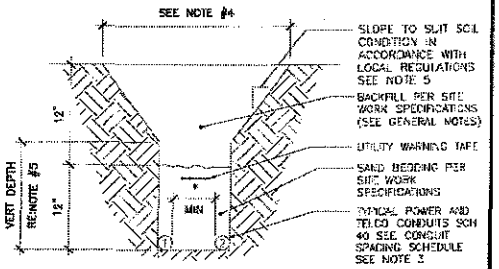
BOX NOTES:
1. POLYMER CONCRETE CONSTRUCTION
2. STACKABLE ROOF
3. APPROXIMATE WEIGHT = 150 LBS.



NOTES:
1. THIS UNIT HAS A WEIGHT RATING OF 20,000 LBS AND SHOULD BE PLACED IN LOCATIONS THAT MAY NOT HAVE AN OCCASIONAL BUT NON-DELIBERATE LIGHT TO HEAVY VEHICLE EXPOSURE.

NOT USED | NOT TO SCALE | 4

HANDHOLE DETAIL | NOT TO SCALE | 3



CONDUIT SPACING SCHEDULE

CONDUIT #1	MINIMUM CONDUIT SEPARATION	CONDUIT #2
POWER	* = 6 INCHES	POWER
POWER	* = 12 INCHES	TELCO, COMMUNICATIONS & CONTROL CIRCUITS
TELCO, COMMUNICATIONS & CONTROL CIRCUITS	* = 6 INCHES	TELCO, COMMUNICATIONS & CONTROL CIRCUITS

TRENCH DETAIL | NOT TO SCALE | 1

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12626329
ISANTI
501 WEST DUAL BOULEVARD NE
ISANTI, MN 55040

REVISIONS			
NO.	DATE	DESCRIPTION	INITIALS
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PRINT NAME: NESTOR POPOVYCH

SIGNATURE:

DATE: 11/17/17

LICENSE #: 47725

EXP. DATE: 06/30/18

SHEET TITLE: LEGEND AND DETAILS

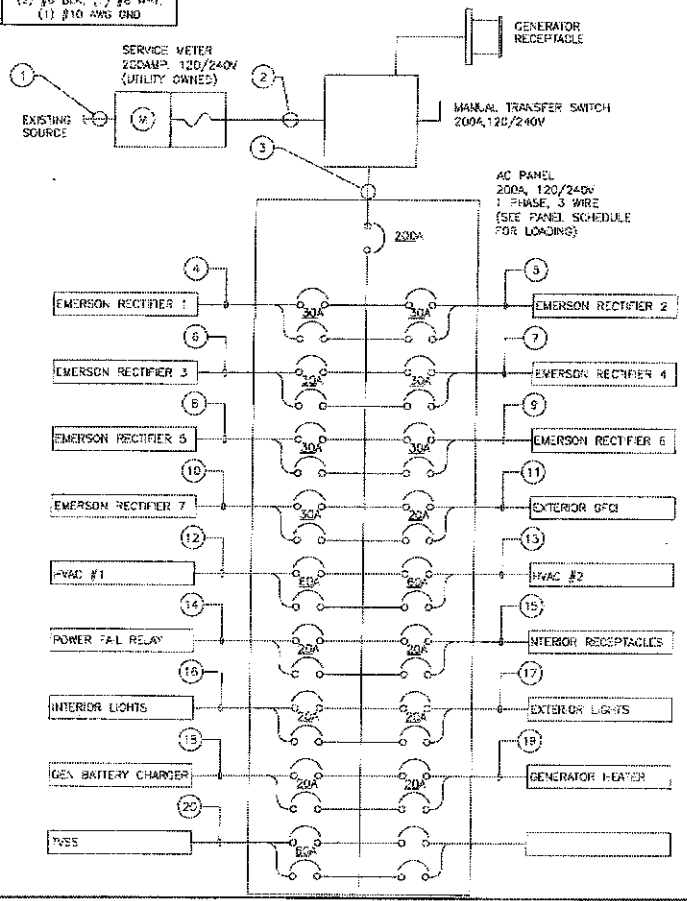
SHEET NUMBER: E2

NO	FROM	TO	CONFIGURATION
1	TRANSFORMER	UTILITY METER	(3) 3/0, (1) #4 AWG GND
2	SERVICE DISCONNECT	TRANSFER SWITCH	(3) 3/0, (1) #4 AWG GND
3	TRANSFER SWITCH	AC LOAD CENTER	(3) 3/0, (1) #4 AWG GND
4	AC LOAD CENTER	EMERSON RECTIFIER #1	(2) #10, (1) #10 AWG GND
5	AC LOAD CENTER	EMERSON RECTIFIER #2	(2) #10, (1) #10 AWG GND
6	AC LOAD CENTER	EMERSON RECTIFIER #3	(2) #10, (1) #10 AWG GND
7	AC LOAD CENTER	EMERSON RECTIFIER #4	(2) #10, (1) #10 AWG GND
8	AC LOAD CENTER	EMERSON RECTIFIER #5	(2) #10, (1) #10 AWG GND
9	AC LOAD CENTER	EMERSON RECTIFIER #6	(2) #10, (1) #10 AWG GND
10	AC LOAD CENTER	EMERSON RECTIFIER #7	(2) #10, (1) #10 AWG GND
11	AC LOAD CENTER	EXTERIOR GFCI	(1) #12 BLK, (1) #12 WHT, (1) #12 GND
12	AC LOAD CENTER	HVAC #1	(1) #6 THHN/THWN, (1) #10 AWG GND
13	AC LOAD CENTER	HVAC #2	(1) #6 THHN/THWN, (1) #10 AWG GND
14	AC LOAD CENTER	POWER FAIL RELAY	(2) #12 THHN/THWN, (1) #12 NUET, (1) #12 AWG GND
15	AC LOAD CENTER	INTERIOR RECEPTACLES	(1) #12 BLK, (1) #12 WHT, (1) #12 AWG GND
16	AC LOAD CENTER	INTERIOR LIGHTS	(1) #12 BLK, (1) #12 W-T, (1) #12 AWG GND
17	AC LOAD CENTER	EXTERIOR LIGHTS	(1) #12 BLK, (1) #12 W-T, (1) #12 AWG GND

NO	FROM	TO	CONFIGURATION
18	AC LOAD CENTER	GEN BATTERY CHARGER	(1) #12 BLK, (1) #12 WHT, (1) #12 AWG GND
19	AC LOAD CENTER	GENERATOR HEATER	(1) #12 BLK, (1) #12 WHT, (1) #12 AWG GND
20	AC LOAD CENTER	TVSS	(2) #6 BLK, (1) #6 W-T, (1) #10 AWG GND

1. CONTRACTOR SHALL INSPECT THE EXISTING CONDITIONS PRIOR TO SUBMITTING A BID. ANY QUESTIONS ARISING DURING THE BID PERIOD IN REGARDS TO THE CONTRACTOR'S FUNCTIONS, THE SCOPE OF WORK, OR ANY OTHER ISSUE RELATED TO THIS PROJECT SHALL BE BROUGHT UP DURING THE BID PERIOD WITH THE PROJECT MANAGER FOR CLARIFICATION, NOT AFTER THE CONTRACT HAS BEEN AWARDED.
2. ALL ELECTRICAL WORK SHALL BE DONE IN ACCORDANCE WITH CURRENT NATIONAL ELECTRICAL CODES AND ALL STATE AND LOCAL CODES, LAWS, AND ORDINANCES. PROVIDE ALL COMPONENTS AND WIRING SIZES AS REQUIRED TO MEET NEC STANDARDS.
3. LOCATION OF EQUIPMENT, CONDUIT AND DEVICES SHOWN ON THE DRAWINGS ARE APPROXIMATE AND SHALL BE COORDINATED WITH FIELD CONDITIONS PRIOR TO CONSTRUCTION.
4. CONDUIT ROUGH-IN SHALL BE COORDINATED WITH THE MECHANICAL EQUIPMENT TO AVOID LOCATION CONFLICTS. VERIFY WITH THE MECHANICAL EQUIPMENT CONTRACTOR AND COMPLY AS REQUIRED.
5. CONTRACTOR SHALL PROVIDE ALL BREAKERS, CONDUITS AND CIRCUITS AS REQUIRED FOR A COMPLETE SYSTEM.
6. CONTRACTOR SHALL PROVIDE PULL BOXES AND JUNCTION BOXES AS REQUIRED BY THE NEC ARTICLE 314.
7. CONTRACTOR SHALL PROVIDE ALL STRAIN RELIEF AND CABLE SUPPORTS FOR ALL CABLE ASSEMBLIES. INSTALLATION SHALL BE IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS AND RECOMMENDATIONS.
8. ALL DISCONNECTS AND CONTROLLING DEVICES SHALL BE PROVIDED WITH ENGRAVED PHENOLIC NAMEPLATES INDICATION EQUIPMENT CONTROLLED, BRANCH CIRCUITS INSTALLED ON, AND PANEL FIELD LOCATIONS FED FROM.
9. INSTALL AN EQUIPMENT GROUNDING CONDUCTOR IN ALL CONDUITS PER THE SPECIFICATIONS AND NEC 250. THE EQUIPMENT GROUNDING CONDUCTORS SHALL BE BONDED AT ALL JUNCTION BOXES, PULL BOXES, AND ALL DISCONNECT SWITCHES, AND EQUIPMENT CABINETS.
10. ALL NEW MATERIAL SHALL HAVE A U.L. LABEL.
11. PANEL SCHEDULE LOADING AND CIRCUIT ARRANGEMENTS REFLECT POST-CONSTRUCTION EQUIPMENT.
12. CONTRACTOR SHALL BE RESPONSIBLE FOR AS-BUILT PANEL SCHEDULE AND SITE DRAWINGS.
13. DC POWER WIRING SHALL BE COLOR CODED AT EACH END FOR IDENTIFYING +24V AND -48V CONDUCTOR WIRING. RED MARKINGS SHALL IDENTIFY +24V. BLUE MARKINGS SHALL IDENTIFY -48V. REFER TO ATT-002-290-701.
14. DC POWER WIRING SIZE 14 AWG TO 10 AWG SHALL BE TELCOFLEX III. DC POWER WIRING 8 AWG AND LARGER SHALL BE TELCOFLEX IV. REFER TO ATT-002-290-701.
15. LTE POWER WIRING SHALL BE ACCORDANCE WITH ATT-002-290-531.

REFERENCE SHELTER SHOP DRAWINGS FOR PANEL LOAD CENTER SCHEDULE



ELECTRIC SLD AND PANEL SCHEDULE

NOT TO SCALE | 1

AT&T
550 NATIONAL PARKWAY
SCHAUMBURG, IL 60173

SAC WIRELESS
SAC WIRELESS, LLC.
1211 PLUM DR.
CHICAGO, IL 60601
WWW.SACW.COM
312.595.0977

SAC WIRELESS
SAC WIRELESS, LLC.
1211 PLUM DR.
CHICAGO, IL 60601
WWW.SACW.COM
312.595.0977

NSB- RAW LANDS
12626329
ISANTI
501 WEST DUAL BOULEVARD NE
ISANTI, MN 55040

REVISIONS			
NO.	DATE	DESCRIPTION	INITIALS
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B	09/28/17	ISSUED FOR REVIEW	GP
A	07/18/17	ISSUED FOR REVIEW	GP

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PRINT NAME: KRISTOL POMORSKI

SIGNATURE: DATE: 11/17/17

LICENSE # 47725
EXP. 06/30/18

SHEET TITLE
ELECTRIC SLD AND PANEL SCHEDULE

SHEET NUMBER
E3

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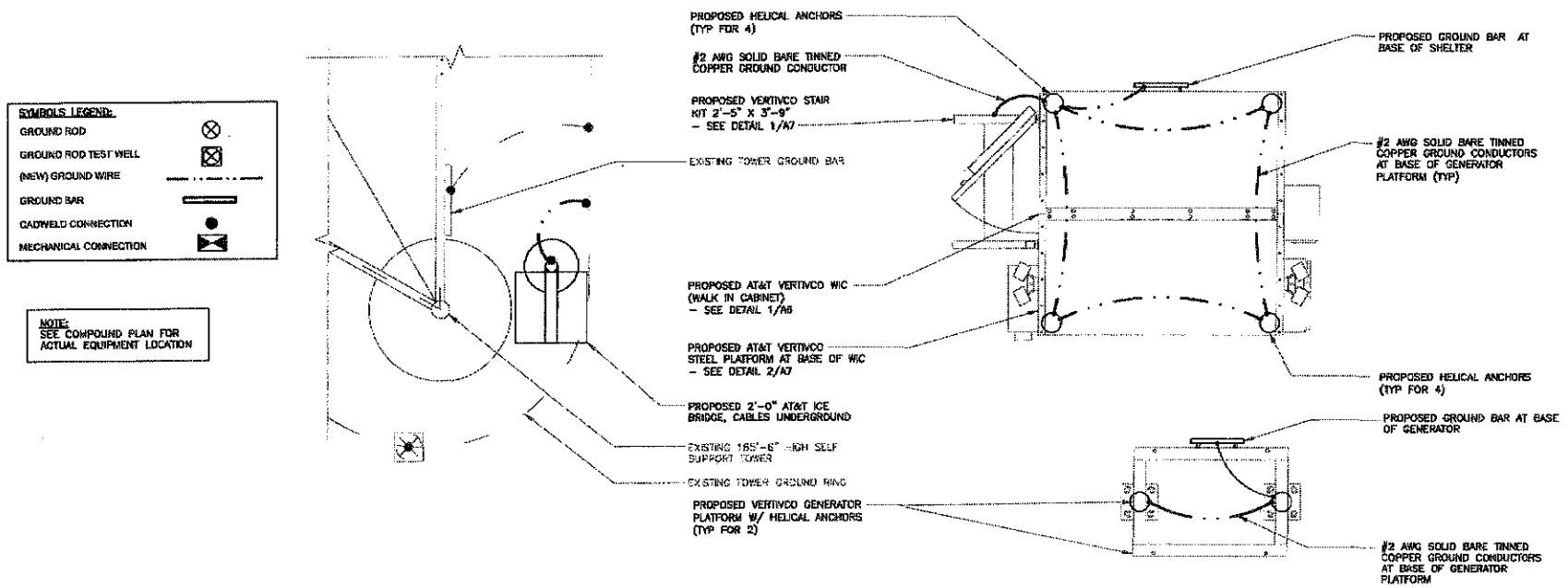

GENERIC TYPICAL GROUNDING PLAN

NOT TO SCALE

1

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12626329
ISANTI
501 WEST DUAL BOULEVARD NE
ISANTI, MN 55040

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PRINT NAME: NESTOR PERDOMO

SIGNATURE:

DATE: 11/27/17

LICENSE # 47725

EXP. 06/30/18

SHEET TITLE

SHELTER GROUNDING PLAN & DETAILS

SHEET NUMBER

E4

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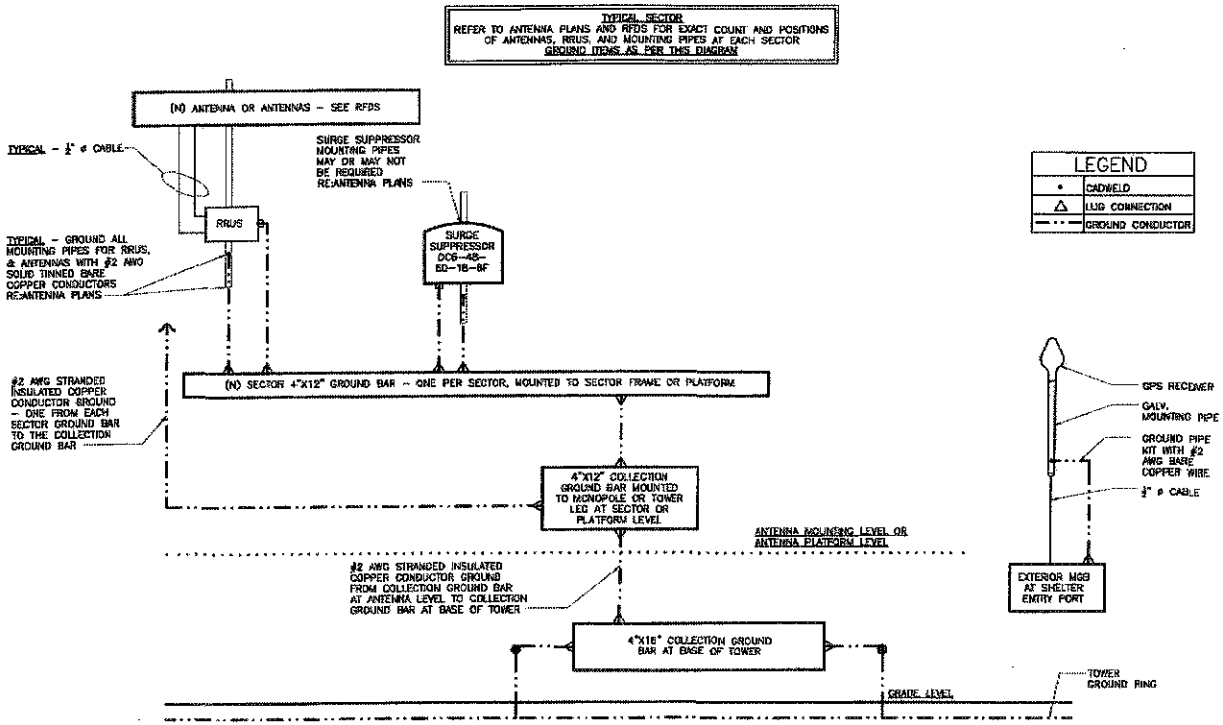

GENERIC ANTENNA GROUNDING SINGLE LINE DIAGRAM

SCALE: N.T.S. 1

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SBC WIRELESS

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12626329
ISANTI
501 WEST DUAL BOULEVARD NE
ISANTI, MN 55040

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PRINT NAME: HESTON ADDINGTON

SIGNATURE:

DATE: 11/17/17

LICENSE #: 47725

EXP. 06/30/18

SHEET TITLE: GENERIC ANTENNA GROUNDING SLD

SHEET NUMBER: E5

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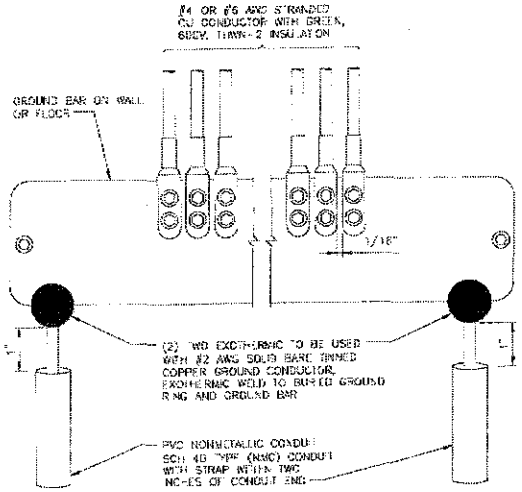
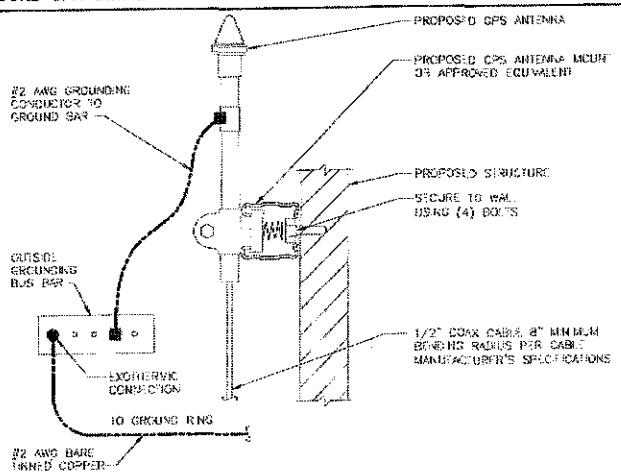


GROUND BAR DETAIL

SCALE: N.T.S. — 4

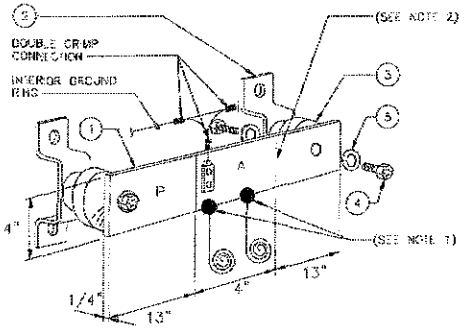


GPS ANTENNA GROUNDING

SCALE: N.T.S. — 3

NO	REQUIRED	PART NUMBER	DESCRIPTION
1	1	1/4"x4"x36"	SOLID GROUND BAR
2	2	A-8056	WALL MOUNTING BRACKET
3	2	3051-4	INSULATORS
4	4	3012-1	5/8" - 11x1" S.H.C.S.
5	4	3015-8	5/8" LOCKWASHER

NEWTON INSTRUMENT COMPANY, INC.
BUTNER, N.C.



EACH GROUND CONDUCTOR TERMINATING ON ANY GROUND BAR SHALL HAVE AN IDENTIFICATION TAG ATTACHED AT EACH END THAT WILL IDENTIFY ITS ORIGIN AND DESTINATION

SECTION "P" – SURGE PROTECTORS

(EC) CELL REFERENCE GROUND BAR (IF CO-LOCATED)
(EC) GENERATOR FRAMEWORK (IF AVAILABLE) (#2 AWG)
(EC) TELCO GROUND BAR (#2 AWG)
(EC) COMMERCIAL POWER COMMON NEUTRAL/GROUND BOND (3/0)
(EC) FIBER GROUND BAR (#2 AWG)
(EC) POWER ROOM REFERENCE GROUND BAR (#2 AWG)
(AT&T) RECTIFIER FRAMES

SECTION "A" – SURGE ABSORBERS

(EC) INTERIOR GROUND RING (#2 AWG)
(EC) EXTERNAL EARTH GROUND FIELD (BURIED GROUND RING) (#2 AWG)
(EC) METALLIC COLD WATER PIPE (IF AVAILABLE) (1/0 AWG)
(EC) BUILDING STEEL (IF AVAILABLE) (1/0 AWG)

SECTION "I" – ISOLATED GROUND ZONE

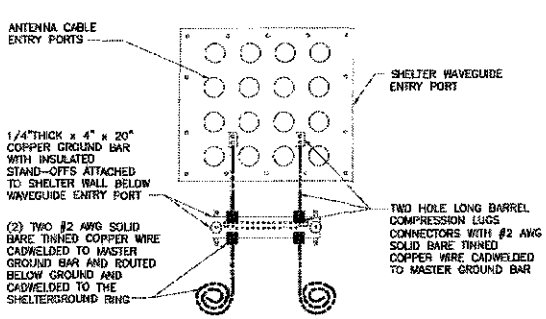
(AT&T) ALL ISOLATED GROUND REFERENCE
(AT&T) GROUND WINDOW BAR

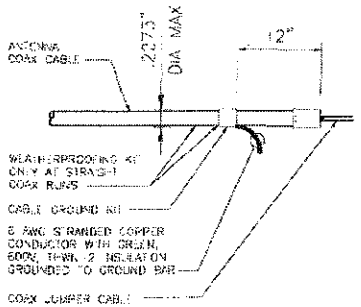
DETAIL NOTES:

1. EXOTHERMICALLY WELD #2 AWG BARE TINNED SOLID COPPER CONDUCTOR TO GROUND BAR. ROUTE CONDUCTOR TO BURIED GROUND RING AND PROVIDE PARALLEL EXOTHERMIC WELD.
2. THE INSTALLER SHALL USE PERMANENT MARKER TO DRAW THE LINE BETWEEN SECTION AND ABC. EACH SECTION ("P", "A", "I" WITH "1" INCHES

MASTER GROUND BAR DETAIL

SCALE: N.T.S. — 2





COAX GROUND KIT DETAIL

SCALE: N.T.S. — 1

AT&T

SBC WIRELESS

SBC WIRELESS

NSB– RAW LANDS
12626329
ISANTI
501 WEST DUAL BOULEVARD NE
ISANTI, MN 55040

REVISIONS			
NO	DATE	DESCRIPTION	INITIALS
1	11/13/17	FOR CONSTRUCTION	ST
0	11/03/17	FOR CONSTRUCTION	GP
B	09/28/17	ISSUED FOR REVIEW	GP
A	07/18/17	ISSUED FOR REVIEW	RP

NOT FOR CONSTRUCTION UNLESS LABELED AS CONSTRUCTION SET

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 ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: KRISTOPHER PROKOPICH

SIGNATURE:

DATE: 11/27/17

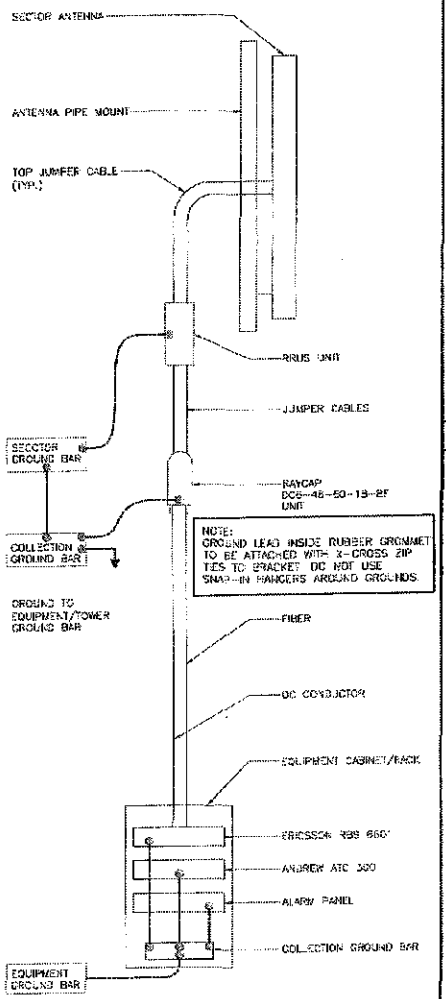
LICENSE #: 47725

EXP. DATE: 06/30/18

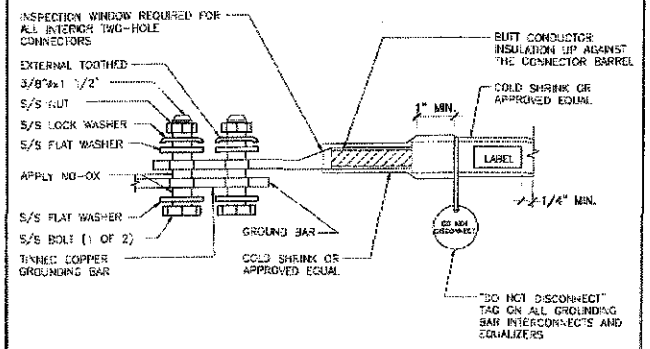
SHEET TITLE: GROUNDING DETAILS

SHEET NUMBER: E6

THE INFORMATION CONTAINED IN THIS SET OF CONSTRUCTION DOCUMENTS IS PROPRIETARY BY NATURE. ANY USE OR DISCLOSURE OTHER THAN THAT WHICH RELATES TO CARRIER SERVICES IS STRICTLY PROHIBITED.

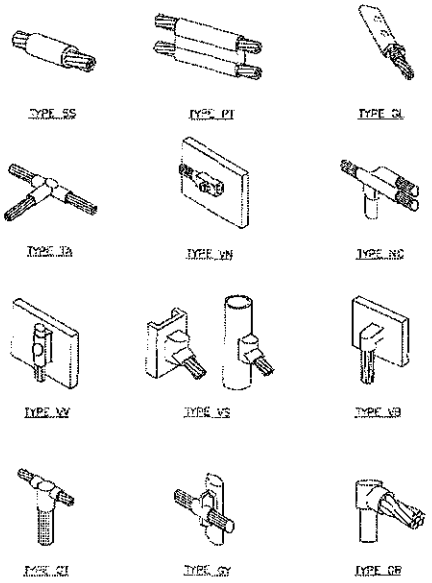


CABLE GROUNDING | NO SCALE | 4



EXTERIOR TWO HOLE LUG DETAIL | NO SCALE | 3

NOT USED | NO SCALE | 2



CADWELD DETAILS | NO SCALE | 1

AT&T

SBC WIRELESS

SBC WIRELESS

NSB– RAW LANDS
12626329
ISANTI
501 WEST DUAL BOULEVARD NE
ISANTI, MN 55040

REVISIONS			
REV.	DATE	DESCRIPTION	INITIALS
1	11/12/17	FOR CONSTRUCTION	ST
0	11/03/17	FOR CONSTRUCTION	GP
B	08/28/17	ISSUED FOR REVIEW	GP
A	07/18/17	ISSUED FOR REVIEW	RP

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PRINT NAME: HESTOR POPOWICH

SIGNATURE:

DATE: 11/17/17

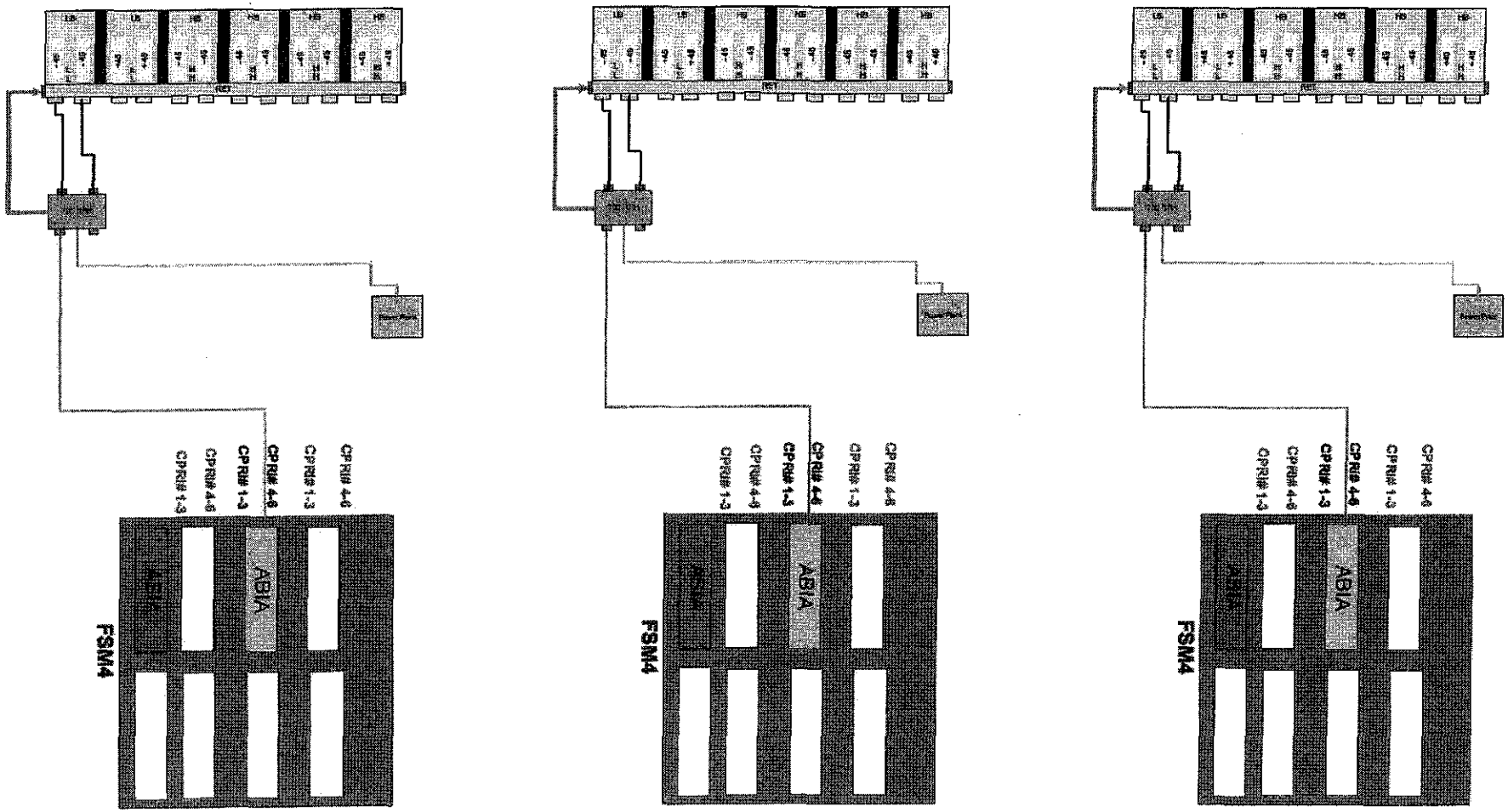
LICENSE #: 42725

EXP. 06/30/18

SHEET TITLE: GROUNDING DETAILS

SHEET NUMBER: E7

THE INFORMATION CONTAINED IN THIS SET OF CONSTRUCTION DOCUMENTS IS PROPRIETARY BY NATURE. ANY USE OR DISCLOSURE OTHER THAN THAT WHICH RELATES TO CARRIER SERVICES IS STRICTLY PROHIBITED



RFDS PLUMBING DIAGRAM

SCALE N.T.S.

1

AT&T

SAC WIRELESS

SAC WIRELESS

NSB-- RAW LANDS
12626329
ISANTI
501 WEST DUAL BOULEVARD NE
ISANTI, MN 55040

REVISIONS			
REV.	DATE	DESCRIPTION	INITIALS
1	11/17/17	FOR CONSTRUCTION	ST
0	11/03/17	FOR CONSTRUCTION	GP
B	09/28/17	ISSUED FOR REVIEW	GP
A	07/18/17	ISSUED FOR REVIEW	RP

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PRINT NAME: NESTOR POPOWICH

SIGNATURE

DATE: 11.17.17

LICENSE # 47725
EXP. 06/30/18

SHEET TITLE
RFDS PLUMBING DIAGRAM

SHEET NUMBER
RF

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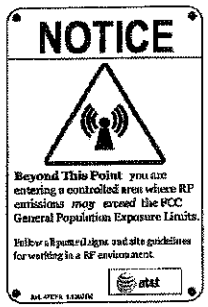
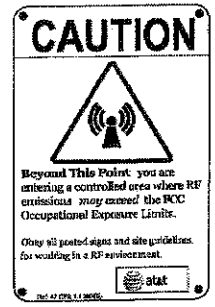
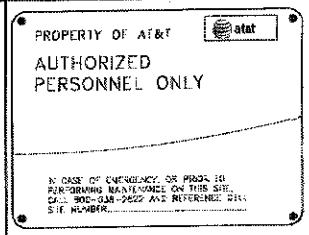


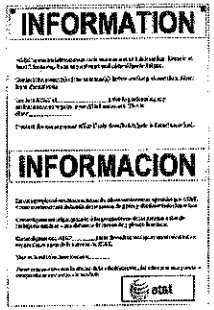


ALERTING SIGNS

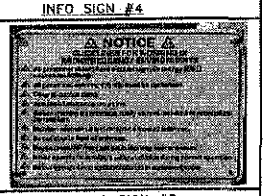
ALERTING SIGN



INFO SIGN #4



INFO SIGN #1



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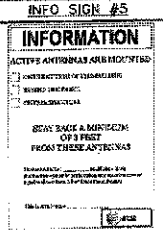

INFO SIGN #2

ALERTING SIGN (FOR CELL SITE BATTERIES)

ALERTING SIGN (FOR DIESEL FUEL)

ALERTING SIGN (FOR PROPANE)

STAY BACK 3 FEET FROM ANTENNA

at&t

INFO SIGN #3

GENERAL SIGNAGE GUIDELINES

Structure Type	INFO SIGN #1	INFO SIGN #2	INFO SIGN #3	INFO SIGN #4	Striping	NOTICE SIGN	CAUTION SIGN
Towers							
Monopole/Monopine/Monopalm	entrance gates, shelter doors OR on the outdoor cabinets	climbing side of the Tower	On backside of Antennas	entrance gates, shelter doors OR on the outdoor cabinets			At the height of the first climbing step, min 9ft above ground
SST/Tower with high voltage	entrance gates, shelter doors OR on the outdoor cabinets	climbing side of the Tower	On backside of Antennas	entrance gates, shelter doors OR on the outdoor cabinets			At the height of the first climbing step, min. 9ft above ground
Light Poles / Flag Poles	entrance gates, shelter doors OR on the outdoor cabinets	on the pole, no less than 9ft below the Antennas and no less than 9ft above ground	On backside of Antennas	entrance gates, shelter doors OR on the outdoor cabinets			
Utility Wood Poles (JPA)	entrance gates, shelter doors OR on the outdoor cabinets	on the pole, no less than 3ft below the Antennas and no less than 9ft above ground	On backside of Antennas	entrance gates, shelter doors OR on the outdoor cabinets		If OP max value of MPE at antenna level is: 0-99%: Notice sign; over 99%: Caution sign at no less than 9ft below antenna and 9ft above ground	
Microcells mounted on non-JPA poles	entrance gates, shelter doors OR on the outdoor cabinets	on the pole, no less than 9ft below the Antennas and no less than 9ft above ground	On backside of Antennas	entrance gates, shelter doors OR on the outdoor cabinets		Notice or Caution sign at no less than 9ft above ground, only if the exposure exceeds 90% of the General Public exposure at OR above ground or at outside surface of adjacent buildings	
Roof Tops							
At all access points to the roof	X			X			
On Antennas	X		X	X			
Concealed Antennas	X	X		X			
antennas mounted facing outside the building	X	X		X			
antennas on support structure	X	X		X			
Roofview Graphic							
Radiation area is within 3ft from antennae	X	adjacent to each antenna		X		either Notice or Caution sign (based on RoofView results) at entrances/barrier	
Radiation area is beyond 3ft from antennae	X	adjacent to each antenna		X	diagonal, yellow striping as in Roofview graph		
Church Steeples	Access to steeple	adjacent to antennas if antennas are concealed	On backside of Antennas	Access to steeple			Caution sign at the antennas
Water Stations	Access to ladder	adjacent to antennas if antennas are concealed	On backside of Antennas	Access to ladder			Caution sign beside Info sign #1, min. 9ft above ground

Notes for Rooftop sites:
1. Either NOTICE or CAUTION signs need to be posted at each sector as close as possible to the outer edge of the striped off area or the outer antennas of the sector.
2. If Roofview shows : only blue = Notice Sign, blue and yellow = Caution Sign, only yellow = Caution Sign is to be listed
3. Should the required striping area interfere with any structures or equipment (AC units, roof hatch, doors, other antennas, dishes, etc.), please notify AT&T to modify the striping area, prior to starting the work.

SIGNAGE GUIDELINES CHART

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AT&T
500 NATIONAL PARKWAY
SCHAUMBURG, IL 60173

SAC WIRELESS
540 W. MADISON ST. 12TH FLOOR
CHICAGO, IL 60661
(312) 895-4977

SAC WIRELESS
540 W. MADISON ST. 12TH FLOOR
CHICAGO, IL 60661
(312) 895-4977

NSB– RAW LANDS
12626329
ISANTI
501 WEST DUAL BOULEVARD NE
ISANTI, MN 55040

REVISIONS			
REV.	DATE	DESCRIPTION	ENGR.
1	11/17/17	FOR CONSTRUCTION	ST
0	11/03/17	FOR CONSTRUCTION	GP
B	08/28/17	ISSUED FOR REVIEW	GP
A	07/18/17	ISSUED FOR REVIEW	RF

NOT FOR CONSTRUCTION UNLESS LABELED AS CONSTRUCTION SET

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.

PRINT NAME: VESTOR POPOVYCH

SIGNATURE:

DATE: 11/17/17

LICENSE # 47795
EXP. 06/30/18

SHEET TITLE
SIGNAGE REQUIREMENTS

SHEET NUMBER
SIGNAGE

G.3. Consider Request for Conditional Use Permit (CUP) for 501 West Dual Blvd – Randy Polzin

City Planner Carla Vita reviewed the request for a CUP and stated the Planning Commission has recommended its approval with the following conditions:

- The owner/users of the telecommunications tower make every effort to promote co-location of other telecommunication providers.
- A bond of $25,000 must be submitted to the City before a building permit is issued.
- Proof that the proposed tower complies with regulations administered by the Federal Aviation Administration. This proof must be submitted at the same time a building permit is requested.
- The Telecommunications Tower must be light blue in color.
- The Telecommunications Tower must have security fencing.
- Applicant must submit a fall-zone area which is a requirement of the Ordinance.
- Before a building permit is issued a site plan showing the landscaping must be submitted.

There was discussion on the color of the tower and a recommendation by Tower Representative Mr. Peterson that they would like to leave it the color of galvanized steel.

Motion by Larson, second by Fuhol to approve the request for a Conditional Use Permit by Randy Polzin with the recommendations as stated above excepting the color of the tower which can remain in the galvanized steel color. Carried 3-0.

K.5.

A Community For Generations.
Isanti

MEMORANDUM

TO: Mayor George A. Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: April 3, 2018

SUBJECT: **REQUEST FROM GRANNY MAYS FOR A CONDITIONAL USE PERMIT TO OPERATE A RESTAURANT A 2 ENTERPRISE AVE NE SUITE D2**

Background
The City has received a Conditional Use Permit application from Granny Mays Catering and Restaurant (Jill Hoffman, applicant) to operate a restaurant at 2 Enterprise Ave NE Suite D2. Under Section 11, Article 5, Subd. 4(P) a "Restaurant" is a conditional use.

The proposed use will be for Granny Mays catering kitchen and a small storefront for dine-in customers.

Staff Comments
Staff believes that this proposal meets all requirements within City code and the Comprehensive Plan. The building and parking is already existing, and as such, does not require any additional review by the Planning Commission.

Development and Operations Committee Comments
DOAC met on Thursday February 22, 2018 and provided the following comments:

1) All applicable licenses are obtained from the proper authorities.
2) Any expansions or enlargement of the dining room area be approved through an amended conditional use permit.

Planning Commission Recommendation
The Planning Commission held a public hearing at the regularly scheduled meeting on March 20, 2018. After the public hearing, the Planning Commission has recommended approval with the conditions stipulated in the attached Resolution.

Public Comment
No public comments have been received regarding the proposed conditional use permit prior to the release of this staff memo.

Staff Recommendation
Staff recommends **APPROVAL** with the conditions as stipulated by DOAC.

Supporting Information

Public Notice
Notice of the Conditional Use Permit was published in the official City newspaper, *Isanti County News* on Wednesday March 7th, 2018. Mailed notices were provided to property owners within 350' of the subject property.

Zoning Ordinance Requirements
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. The proposed restaurant is allowed as a conditional use in the TH-65 Overlay Zoning District.

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
1. 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.

Comprehensive Plan

General Commercial

The purpose of this category 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, convenience stores, gas stations or other auto-oriented businesses. Limited office and services uses are appropriate in these areas as well, depending on scale and location.

Deadline for City Council Action

The City of Isanti received a complete application for this request on February 5, 2018, and it was deemed complete on February 21, 2018. Pursuant to Minnesota State Statutes, the City must act on this request by April 17, 2018.

Attachments

- Resolution 2018-XXX
- Findings of Fact and Conclusion
- Applicant Written Narrative
- Floor Plan
- RIC Properties Report

RESOLUTION NO. 2018-XXX

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR GRANNY MAYS AT 2 ENTERPRISE AVE NE SUITE D2, CITY OF ISANTI, MN

WHEREAS, Granny Mays (Jill Hoffman, applicant) has submitted a Conditional Use Permit Application to operate a restaurant at 2 Enterprise Ave NE Suite D2 in the City of Isanti, Minnesota (PID 16.132.0020); and,

WHEREAS, within City of Isanti Zoning Code Section 11, Article 5, Subd. 4(P) a restaurant is a conditional use in the TH-65 Overlay Zoning District; and,

WHEREAS, notice of public hearing was published in the *Isanti County News* on March 7, 2018 and property owners within 350 feet of the subject parcel were notified of the public hearing by letter; and,

WHEREAS, the Isanti Planning Commission has recommended approval of the requested Conditional Use Permit based upon the Findings of Fact and Conclusion as presented with conditions; and,

WHEREAS, the City Council reviewed the requested Conditional Use Permit at the regularly scheduled meeting on April 3, 2018; 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 Conditional Use Permit, and hereby approves the Conditional Use Permit subject to the following conditions:

1) All applicable licenses are obtained from the proper authorities.
2) Any expansions or enlargement of the dining room area be approved through an amended conditional use permit.

This Resolution is hereby approved by the Isanti City Council this 3rd day of April, 2018.

ATTEST:

_____
Mayor George A. Wimmer

_____
Katie Brooks
City Clerk/ Human Resources

FINDINGS OF FACT AND CONCLUSION

Request

Request from Jill Hoffman of Granny Mays for approval of a Conditional Use Permit to operate an restaurant on the property located at 2 Enterprise Ave NE Suite D2, Isanti, Minnesota.

Findings of Fact

1. The applicant is requesting to operate a restaurant at the property located at 2 Enterprise Ave NE Suite D2.
2. The property is zoned "B-2" General District.
3. A Conditional Use Permit is required for restaurants within the "TH-65" Highway 65 Corridor Overlay District.
4. The petitioner submitted a Conditional Use Permit Application, the required application fee and associated materials on February 5, 2018. Staff had reviewed such application and deemed such application complete on February 21, 2018. Pursuant to Minnesota State Statute, the City must act on this request by April 17, 2018 (60-day rule).
5. A public hearing date before the Planning Commission was scheduled for Tuesday, March 20, 2018 at 7:00 p.m. at City Hall within the Council Chambers.
6. Notice of the Conditional Use Permit request was published within the Isanti- County News on Wednesday, March 7, 2018. Notices were sent to all property owners located within 350 feet of the subject property.
7. 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.
8. The Planning Commission held a public hearing on the item on March 20, 2018; and all property owners within 350' of the subject property were invited to attend and provide public comment.

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.
   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 is a permitted conditional use. It fits the intent of the ordinance and underlying zoning district ("B-2"General Business 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 restaurant will not be detrimental or endanger the public health, safety, morals, or comfort.

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 will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor will it impair the property values within the neighborhood.

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.
This requirement is met.

F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.
Additional public facilities and services are not necessary for the proposed use.

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 or volume of traffic flow for this site.

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.
Parking exists on site and is sufficient for the proposed use.

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.
Not applicable.

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.
Landscaping and screening were established with the original site plan.

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.
There will be no changes to lighting. Approved as part of the original site plan.

I. The site drainage system shall be subject to the review and approval of the City Engineer.
Not applicable. Approved as part of the original site plan.

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.
Not applicable. Approved as part of the original site plan.

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. Approved as part of the original site plan.

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.
All signage will be approved through the Zoning Administrator at the time it is submitted.

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 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.
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. The following are a list of conditions applicable to the approval of this conditional use:

1) All applicable licenses are obtained from the proper authorities.

2) Any expansions or enlargement of the dining room area be approved through an amended conditional use permit.

Decision

The Planning Commission held a public hearing on the item at the **March 20, 2018** meeting. After the public hearing, the Planning Commission has recommended approval with the conditions stipulated in the attached Resolution.

Attachment #3

Granny Mays Catering
2736 225th Lane NE
Cedar, MN 55011

Re: Written Narrative for Conditional Use Permit
Proposal Site Towns Edge Business Center
2 Enterprise Av NE Suite D2
Isanti, MN 55040

To Planning and Zoning for the City of Isanti.

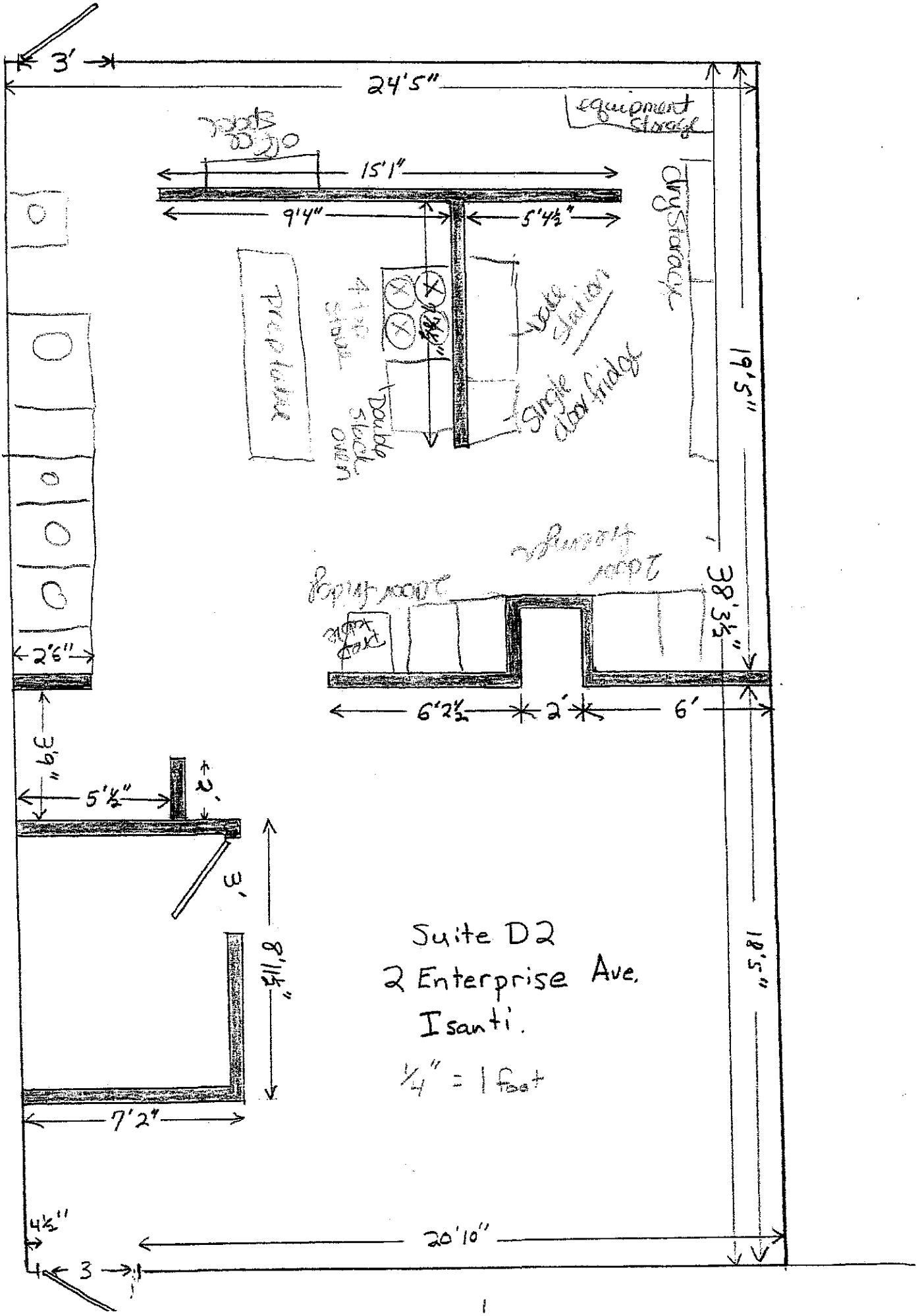
We Tim and Jill Hoffman are requesting a Conditional use permit for the property at Towns Edge Business Center, 2 Enterprise Av NE Suite D2, Isanti, MN 55040. The conditional use permit would be to use current space as a licensed commercial catering kitchen by 4-1-2018. With the possibility of the store front later which is also part of the current site with a possible expansion to Suite D3 in the future if needed.

We have currently been running a catering business in East Bethel MN for 3 years. Focusing on Senior Site Dining, Meal Delivery Service to Senior Apt, Off Site Catering for events for local cities, Chambers, weddings, graduations. We are in search of more space with room to grow and expand our current operations. With expansion we would have a delivery truck that would deliver to surrounding business centers in Isanti, East Bethel and Ham Lake.

The current space was set up for a licensed Cake Shop so the structure has been modified and used as a kitchen. It currently has a hand washing sink, 3 compartment sink, mop sink, prep sink, commercial ventilation system, commercial water heater, and unisex bathroom. (as seen in attachment 1 page 2)

In speaking to Alex Hintz at the Minnesota Dept of Health he stated the current space would be inspected as new construction as the old license was under the Dept of Ag. He saw no real issues based on our conversation. There would be some changes needed to expand the ventilation hood but not a suppression system as there will be no fryer in the proposed structure. And based on a site visit and Health Department Review Application would lay out any other modifications needed to license it as a commercial kitchen.

Please accept the proposal and if there is any additional information need for your decision please contact Jill Hoffman @ 612-850-8215.


3'
24'5"
equipment storage
15'1"
9'4"
5'4½"
dry storage
Prep table
Double stack oven
single door fridge
19'5"
2'6"
3'9"
5'½"
2'
3'
11'4"
7'2"
Suite D2
2 Enterprise Ave.
Isanti.
¼" = 1 foot
38'3½"
6'2½"
2'
6'
18'5"
4½"
20'10"
4
3
1

Attachment #2

RIC Properties
2 Enterprise Ave NE
Suite D4
Isanti, MN 55040

RETAIL • INDUSTRIAL • COMMERCIAL PROPERTY MANAGAMENT SPECIALISTS
ricproperty.com

11/28/2017

Re: Granny Mays
Proposal to Lease: Suite D2
2 Enterprise Ave, Isanti, MN

Dear Jill:

I am pleased to present the following proposal for your consideration.

PREMISES:
Approximately 1000 rentable square feet shown on the attached site plan (Exhibit A).

LANDLORD:
Isanti Mall, LLC

TENANT:
Granny May's

LEASE TERM:
3 years.

BASE RENT:	Months	PSF	Annual Base Rent	Monthly
	1-12	$10.00	$10,000.00	$833.33
	13-24	$10.30	$10,300.00	$858.33
	25-36	$10.60	$10,600.00	$883.33

ADDITIONAL RENT:	PSF	Additional Rent	Monthly

None, Building taxes and insurance are included in Base Rent.

COMMON AREA MAINTENANCE, TAXES AND INSURANCE:
This is a modified gross lease. Tenant will pay all utility costs as well as keep all Building mechanical equipment and interior improvements in good working condition for the term of the lease.

RENT COMMENCEMENT:
Commencement date to be January 1, 2018

TENANT LEASEHOLD IMPROVEMENTS: None by Landlord

Tenant shall be Responsible to construct and pay for all tenant Leasehold improvements, equipment, fixtures, signs and related work per Tenant's plans and specifications. Plans and specifications shall be subject to final Landlord approval.

LANDLORD CONTRIBUTION:
Prior to delivering the Premises to Tenant, Landlord shall, at its expense, perform the work described as Landlord Work in the Landlord's Work Letter (see Exhibit A). All work not described as Landlord's Work shall be tenant's responsibility.

MAINTENANCE OF LEASED AREA:
Tenant shall pay for all maintenance and janitorial within its leased space. Landlord shall provide all exterior and common area maintenance, the cost of which will be prorated among all leasable spaces.

USE OF PREMISES:
Food Preparation, Catering, limited restaurant services

SIGNAGE:
All signs must be approved by Landlord and must also meet City of Isanti requirements.

PARKING AND ACCESS:
As is. It is the Tenants responsibility to confirm that the parking and access is satisfactory for its business.

SECURITY DEPOSIT:
One (1) month's ~~gross~~ Base rent.

CONTINGENCY:
This proposal is contingent upon Landlord's final review and approval of both Tenant's financial statements and retail concept.

NOTICES TO TENANT ADDRESS:

_____

_____

_____

_____

RIC Properties
2 Enterprise Ave NE
Suite D4
Isanti, MN 55040

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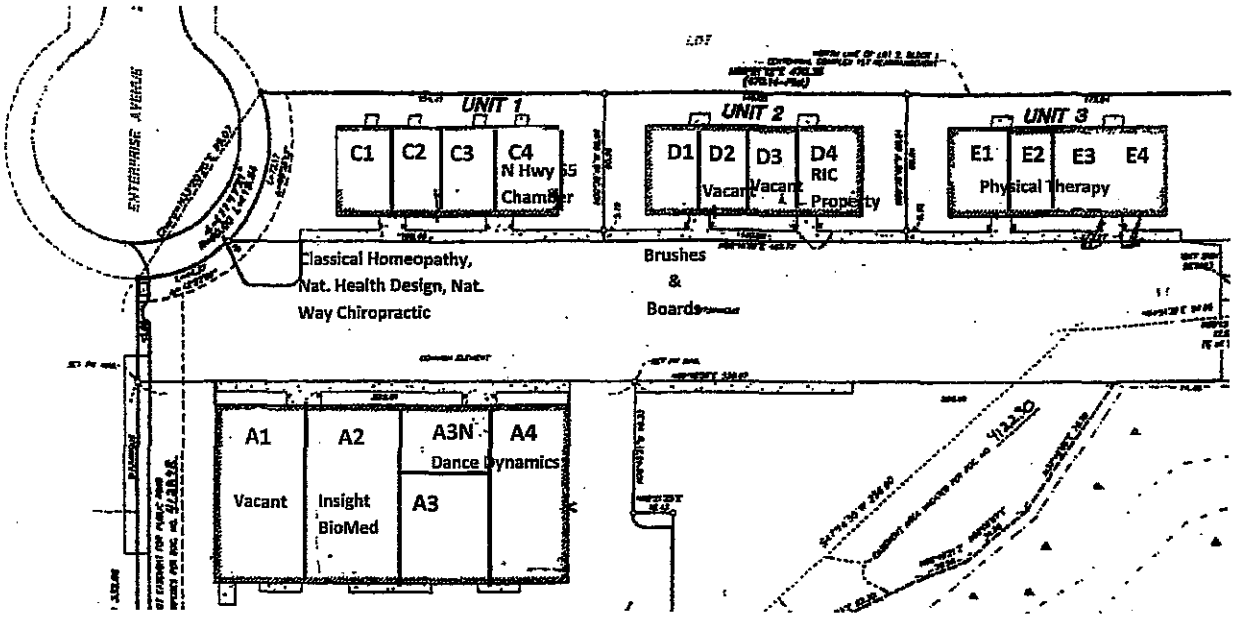
EXHIBIT A

Premises



RIC Properties
2 Enterprise Ave NE
Suite D4
Isanti, MN 55040

RETAIL • INDUSTRIAL • COMMERCIAL PROPERTY MANAGAMENT SPECIALISTS
ricproperty.com

EXHIBIT B

Landlord's Work

None, Landlord shall deliver the Premises "AS IS" in broom clean condition

Attachment #1

RIC Properties

RETAIL • INDUSTRIAL • COMMERCIAL PROPERTY MANAGEMENT SPECIALIST

Towns Edge Business Center
2 Enterprise Ave NE; Isanti, MN 55040

- 24,800 SF
- Available Suites A1 - A3 - C3 - D1 - D2 - D3
- 3200 SF Max - Minimum Divisible 1000 SF
- Built In 2006
- 3 Phase Power
- 40 Parking Spaces
- $7 - $10/SF NNN Negotiable Terms
- 2017 CAM $1.197-$1.35sf
- 2017 Taxes: $.43-$1.39sf

Contact:

Matt Anderson

COMMERCIAL BROKER

612.327.2977 direct
763.689.0349 office
763.552.5754 fax
Matt@ricproperty.com

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MNCAR

RIC Properties

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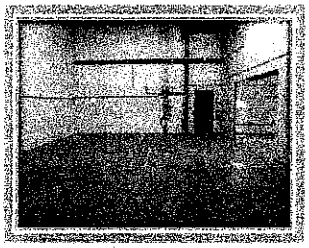
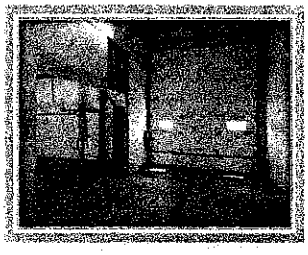
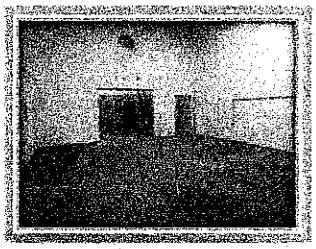
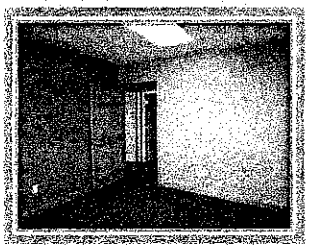
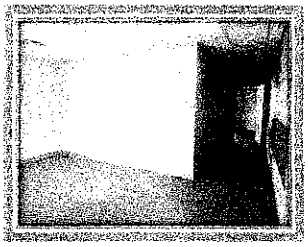
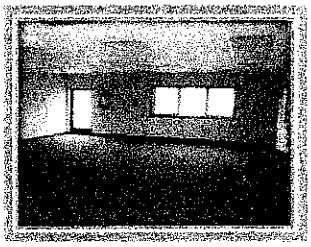
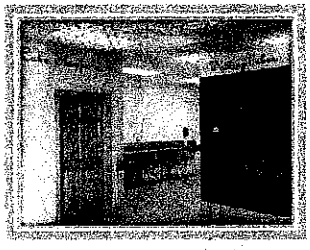
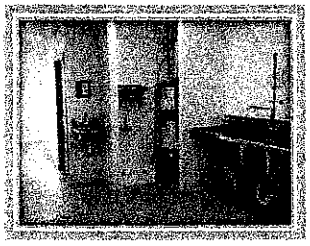
Interior Photos

Contact:
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MNCAR

RIC Properties

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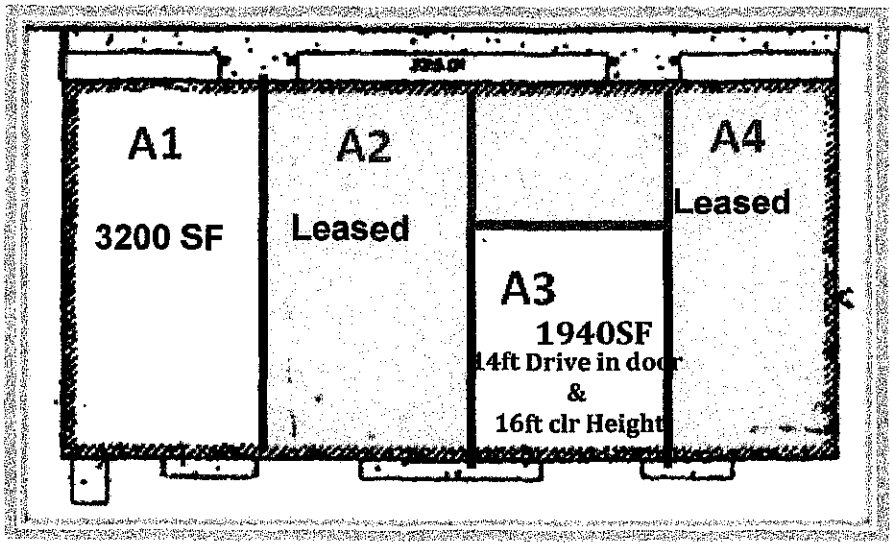
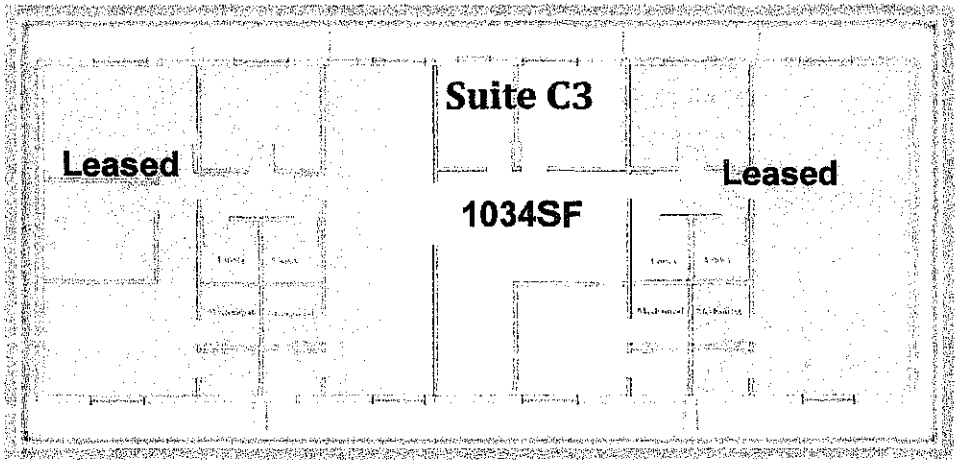
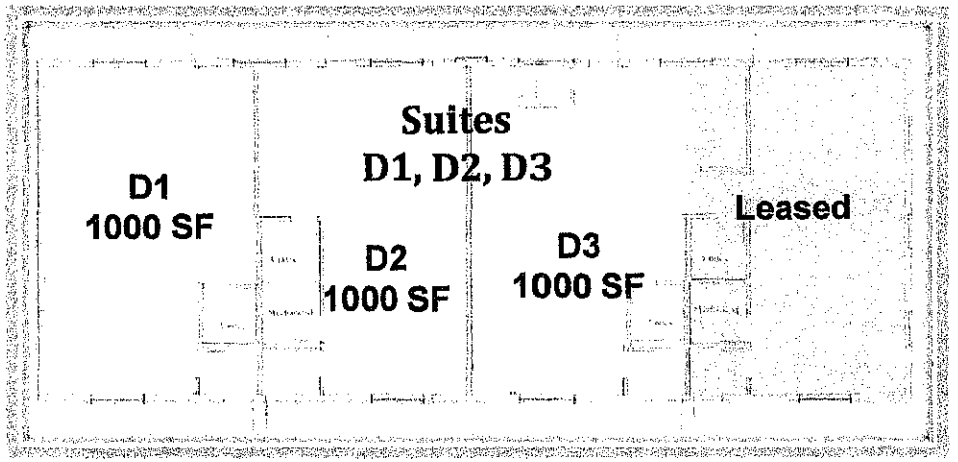
Floor Plans







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Suite A3

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MNCAR

RIC Properties

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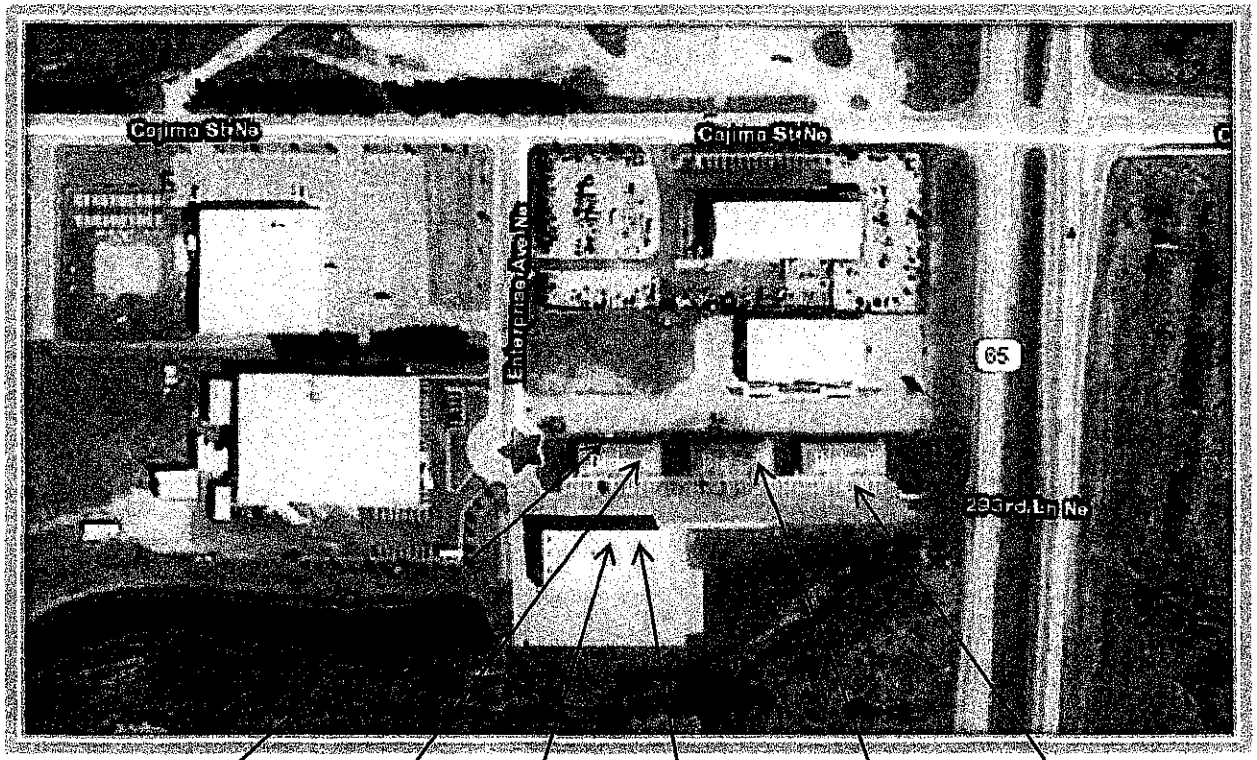
Local Retail



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MNCAR

K.6.

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George A. Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: April 3, 2018

SUBJECT: **INTERIM USE PERMIT TO OPERATE A DOG GROOMING BUSINESS AT 200 9TH AVE SE**

Background

In 2010, Jodi De Tomaso was issued an Interim Use Permit to operate a home occupation for Dog Grooming at 210 Palomino Rd SE in the City of Isanti. During a routine code violation inspection of the Sun Prairie Second Addition Neighborhood (9th Ave NE, across from the Intermediate School) Code Enforcement/Zoning Technician Lindholm noticed that a pet grooming business had been operating at 200 9th Ave NE. Subsequently, a letter notifying Ms. De Tomaso was issued, and research on the previous interim use permit was performed.

In Resolution 2010-202, a condition stated that the interim use was issued to Jodi De Tomaso for the property located at 210 Palomino Rd SE, and that the interim permit would terminate if any of the following events happened: 1) the sale or lease of the property to another renter or owner; 2) the use has been discontinued for one year; 3) the City Council suspends or revokes the interim use permit upon failure of the interim use to comply with the conditions of approval and/or the property or use is found to be in violation of other City Ordinances.

Because the interim use permit was assigned to 210 Palomino Rd SE, and because the business has moved to 200 9th Ave SE, it's appropriate to issue a new interim use permit.

Development and Operations Committee

DOAC discussed this item at the March 8, 2018 committee meeting, the provided the following comments:

1. The petitioner shall make application for and receive approval of any appropriate additional permits (building, plumbing, etc.) from the Building Official related to the home occupation.
2. The petitioner shall obtain any necessary County or State licenses for the business; and copies of such shall be provided to the City.

3. The premises in which the animals will be kept and groomed shall be kept in a clean, sanitary, healthful, and humane manner at all times; and shall be open to inspection by the Animal Warden or other person charged with the enforcement of Chapter 87 of the Isanti City Code or any other health or sanitary regulation of the City at reasonable times. Failure to do so shall constitute grounds for the revocation of the Interim Use Permit.
4. The petitioner shall submit an application for a permanent sign, which meets the requirements of the zoning ordinance for home occupations to be approved by City staff prior to placement on the property.
5. Grooming services shall be by appointment only and shall be limited to six (6) appointments in any given day.
6. Dogs shall be leashed at all times coming both to and from any vehicle arriving for an appointment.
7. The property shall be kept clean. All dog feces shall be picked up and removed from the property on a daily basis.
8. Customers arriving to the salon for services shall park within the driveway.
9. The business shall comply with all other City Ordinances, to include but is not limited to Chapter 216 Nuisances of the Isanti City Code of Ordinances.
10. The Interim Use Permit is granted to Jodi De Tomaso for the property located at 200 9th Ave SE. The Interim Use Permit shall terminate upon the occurrence of any of the following events; whichever comes first: (1) the sale or lease of the property to another renter or owner; (2) the use has been discontinued for one year; or (3) the City Council suspends or revokes the Interim Use Permit upon failure of the interim use to comply with the conditions of approval and/or the property or use is found to be in violation of other City Ordinances.

Planning Commission Recommendation

The Planning Commission held a public hearing at the regularly scheduled meeting on March 20, 2018. After the public hearing, the Planning Commission has recommended approval with the conditions stipulated in the attached Resolution.

Zoning

The property is zoned R-1 Single Family Residential. Within this zoning classification, "Home Occupations" are an interim use.

Home Occupations

City of Isanti Zoning Code Section 13, Article 1, Subd 4 states that the purpose of home occupations is to prevent competition with business districts and to provide a means through the establishment of specific standards and procedures by which home occupations can be conducted in residential and mixed-use neighborhoods without jeopardizing the health, safety, and general welfare of surrounding residential properties. Each home occupation shall comply with the applicable standards so as to ensure that no adverse impact accrue to neighboring properties or infringe upon the rights of adjoining property owners. In addition, it is the purpose of this section to provide a mechanism enabling the distinction between permitted, special, and extended home occupations; so permitted home occupations may be allowed through an administrative review process rather than a legislative hearing process as required for special and extended home occupations.

The Community Development Director, consistent with the previous City Planner's interpretation, has deemed this use as a "Special Home Occupation" which is defined as "*Any gainful occupation or profession engaged within a dwelling unit on the premises by an occupant of the dwelling unit as a use that is clearly incidental to the principal use of the dwelling unit for residential purposes; and which exceed the specific requirements for a permitted home occupation and has been found by is nature, scale, size, location, and other similar conditions to have the likelihood to disturb the peace, comfort, or quiet enjoyment of the indoor or outdoor spaces of neighboring residential properties. Special home occupations, where allowed in the applicable zoning district, may be allowed as an Interim Use subject to the provisions of Section 21, Article 3 of this Ordinance.*"

Public Comment

No public comments have been received regarding the proposed interim use permit prior to the release of this staff memo.

Staff Recommendation

Staff recommends **APPROVAL** with the conditions stipulated by DOAC.

Supporting Information

Public Notice

Notice of the Interim Use Permit was published in the official City newspaper, *Isanti County News* on Wednesday March 7th, 2018. Mailed notices were provided to property owners within 350' of the subject property.

General and Specific Requirements

All home occupations shall comply with the following general requirements and according to the applicable definition, the additional requirements depending upon the type of home occupation:

1. General Requirements.
   a. The home occupation shall meet all applicable Fire and Building Codes.
   b. All home occupations shall comply with the provisions of the City Nuisance Ordinance.
   c. No equipment shall be used in the home occupation which will create electrical interference to surrounding properties.
   d. The home occupation shall not constitute a fire hazard to adjacent or nearby residences, or a nuisance to neighbors because of excessive traffic, light, glare, noise, odors, vibrations or other circumstances, as determined by the fire marshal or zoning administrator.
   e. Any home occupation shall be clearly incidental and secondary to the residential use of the premises, should not change the residential character thereof, and shall result in no incompatibility or disturbance to the surrounding residential use.
   f. There shall be no exterior display or exterior signs or interior display or interior signs which are visible from outside the dwelling with the exception of one (1) identification sign not to exceed eight (8) square feet in area and shall meet the requirements as provided in Section 16 of this Ordinance for home business signs. (Ord. No. 595)

g. Exterior storage or display of equipment, materials, tools, supplies, products or byproducts used or produced in conjunction with the home occupation is prohibited.
h. Trucks shall not be stored, operated, or maintained in residential districts. Any vehicle used in conjunction with the home occupation shall comply with the Section 17 of this Ordinance and Chapter 227 of the Isanti City Code.
i. The home occupation shall not include operations relating to internal combustion engines, body shops, ammunition manufacturing, motor vehicle repairs or sales, or any other objectionable uses as determined by the zoning administrator.
j. All permitted and special home occupations shall be conducted entirely within the living quarters of the principal dwelling and may not be conducted in any portion of the attached garage or within accessory buildings.

Interim Use Permit Requirements
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.

Special Home Occupation Requirements
1. Special home occupations may be allowed to accommodate their parking demand through utilization of on-street parking. In such cases where on-street parking facilities are necessary, however, the City Council shall maintain the right to establish the maximum number of on-street spaces permitted and increase or decrease the maximum number when and where changing conditions require additional review.
2. A contract between the refuse handler and the owner shall be provided for all other waste including but not limited to garbage, recyclable material, decayed wood, sawdust, shaving, bark, lime, sand, ashes, oil, tar, chemicals, offal, and all other substances not sewage or industrial waste which may pollute the waters of the state. The contract shall be provided prior to issuance of the interim use permit and shall cite the destruction of waste and shall be renewed annually on or before January 1st of each year.

3. Toxic, explosive, flammable, or other restricted materials used, sold, or stored on the site in conjunction with the home occupation must conform to the Isanti City Code and the Uniform Fire Code.
4. Any retail sales must be accessory or incidental to the primary residential use.
5. No person other than a resident shall conduct the home occupation, except where the applicant can satisfactorily prove unusual or unique conditions or need for non-resident assistance and that this exception would not compromise the Zoning Ordinance.

Deadline for City Council Action
The City received a complete application for this request on February 10, 2018, it was deemed complete on February 12, 2018. Pursuant to Minnesota State Statute, the City must act on this request by April 8, 2018 (60 day rule).

Attachments
- Resolution 2018-XXX
- Findings of Fact and Conclusion
- Location Map

RESOLUTION NO. 2018-XXX

A RESOLUTION APPROVING THE INTERIM USE PERMIT AS REQUESTED BY JODI DE TOMASO TO OPERATE A SPECIAL HOME OCCUPATION FOR DOG GROOMING AT 200 9TH AVE SE (PID 16.141.0050)

WHEREAS, Jodi De Tomaso has applied for an Interim Use Permit to operate a Special Home Occupation for dog grooming on the property at 200 9th Ave SE (PID 16.141.0050); and,

WHEREAS, the property is legally described as Lot 5, Block 1, of Sun Prairie Second Addition; and,

WHEREAS, the property is located within the R-1 Single Family Residential District and an Interim Use Permit is required for Special Home Occupations; and,

WHEREAS, pursuant to Section 21, Article 3, Subd. 4, a public hearing was conducted March 20, 2018 by the City of Isanti City Planning Commission; and,

WHEREAS, the City of Isanti Planning Commission has recommended approval with conditions stipulated in this Resolution and upon the information found in the Facts and Conclusion; and,

WHEREAS, the City Council of the City of Isanti reviewed the requested Interim Use Permit at its regularly scheduled meeting on April 3, 2018.

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 Interim Use Permit as requested by Jodi De Tomaso to operate a Special Home Occupation for dog grooming on the property located at 200 9th Ave SE, legally described as Lot 5, Block 1, Sun Prairie Second Addition be approved, with the following conditions:

1. The petitioner shall make application for and receive approval of any appropriate additional permits (building, plumbing, etc.) from the Building Official related to the home occupation.
2. The petitioner shall obtain any necessary County or State licenses for the business; and copies of such shall be provided to the City.
3. The premises in which the animals will be kept and groomed shall be kept in a clean, sanitary, healthful, and humane manner at all times; and shall be open to inspection by the Animal Warden or other person charged with the enforcement of Chapter 87 of the Isanti City Code or any other health or sanitary regulation of the City at reasonable times. Failure to do so shall constitute grounds for the revocation of the Interim Use Permit.
4. The petitioner shall submit an application for a permanent sign, which meets the requirements of the zoning ordinance for home occupations to be approved by City staff prior to placement on the property.

5. Grooming services shall be by appointment only and shall be limited to six (6) appointments in any given day.
6. Dogs shall be leashed at all times coming both to and from any vehicle arriving for an appointment.
7. The property shall be kept clean. All dog feces shall be picked up and removed from the property on a daily basis.
8. Customers arriving to the salon for services shall park within the driveway.
9. The business shall comply with all other City Ordinances, to include but is not limited to Chapter 216 Nuisances of the Isanti City Code of Ordinances.
10. The Interim Use Permit is granted to Jodi De Tomaso for the property located at 200 9th Ave SE. The Interim Use Permit shall terminate upon the occurrence of any of the following events; whichever comes first: (1) the sale or lease of the property to another renter or owner; (2) the use has been discontinued for one year; or (3) the City Council suspends or revokes the Interim Use Permit upon failure of the interim use to comply with the conditions of approval and/or the property or use is found to be in violation of other City Ordinances.

Adopted by the Isanti City Council on this 3rd day of April, 2018.

ATTEST:

_____
Mayor George A. Wimmer

_____
Katie Brooks
City Clerk/ Human Resources

FINDINGS OF FACT AND CONCLUSION

Request

Request from Jodi De Tomaso for an Interim Use Permit to operate a Special Home Occupation for dog grooming at the property located at 200 9th Ave SE, legally described as Lot 5, Block 1, Sun Prairie Second Addition.

Findings of Fact

1. The petitioner, Jodi De Tomaso, owns the property on which the applicant to proposing to operate a dog grooming business as a special home occupation.
2. The property, 200 9th Ave SE, is legally described as Lot 5, Block 1, Sun Prairie Second Addition.
3. The property is zoned "R-1" Single Family Residential District, in which Special Home Occupations are considered a Interim Use and regulated by Section 13 of the City of Isanti Zoning Code.
4. The Community Development Director has declared dog grooming as a Special Home Occupation consistent with the definition of the code.
5. The petitioner submitted a complete Interim Use Permit Application on February 12, 2018. Pursuant to Minnesota State Statute, the City must act on this request by April 8, 2018 (60-day rule).
6. A public hearing date before the Planning Commission was scheduled for Tuesday March 20, 2018 at 7:00 pm at City Hall within the City Council Chambers.
7. Notice of the Interim Use Permit was published within the *Isanti County News* on Wednesday March 7, 2018. Notices were sent to all property owners located within 350 feet of the subject property.
8. Section 21, Article 3, Subd. 5 of the Isanti Zoning Code establishes criteria in which the judgement of the Planning Commission and City Council shall be based upon when reviewing an Interim Use Permit. Section 13, Article 1, Subd. 4(D) and (F) establish criteria in which the judgement of the Planning Commission and City Council shall be based upon when reviewing a home occupation and Special Home Occupation.

Conclusions

1. In review of the factors established in Section 21, Article 3, Subd. 5, the following conclusions have been made (*conclusions to each requirement are show in italics):*
    a. The proposed use shall meet the applicable zoning regulations
    The property is zoned R-1 Single Family Residential. Special home occupations are considered an Interim Use.
    b. The proposed use will not adversely impact implementation of the Comprehensive Plan
    The proposed use is classified as an Interim Use within the R-1 Single Family Residential Zoning District. The proposed use is an interim use and will only continue on the property until such time as one of the items identified as a reason for the termination of the permit has been reached. 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 termination of the Interim Use Permit is outlined in the Resolution associated with this Findings of Fact and Conclusion.

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.
The proposed use will not impose additional costs on the public, either now or in the future.

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.
The termination of the Interim Use Permit is outlined in the Resolution associated with this Findings of Fact and Conclusion.

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.
The property owner has been notified of all proposed conditions, and has provided the City no objections to the proposed conditions outlined in the Resolution associated with this finding of fact.

2. In review of the factors established in Section 13, Article 1, Subd. 4(D), the following conclusions have been made (*conclusions to each requirement are show in italics):*
   a. The home occupation shall meet all applicable Fire and Building Codes.
   The home has been issued a certificate of occupancy.
   b. All home occupations shall comply with the provisions of the City Nuisance Ordinance.
   The City will enforce all provisions of the City Nuisance Ordinance.
   c. No equipment shall be used in the home occupation which will create electrical interference to surrounding properties.
   The proposed home occupation will not create electrical interference to surrounding properties.
   d. The home occupation shall not constitute a fire hazard to adjacent or nearby residences, or a nuisance to neighbors because of excessive traffic, light, glare, noise, odors, vibrations or other circumstances, as determined by the fire marshal or zoning administrator.
   The home occupation does not constitute a fire hazard. This home occupation has been deemed a Special Home Occupation because of potential noise, odors, or other circumstances. Special Home Occupations are permitted through an Interim Use Permit.
   e. Any home occupation shall be clearly incidental and secondary to the residential use of the premises, should not change the residential character thereof, and shall result in no incompatibility or disturbance to the surrounding residential use.
   The home occupation is incidental and secondary to the residential use of the property.
   f. There shall be no exterior display or exterior signs or interior display or interior signs which are visible from outside the dwelling with the exception of one (1) identification sign not to exceed eight (8) square feet in area and shall meet the requirements as provided in Section 16 of this Ordinance for home business signs. (Ord. No. 595)
   A sign permit has been submitted to the City. Staff will ensure that the proposed sign meets the requirements within Section 16.
   g. Exterior storage or display of equipment, materials, tools, supplies, products or byproducts used or produced in conjunction with the home occupation is prohibited.
   No exterior storage or display is proposed.
   h. Trucks shall not be stored, operated, or maintained in residential districts. Any vehicle used in conjunction with the home occupation shall comply with the Section 17 of this Ordinance and Chapter 227 of the Isanti City Code.

This does not pertain to the request.

i. The home occupation shall not include operations relating to internal combustion engines, body shops, ammunition manufacturing, motor vehicle repairs or sales, or any other objectionable uses as determined by the zoning administrator.
This does not pertain to the request.

j. All permitted and special home occupations shall be conducted entirely within the living quarters of the principal dwelling and may not be conducted in any portion of the attached garage or within accessory buildings.
The proposed Special Home Occupation is contained within the attached garage. The City Council may choose to allow this by approving the Interim Use Permit.

3. In review of the factors established in Section 13, Article 1, Subd. 4(F), the following conclusions have been made (*conclusions to each requirement are show in italics):*
   a. Special home occupations may be allowed to accommodate their parking demand through utilization of on-street parking. In such cases where on-street parking facilities are necessary, however, the City Council shall maintain the right to establish the maximum number of on-street spaces permitted and increase or decrease the maximum number when and where changing conditions require additional review.
   A condition of the Interim Use Permit is that vehicles are required to park in the Driveway.
   b. A contract between the refuse handler and the owner shall be provided for all other waste including but not limited to garbage, recyclable material, decayed wood, sawdust, shaving, bark, lime, sand, ashes, oil, tar, chemicals, offal, and all other substances not sewage or industrial waste which may pollute the waters of the state. The contract shall be provided prior to issuance of the interim use permit and shall cite the destruction of waste and shall be renewed annually on or before January 1st of each year.
   City Code requires refuse service is required in all residential homes. This is met.
   c. Toxic, explosive, flammable, or other restricted materials used, sold, or stored on the site in conjunction with the home occupation must conform to the Isanti City Code and the Uniform Fire Code.
   No such materials will be stored on site.
   d. Any retail sales must be accessory or incidental to the primary residential use.
   No retail sales are proposed.
   e. No person other than a resident shall conduct the home occupation, except where the applicant can satisfactorily prove unusual or unique conditions or need for non-resident assistance and that this exception would not compromise the Zoning Ordinance.
   Ms. De Tomaso is the only employee of the business.

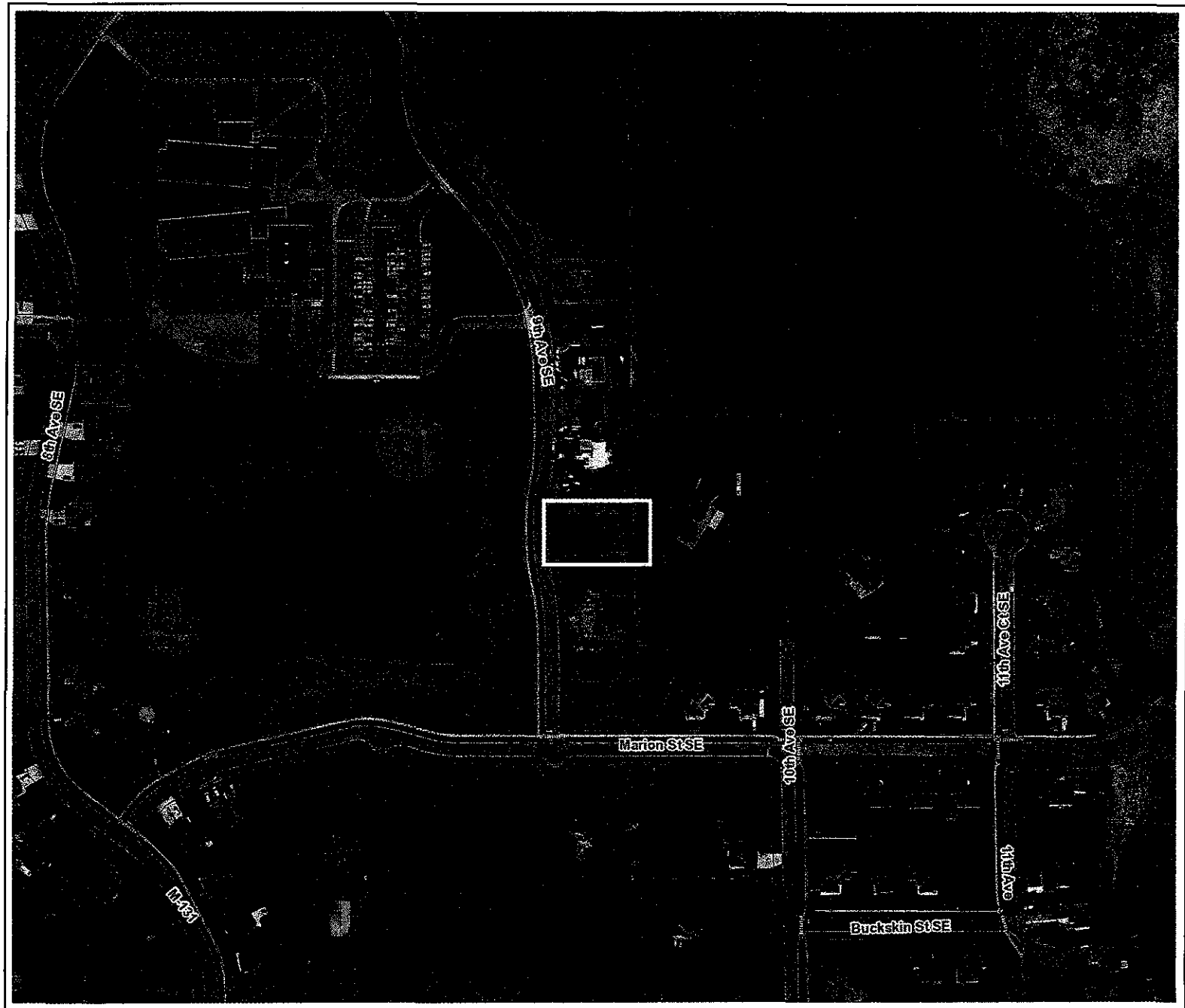
Decision

The Planning Commission reviewed the request in a public hearing on **March 20, 2018.** After the public hearing, the Planning Commission has recommended approval with the conditions stipulated in the attached Resolution.

Conditions

1. The petitioner shall make application for and receive approval of any appropriate additional permits (building, plumbing, etc.) from the Building Official related to the home occupation.
2. The petitioner shall obtain any necessary County or State licenses for the business; and copies of such shall be provided to the City.

3. The premises in which the animals will be kept and groomed shall be kept in a clean, sanitary, healthful, and humane manner at all times; and shall be open to inspection by the Animal Warden or other person charged with the enforcement of Chapter 87 of the Isanti City Code or any other health or sanitary regulation of the City at reasonable times. Failure to do so shall constitute grounds for the revocation of the Interim Use Permit.
4. The petitioner shall submit an application for a permanent sign, which meets the requirements of the zoning ordinance for home occupations to be approved by City staff prior to placement on the property.
5. Grooming services shall be by appointment only and shall be limited to six (6) appointments in any given day.
6. Dogs shall be leashed at all times coming both to and from any vehicle arriving for an appointment.
7. The property shall be kept clean. All dog feces shall be picked up and removed from the property on a daily basis.
8. Customers arriving to the salon for services shall park within the driveway.
9. The business shall comply with all other City Ordinances, to include but is not limited to Chapter 216 Nuisances of the Isanti City Code of Ordinances.
10. The Interim Use Permit is granted to Jodi De Tomaso for the property located at 200 9th Ave SE. The Interim Use Permit shall terminate upon the occurrence of any of the following events; whichever comes first: (1) the sale or lease of the property to another renter or owner; (2) the use has been discontinued for one year; or (3) the City Council suspends or revokes the Interim Use Permit upon failure of the interim use to comply with the conditions of approval and/or the property or use is found to be in violation of other City Ordinances.



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

N

0 263 Feet

© Bolton & Menk, Inc - Web GIS 2/28/2018 1:25 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.

K.7.

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: April 3, 2018

Subject: Resolution Authorizing Engineering Services for 2018 Pavement Management Project

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Background
Bolton and Menk, Inc. has put together a proposal for services to create scope of work, specifications, bidding process and inspection services for 2018 pavement maintenance project work. Should the City perform notifications and onsite inspections, the engineering costs would be reduced. The cost for their work is in the amount, not to exceed, $35,200.00.

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, $35,200.00.

Request
Staff is requesting action on this item.

Attachments
- Res-XXX
- Proposal for services by Bolton and Menk, Inc_dated 3.16.18

RESOLUTION NO. 2018-XXX

A RESOLUTION AUTHORIZING ENGINEERING SERVICES FOR 2018 PAVEMENT MAINTENANCE PROJECT

WHEREAS, the City of Isanti approved Bolton & Menk, Inc. to perform a comprehensive pavement management system report to assess pavement life and recommended maintenance or rehabilitation; and,

WHEREAS, Bolton and Menk, Inc. has provided a proposal for 2018 which includes scope of work, creating specifications, public notification, bidding process, and inspection in the amount, not to exceed, $35,200.00; and,

WHEREAS, the Finance Committee recommends approval of services by Bolton and Menk, Inc. as determined per this Resolution; and,

WHEREAS, funding from Utility Franchise Fees will be transferred from Fund 225 to the Construction Fund 442 - 2018 Pavement Management Improvement;

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 pavement maintenance project work in the amount, not to exceed, $35,200.00.

This Resolution was duly adopted by the Isanti City Council this 3rd day of April, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
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: March 16, 2018

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E., City Engineer

Jason W. Cook, P.E., Assistant City Engineer

Subject: Engineering Proposal for the 2018 Pavement Maintenance Project
City of Isanti, MN

Bolton & Menk, Inc. is pleased to present this proposal for professional engineering services for the 2018 Pavement Maintenance Project.

Our scope of work will include the following:

- Evaluate the scope of constructing the needed improvements to fit the budget created by the 2017 Franchise Fee
- Evaluate need for seal-coat vs mill & overlay & curb replacement
- Prepare figures describing the improvements
- Prepare construction plans and specifications
- Establish a Cost Estimate for the proposed improvements

Research, Plans, & Specifications	$16,800

Should the Council approve the Plans and Specifications, our scope also includes:

- Perform bidding and construction administration.
- Perform construction inspection.
- Perform final inspection and project close out.

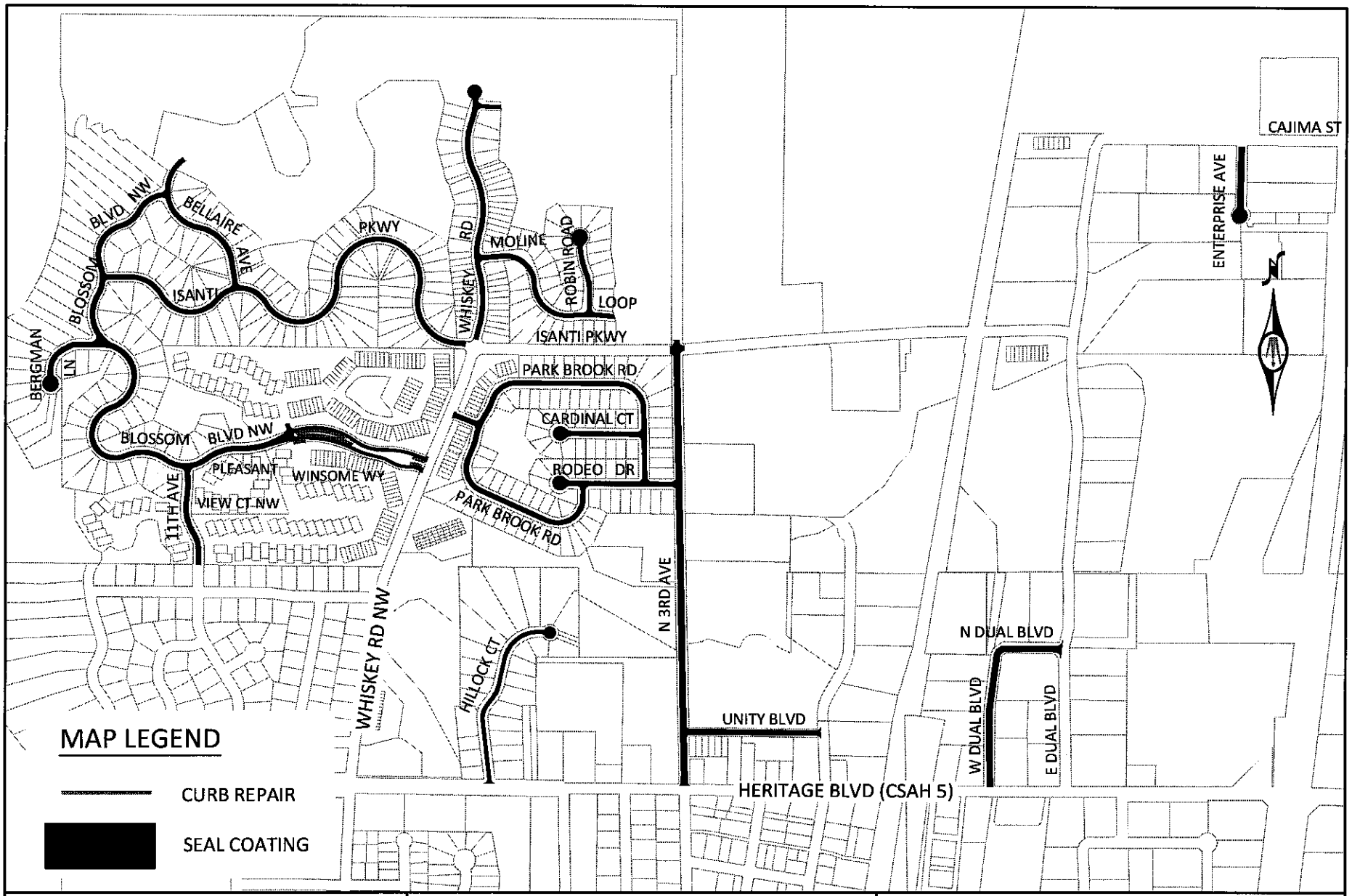
Construction Administration	$6,500
Field Resident Project Representative	$11,900

We propose to complete the total described scope of work for an hourly, not to exceed, fee of $35,200.

Attached is a figure showing the proposed improvements and possible curb replacement needs.

Thank you for the opportunity to present this proposal. Please contact me at (612) 756-1032 if you have any questions or need additional information.

Bolton & Menk is an equal opportunity employer.



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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 RAMSEY, MINNESOTA

2018 PAVEMENT MANAGEMENT PROJECT AND CURB REPAIR

CURB REPAIR LOCATION

MARCH, 2018

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 3/27/2018 - 3/27/2018 | Mar 27, 2018 02:14PM

Report Criteria:
Report type: Summary
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03/18	03/27/2018	48458	55	ECM PUBLISHERS INC	101-20200	340.02
03/18	03/27/2018	48459	16	ELECTRO WATCHMAN INC	609-20200	272.53
03/18	03/27/2018	48460	160	HAWKINS INC	601-20200	1,273.94
03/18	03/27/2018	48461	2223	HEAVENLY SUNSHINE PRESCHOOL	101-20200	50.98
03/18	03/27/2018	48462	2209	INNOVATIVE OFFICE	101-20200	112.03
03/18	03/27/2018	48463	1534	J. J. TAYLOR	609-20200	557.79
03/18	03/27/2018	48464	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,068.44
03/18	03/27/2018	48465	1857	JOSLIN & MOORE	101-20200	5,525.20
03/18	03/27/2018	48466	5	KAWALEK TRUCKING	609-20200	209.80
03/18	03/27/2018	48467	1331	MAGER, JIM	101-20200	149.99
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03/18	03/27/2018	48470	1044	MINNEAPOLIS FINANCE	101-20200	123.30
03/18	03/27/2018	48471	1846	MJL CONTRACTING	603-20200	1,300.00
03/18	03/27/2018	48472	1180	MLB PRINTING INC	101-20200	170.00
03/18	03/27/2018	48473	161	MN POLLUTION CONTROL AGENCY	602-20200	1,450.00
03/18	03/27/2018	48474	2080	MVTL LABORATORIES INC	602-20200	174.16
03/18	03/27/2018	48475	1821	NORTH AMERICAN TITLE CO	601-20200	36.42
03/18	03/27/2018	48476	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,154.74
03/18	03/27/2018	48477	2341	RED BULL DISTRIBUTION	609-20200	328.50
03/18	03/27/2018	48478	1884	REICHMANN, WADE	104-20200	3,000.00
03/18	03/27/2018	48479	1113	RJM DISTRIBUTING INC	609-20200	186.83
03/18	03/27/2018	48480	2028	SELECTACCOUNT	603-20200	35.40
03/18	03/27/2018	48481	2592	SHERMAN, THERESA	601-20200	64.20
03/18	03/27/2018	48482	2462	ST. CROIX RECREATION FUN PLAYGROUNDS INC	101-20200	1,472.00
03/18	03/27/2018	48483	1361	STAPLES ADVANTAGE	101-20200	407.27
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03/18	03/27/2018	48486	2544	TIERNEY	603-20200	55.76
03/18	03/27/2018	48487	1740	TOSHIBA FINANCIAL SERVICES	108-20200	284.33
03/18	03/27/2018	48488	1878	TOWMASTER	101-20200	79.06
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03/18	03/27/2018	48490	4	WATSON CO INC	609-20200	1,541.97
03/18	03/27/2018	48491	1381	ZEMAN, VALERIE	101-20200	1,819.73
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City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 3/29/2018 - 3/29/2018 | Mar 29, 2018 04:18PM

Report Criteria:
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03/18	03/29/2018	48498	2487	CAPITOL BEVERAGE SALES	609-20200	276.00
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03/18	03/29/2018	48503	949	GRAINGER	602-20200	41.66
03/18	03/29/2018	48504	424	H&L MESABI	101-20200	1,807.18
03/18	03/29/2018	48505	739	HACH COMPANY	601-20200	343.19
03/18	03/29/2018	48506	1048	HENRYS WATERWORKS,INC.	601-20200	4,415.39
03/18	03/29/2018	48507	114	ISANTI COUNTY RECORDER	441-20200	46.00
03/18	03/29/2018	48508	114	ISANTI COUNTY RECORDER	505-20200	46.00
03/18	03/29/2018	48509	1534	J. J. TAYLOR	609-20200	404.55
03/18	03/29/2018	48510	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,393.75
03/18	03/29/2018	48511	5	KAWALEK TRUCKING	609-20200	357.40
03/18	03/29/2018	48512	762	KEEPRS INC	101-20200	433.14
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03/18	03/29/2018	48515	17	MCDONALD DISTRIBUTING CO	609-20200	5,120.00
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03/18	03/29/2018	48523	44	PHILLIPS WINE & SPIRITS INC	609-20200	7,248.13
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03/18	03/29/2018	48528	1290	THE AMBLE GROUP	101-20200	29.16
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03/18	03/29/2018	48531	427	VESSCO INC	601-20200	173.25
03/18	03/29/2018	48532	42	VIKING COCA-COLA BOTTLING CO	609-20200	303.16
03/18	03/29/2018	48533	1286	VINOCOPIA INC	609-20200	42.50
03/18	03/29/2018	48534	361	VINTAGE LOCK	226-20200	90.00
03/18	03/29/2018	48535	4	WATSON CO INC	609-20200	1,874.14
03/18	03/29/2018	48536	780	WINE MERCHANTS	609-20200	128.00
Grand Totals:						78,423.80

City of Isanti

Gross Payroll	81,989.26
Social Security & Medicare	4,552.08
Public Employees Retirement	7,317.80
Total City Expense	93,859.14

Pay Date 3/23/2018

Pay Period 6 (3/4-17/18)

City of Isanti

Gross Payroll	10,319.25
Social Security & Medicare	789.45
Total City Expense	11,108.70

Pay Date 3/30/2018

Pay Period: Q1CCPay18 (1/1-3/31/18)

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
February 27, 2018
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, Mayor Wimmer, James Witte, and Aaron Zdon
Staff Present: Katie Everett, Community Events and Parks Coordinator

D. Agenda Modifications.
Motion by Johnson; second by Witte to approve the February 27, 2018 Parks, Recreation, and Culture Board agenda. Agenda was unanimously approved.

2. Approval of Minutes from January 23, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Johnson; second by Witte. Minutes were unanimously approved.

3. Movie Night Policy Update

Everett explained that the board has the edited version and the current version of the policy to review. At the last meeting, we had the issue of the Arts and Science Academy and the Cambridge Girl Scouts who were both interested in the same night. In item number two, we just had the organization must meet or be based in the City of Isanti, so Everett added "if no Isanti-based groups have applied 2 weeks before the movie date, organizations from the surrounding community may be accepted per City staff discretion." That gives us a little bit of wiggle room, but we can also maybe say that you're coming from Ely and that's too far. In four, Everett added "Isanti-based," she said if it comes up that we don't have a bunch of groups and someone like the Cambridge Girl Scouts wants to do two, we can evaluate that when it happens. She explained that she would imagine we'd want any double ups to be Isanti based organizations, and gave that a three week deadline. Everett also added "Isanti-based" to number five, so that our groups are always getting priority pick. Everett stated that hopefully this will clarify this, and it's hard to know what we will come across in the future, but hopefully this narrows it in. Garvey said she thinks it does help. Johnson stated that he likes the changes, and thinks that number 5 is a very fair idea too. Everett stated that most of 5 was in there before, and helps get new groups in as well. She stated that because this is a policy, it will need to go to City Council for approval. Zdon asked for a motion to approve the changes and make the recommendation to Council. Johnson made a motion, second by Garvey; the vote was unanimously approved.

4. Parks Updates

Everett explained that February movie night went really well, we had 66 people come which is the most so far this season. The Arts and Science Academy is going to be sending a bunch of kids to New York City next year and they're interested in coming back next season, so we'll probably see them again. March will be Heavenly Sunshine coming in for Secret Life of Pets.

Everett shared that Community Garden registration is rolling, and we are up to 43 plots reserved as of today. There are 17 left to fill. There are a couple of gardeners from last year that Everett is expecting to

still come back and maybe some other new people too. We have a handful of new people this year already in, so that's great news. Also adding to the garden, we've got Isanti County Public Health is going to be trying out a pilot program. They're hoping to bring in five families this year that they teach how to garden. One of their staff is a Master Gardener as well, so she'll be able to teach them techniques as well as how to prepare the food and those kinds of things. That way they have accountability throughout the whole season. Based on what we saw last year with School for All Seasons, it was too much space for them. We're going to cut that space in half. School for All Seasons will come back this year too. Everett was at the School For All Seasons conferences helping to recruit families to help out over the summer. They're really just looking for families that can sign up for one week in the summer to check the garden once or twice, and if they get enough people to do that, the teachers won't have to take all of that on. Everett explained that we're also planning to put in some more pollinator seeds on the other corner there, and then the rest is all rented out spaces.

Everett updated the board on the Community Center. She explained the replacement of the doors should happen very soon. The estimate will be approved at Council next week and then staff will work with the contractor to get the work done.

Everett stated that the City has also met with Rum River BMX. We do that any time there's a changeover on the board so that everyone is on the same page with what the lease actually says. We went through the terms of the lease and got everyone on board as well as going over what types of maintenance are their responsibility and what we take care of. We also went over the special event process. The meeting went really well.

Everett explained that the Residential Rain Garden program is actually funded out of the City's Stormwater Fund, but is kind of a common interest with this board. Everett explained that we will be hosting a workshop on April 19th here in Chambers. Soil and Water will be doing some education on what rain gardens are and some of the beginning ideas of what types of plants and how to put one of those in. At that workshop, we'll also be explaining how the incentive program works and how people can apply for that. Soil and Water this year is willing to go out to anyone's house that is interested in applying for the program to let them know if their property will work and give them pointers for where on their property will work best. Also, depending on how many applications we get, Soil and Water will do some design for some folks so they will walk people through the application process with picking out plants and figuring out how big their gardens need to be and that kind of thing. Soil and Water is really great at finding grant money, so having them join us isn't costing us anything. Mayor Wimmer stated that the workshop is county-wide, so hopefully we'll get people from other cities in the County and township folks here as well. Wimmer stated that Soil and Water has forwarded our policy on to Cambridge as well to see if they might follow what we've done. He stated that our incentive is up to 50% or up to $500. There are some areas where these would be more beneficial than others, but we really want people to partake in the program. Soil and Water have been really great work with. We're also looking at doing some more revetment along the bank of the Rum at River Bluff Park. It has been a really great partnership with them the last six to twelve months. Garvey asked if Everett knew how many residents have signed up so far. Everett stated that the program was open last year, but we hadn't gotten any applications although there were some people who came in to ask about it. She wasn't sure if the length of the application was what held people back, so hopefully getting this extra help will be the nudge they need. Wimmer stated that there are kind of two issues – on the design side, so the workshop will be really helpful. People might also be kind of help up because they're not really sure exactly how it works, so this education piece will be really beneficial. Everett stated that in talking with other cities when we were putting this program together, it sounds like once you get a couple and other people can see the examples it really picks up from there. Garvey asked if when people come in to apply for new housing permits if this is included with any of that information. She thought that it may be easier at that time to install one that with an existing house. Everett stated that as far as she knows there's nothing tying those together right now. Wimmer agreed that there's nothing like that happening. He said it would be great, but often

times we have problems getting people to put in the right amount of black dirt and that kind of thing. The other thing with rain gardens is that they do become, he thinks, pretty personalized in the kinds of plants you put in and that kind of thing – and they have to be maintained. He thought that maybe if it was part of a neighborhood standard or something, that might work, but if we just have builders trying to do that he could see those things getting abandoned pretty quickly. Garvey clarified that it would have to be someone who is building a house on their own property. Everett stated that part of the agreement they need to sign is that they'll maintain the garden for five years, so whoever is applying would be making that commitment. We definitely couldn't have the situation where we have a contractor that's building six houses and then selling them. Zdon agreed, it would have to be the homeowner. Johnson said, or a place with an association would work stellar. Garvey said she normally sees them with new businesses that it's a requirement to have rain gardens, so she just didn't know if maybe residents would have the same thing. Wimmer stated that we have talked about them on a number of commercial projects because the ordinance has a number of different stormwater control options and landscaping requirements, that sort of thing. So we have talked to the last couple about doing rain gardens and they have chosen not to do that. We don't have anything that it's mandatory to do that, and he thinks they look at it and think about how they're going to have to maintain what this landscaping is. Everett told the board that all of the workshop and program information is on the website, so they are welcome to direct people there for more information. She also posted a Facebook event for the workshop.

Everett stated that the board members have all been given copies of the event calendar and they should be getting those in the next week or so at their homes with the Isantian. There are extra copies, so if they have a place where they think they can hand them out to let her know.

Everett had one last update. An event listed on the calendar is the Earth Day Clean Up. She is looking for groups that might be interested in coordinating a location. She has sent an email out to organizations she's worked with on past events. There are a couple of groups already that are willing to kind of station at a park. The day of the event, everybody in the community is welcome to just go out and we'll advertise where there will be people. We have a group that is interested in doing Legacy, and Everett stated that Mattson Park might also we be a good location because they can get that park and the kind of spread toward downtown. We really just need one or two adults that can recognize that someone is walking up and needs direction. We'll provide the garbage bags and that kind of stuff, so it will just be having someone there to point people in the right direction. That will be April 21st, Saturday, from 10:00 am to noon.

Wimmer stated that he just had an update on the Trail Committee. The mayor of Cambridge and the mayor of Isanti are the Bike/Walk Trail Committee and each year we meet together with the County and Isanti Township, which a big chunk of the trail goes through. We talk about any issues or concerns and we also look at the budget amount and what we're planning to do from a repair and maintenance standpoint. Just so everyone is aware of that relationship, the City of Isanti and Cambridge took on the responsibility of that trail when we had it built. He and Mayor Palmer served on the committee for about a decade before it was built and have continued with it. It is going remarkably well, and the meetings are becoming very short because the staffs are working very well together. He doesn't think there have been any particular issues with it. We do get the request from time to time to clear the trail in the winter, and we talked about that here before, but the snow is basically a layer of protection against snowmobiles. Everett added that for the most part there aren't any major maintenance issues. In the past, there were issues with willow roots coming up and cracking the trail, so we are keeping a close eye on that. We are probably going to do a coat on the pavement section within the next three years or so, and then in the next 8 or 10 years will do a mill and overlay on the pavement. There's a big boardwalk section in the middle, and some of those boards are starting to warp. Because of the restrictions of being over a wetland, there are only certain sealants we can use. So there was nothing put on it when it went it. What we decided for now is that 5% of the boards will be replaced each year, just so we have something in mind so we know those have to be replaced. If we find a product that we can use that's actually effective we can look into

that too, but it sounds like the products we could use weren't going to last or be worth it. Everett stated that during the summer Cambridge staff and our Public Works are out on the trail making sure there aren't any issues in the meantime. They just repainted all of the bollards and the gates last year too. Wimmer added that the two staffs get together and inspect the trail to put together a list of what needs to be done as well, it's a pretty good system.

5. Adjournment

Motion by Johnson, second by Witte to adjourn the February 27, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:20 p.m.

Dated at Isanti, Minnesota this 27th day of February, 2018.

Respectfully submitted,

Katie Everett

Katie Everett
Community Events and Parks Coordinator

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
February 20, 2018

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:08 p.m.

B. Pledge of Allegiance.

The Pledge of Allegiance was recited.

C. Roll Call.

Members Present: George Wimmer, Steve Lundeen, Dan Collison, Ross Lorinser, Paul Bergley.

Members Absent: Jim Kennedy, Jeff Miller.

Staff Present: Ryan Kernosky, Community Development Director; Gene Hill, Police Chief.

1D. Agenda Modifications.

Director Kernosky stated that there were no Agenda Modifications, Motion by Lundeed, seconded by Bergly to approve, approved unanimously.

2. Approval of the Minutes from the January 16, 2018 Planning Commission

Motion by Lundeen, seconded by Collison to approve the minutes from the January 16, 2018 Planning Commission, approved unanimously.

3A. Request from SAC Wireless (on Behalf of Sprint Wireless) for a Conditional Use Permit to perform upgrades on the tower located at the top of the City of Isanti Water Tower at 610 E Dual Blvd NE pursuant to Isanti Zoning Ordinance Section 8, Subd. 3(O) and Section 21, Article 2.

Mayor Wimmer opened the public hearing at 7:10 pm.

Joe Egge, representing SAC Wireless stated he was there to answer any questions regarding the request.

Director Kernosky stated that this was a standard request, and that the amendment to the existing agreement should be executed.

Mayor Wimmer closed the public hearing at 7:10 pm.

Motion by Lorinser, seconded by Lundeed to approve the Conditional Use Permit to perform upgrades on the tower located at the top of the City of Isanti Water Tower at 610 E Dual Blvd NE pursuant to Isanti Zoning Ordinance Section 8, Subd. 3(O) and Section 21, Article 2, with staff recommendations. Motion passed unanimously.

3B Request from the City of Isanti to amend Isanti Zoning Code (Sign Code) Section 16, Subd. 6 to allow for larger dynamic signs in permitted zoning districts.

Mayor Wimmer opened the Public Hearing at 7:10 p.m.

No one spoke at the public hearing.

Mayor Wimmer closed the Public Hearing at 7:10 p.m.

Councilman Bergely asked questions about what zoning districts these signs would be permitted in, and if any other items were taken into consideration. Mayor Wimmer responded to Councilman Bergely's questions.

Director Kernosky provided additional context and information of the sign code. Discussion about timing and display brightness was discussed.

Motion by Bergely, seconded by Lundeen to recommend approval of the proposed ordinance. Motion passed unanimously.

4. Discussion Items

There were no items for discussion.

5. Adjournment

Motion by Lundeen, second by to Bergely to adjourn the February 20, 2018 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:14 p.m.

Dated at Isanti, Minnesota this 26th day of February, 2017.

Respectfully submitted,

Ryan Kernosky
Community Development Director

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: March 23, 2018

Subject: Amendment to Signatories Resolution – Credit Card Users

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Minnco has contacted us regarding updating the resolution regarding authority for City credit card users. Staff has prepared an amended Signatory resolution that would be adopted on an annual basis. The resolution specifies the City staff that are authorized to use the City credit card and designates staff who are authorized to access information on the account.

The Finance Committee and City Attorney have reviewed this matter. Attached is the resolution for your consideration.

RESOLUTION 2018-XXX

A RESOLUTION AMENDING AUTHORIZING SIGNATORIES FOR THE PURPOSE OF ACCESSING AND MAINTAINING CITY FUNDS AND INVESTMENTS, ADDING AUTHORIZATION FOR USE OF THE CITY CREDIT CARD

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, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows: Effective January 1, 2018, 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	Mike Betker
City Administrator	Donald C. Lorsung

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

Mayor	George A. Wimmer
Mayor Pro-Tem	Dan Collison
Finance Director	Mike Betker
City Administrator	Donald C. Lorsung
HR/City Clerk	Katie Brooks
Asst. City Administrator	Josi Wood

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

Mayor	George A. Wimmer
Mayor Pro-Tem	Dan Collison
Finance Director	Mike Betker
City Administrator	Donald C. Lorsung

3a. At Minnco Credit Union, the following are authorized to use the City Credit Card in conformance with City policies. The City Administrator, Finance Director and Assistant Finance Director are authorized to access information on the account;

a. City Administrator Don Lorsung
b. Public Services Director/Assistant City Administrator Josi Wood
c. Police Chief Gene Hill
d. Liquor Store Manager John Jacobi
e. Finance Director Mike Betker
f. Assistant Finance Director Shayna Forster
g. Human Resources/City Clerk Katie Brooks
h. Economic Development Director Sean Sullivan
i. Community Development Director Ryan Kernosky
j. Community Events and Parks Coordinator Katie Everett

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

Finance Director	Mike Betker
City Administrator	Donald C. 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 is hereby approved by the Isanti City Council this 3rd day of April, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

L.5.

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: March 26, 2018

Subject: Resolution Approving Extension of MOU with the City of Cambridge for Administrative Citation Hearing Officer Services

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The City of Cambridge has renewed a contract with current Administrative Hearing Officer Robert Roby for another 2 year term (expires March 1, 2020). Mr. Roby has provided good service to the City of Isanti in performance of these duties. The proposed fee of $75.00 per hearing is the same as in the past contract. Attached is an updated Resolution, the current Memorandum of Understanding (MOU) with the City of Cambridge and Mr. Roby's new contract.

The Development & Operations Advisory Committee has reviewed this matter. The Committee and staff are recommending extension of the MOU to have Mr. Roby continue to provide services as the Administrative Citation Hearing Officer for the City of Isanti.

RESOLUTION 2018-XXX

A RESOLUTION APPROVING EXTENSION OF MOU WITH THE CITY OF CAMBRIDGE FOR ADMINISTRATIVE CITATION HEARING OFFICER SERVICES

WHEREAS: The City provides for the issuance of administrative citations for specific traffic offenses designated at Minn. Stat. § 169.999, subd. 1(b)(1), (2) and (3), in the amount designated at Minn. Stat. §169.999, subd. 5, as it may be amended from time to time; and

WHEREAS: The City Council has approved City Code Chapter 65, Administrative Penalties which authorizes issuance of administrative citations for specified City Code violations; and

WHEREAS: The City has previously entered into a Memorandum of Understanding with the City of Cambridge to provide Administrative Citation Hearing Officer Services to the City of Isanti; and

WHEREAS: The City of Cambridge has approved an extension with the current provider for Administrative Citation Hearing Officer Services; and

WHEREAS: The City of Cambridge is extending their contract for Administrative Citation Hearing Officer Services to the City of Isanti though an continued Memorandum of Understanding;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA:

1) The City hereby approves extension of the Memorandum of Understanding (see attached) that provides the services of a neutral third party through a joint powers agreement with the City of Cambridge, and appoints said neutral third party to hear and rule on challenges to administrative traffic citations and administrative citations for city code violations. Such appointment shall be an unbiased non–employee. In the event the MOU is terminated, the city will contract with a qualified private company to provide a neutral third party Hearing Officer. The contract shall be for a two year period and shall expire on March 1, 2020, unless terminated at an earlier date.

2) The City of Isanti shall compensate the City of Cambridge for Administrative Citation Hearing Officer services rendered at the rate specified in Attachment A, Service Provider Agreement, as attached to the Memorandum of Understanding.

The motion for the adoption of the foregoing resolution was proposed by Council member _____ and was duly seconded by Council member _____ and upon vote being taken thereon, the following voted in favor____.

And the following voted against the same: ____.

Whereupon said resolution was declared duly passed and adopted by the City Council of the City of Isanti, on April 3, 2018.

Mayor George A. Wimmer

ATTEST:

Katie Brooks
Human Resources/City Clerk

MEMORANDUM OF UNDERSTANDING
Administrative Citation Hearing Officer

This memorandum of understanding (MOU) is made and entered into as of this 17th day of March, 2014, between the City of Cambridge, a Minnesota municipal corporation, and the City of Isanti, a Minnesota municipal corporation.

PURPOSE:
Pursuant to Minnesota Statutes, 471.59, which authorizes the joint and cooperative exercise of powers common to contracting parties, the City of Isanti desires to enter into an MOU with the City of Cambridge in order to provide contracted personnel for Administrative Citation Hearing Officer services (known as Service Provider) pursuant to the terms of a contract that the City of Cambridge has with the Service Provider (the "Service Provider Agreement" a copy of which is attached as Attachment One) and which the City of Isanti has reviewed and approved of.

PROCEDURE:
The City Administrator (or designee) of Isanti shall contact the City Administrator (or designee) of Cambridge, and establish a working relationship and mutually beneficial schedule whereby the Service Provider will be available in each city to perform contracted services. Each City will provide a room accessible to the public where hearings on appeals of Administrative Citations from their city will be heard. Under the direction of their respective City Administrators, the Police Chiefs of the City of Cambridge and Isanti shall set out the day to day working arrangement for provision of such services between the two cities, pursuant to the contract between the Service Provider and the City of Cambridge. In the event of any proposed change in the terms of the contract with the Service Provider, the City Administrator (or designee) of Cambridge shall notify the City Administrator (or designee) of Isanti of the proposed change, and the City of Isanti shall have not less than 30 days to approve such change or to notify the City of Cambridge of its election to terminate its participation under this memorandum.

COMPENSATION:
On a monthly basis, the City of Cambridge will provide the City of Isanti with an invoice for the cost of contracted services attributable to the City of Isanti. These charges will be in conformance with the Service Provider Agreement and will be paid within 30 days of the receipt of invoice.

LIABILITY & INDEMNIFICATION
The City of Cambridge shall be solely responsible for and shall hold the City of Isanti harmless from any liability, judgments, loss, costs, or damage, including any costs of defense or settlement incurred as a result of any worker's compensation claims made by any employee of the City of Cambridge resulting from any services provided to the City of Isanti under this MOU by any employee of the City of Cambridge and from any alleged negligence or intentional wrongful acts committed by an employee or agent of the City of Cambridge while providing services for the City of Isanti pursuant to the provisions of this MOU.

The City of Isanti shall be solely responsible for and shall hold the City of Cambridge harmless from any liability, judgments, loss, cost, or damages, including any cost of defense or settlement incurred as a result of any workers compensation claims made by any employee of the City of Isanti or for any alleged negligence or intentional wrongful acts or omissions of any employees or any agents of the City of Isanti (other than employees or agents of the City of Cambridge providing services pursuant to this MOU) which pertain in any manner to this MOU.

Nothing herein shall be deemed a wavier by either party of the limitations on liability set forth in Minnesota Statutes, Chapter 466; and neither party is required to indemnify the other in any amount in excess of the limits set forth in Minnesota Statutes, Section 466.04, less any amount the indemnifying party is required to pay on behalf of itself, its officers, agents and employees for claims arising out of the same occurrence.

EXECUTION AND TERMINATION

Upon the adoption of a resolution by the governing bodies of the Cities of Cambridge and Isanti, a signed copy of this MOU shall be forwarded to each City. The MOU shall be effective at such time and date as said resolutions have been adopted and the MOU has been duly signed on behalf of each City (hereinafter "effective date"). The agreement shall be deemed to be automatically renewed on the anniversary of the effective date each year, unless sooner terminated.

Either the City of Cambridge or City of Isanti may terminate this MOU as follows: a written notice shall be given by the City Administrator (or designee) of the City electing to terminate this MOU to the City Administrator (or designee) of the City to be notified of the termination at least 30 days prior to the effective date of termination of the MOU. The MOU shall thereafter be deemed terminated as of the effective date specified in said notice, or as of the 30th day following the date said notice is hand delivered or mailed by first class U.S. Mail, postage prepaid from the party electing to terminate the MOU to the other party, whichever of said dates is later.

On behalf of the City of Cambridge:

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

On behalf of the City of Isanti:

George Wimmer, Mayor

ATTEST:

Don Lorsung, City Administrator

CAMBRIDGE
Minnesota's Opportunity Community

300 Third Avenue Northeast
Cambridge, MN 55008
www.ci.cambridge.mn.us

(763) 689-3211
(763) 689-6801 FAX

Administrative Hearing Officer Service Provider Agreement

The City of Cambridge and Robert Roby hereby enter into a contract for administrative hearing officer services. The administrative hearing officer will handle administrative citation appeal hearings for administrative citations pursuant to Minnesota Statutes which requires cities to provide a "civil process" for citation appeals and retain a "neutral third party to hear and rule on challenges" to a citation. Under this agreement, these services may be provided to another governmental entity pursuant to a Joint Powers Agreement through the City of Cambridge.

Duties
Act as the neutral presiding officer who conducts the appeal hearing, actively listen to the evidence and arguments of the parties, and issue a final decision. The Administrative Hearing Officer must prepare written findings of facts at the conclusion of the hearing supporting their decision as to whether or not the appeal was granted or denied by applying deductive and inductive reasoning. The written findings of fact must be provided to the City and appellant within two weeks of the hearing date.

Hearings must be tape recorded on recording equipment and tapes provided by the entity hosting the hearing location. The proceedings will not be as formal as a court of law, but should be modeled after an administrative law judge proceeding. Other municipal jurisdictions, such as the City of Isanti, and the City of Braham may be served under the terms of this agreement.

Compensation
Compensation will be based upon a per citation hearing basis of $75 per appeal hearing.

The City of Cambridge will schedule hearings for a maximum of one day every other month between the hours of 8:00 am – 4:30 pm. Hearing locations will alternate between the Cambridge City Hall, Braham City Hall, and the Isanti City Hall. The hearing schedule will depend upon the demand for appeal hearings. Hearings will be booked in 20 minute increments and scheduled so that there are not gaps in the hearing schedule. Hearing dates will be negotiated between the governmental entities and the administrative hearing officer so we can develop a mutually agreed upon schedule.

Contract Period
March 1, 2018 – March 1, 2020.

Termination
Either the City of Cambridge or the Service Provider may terminate this agreement upon 60 days written notice prior to the effective date of termination of the agreement. The agreement shall thereafter be deemed terminated as of the effective date specified

in said notice, or as of the 60th day following the date said notice is hand delivered or mailed by first class US Mail, postage prepaid from the party electing to terminate the agreement to the other part, whichever of said dates is later.

For the City of Cambridge:

Marlys A. Palmer, Mayor

For the Service Provider:

Robert Roby

ATTEST:

Lynda J. Woulfe, City Administrator

Request for City Council Action
MEMO

To: Mayor Wimmer and Members of City Council

From: Katie Everett, Community Events and Parks Coordinator

Date: April 3, 2018

Subject: Consider Resolution Terminating Operating Agreement for the Use of River Bluff Preserve and Community Garden by Cambridge-Isanti School District

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Background:
In 2016 during the development of River Bluff Preserve, City staff met with staff from the Cambridge-Isanti School District that showed interest in using portions of the park for educational programs. The City of Isanti and Cambridge-Isanti School District entered into an operating agreement which allowed the schools to use a dedicated portion (40'x50') of the community garden and to perform long term prairie planting experiments in one acre of the upper portion of River Bluff Preserve. There has not been any notable activity, or plans presented, for the one acre portion. Staff have made several attempts to contact current staff at the Minnesota Center without response. The development of this project does seem likely. The Operating Agreement states that the City of Isanti can terminate the agreement with 3 months' written notice.

Staff have been in contact with School for All Seasons (SFAS) staff who are interested in continuing to use the community garden in 2018, however are looking for a smaller space to manage over the summer. Staff recommend dedicating 40'x25' at the north side of the community garden for SFAS in 2018.

DOAC Recommendation
At its January 4, 2018 meeting, the Development and Operations Advisory Committee discussed the Operating Agreement and recommends terminating the agreement. Staff sent a letter to Cambridge-Isanti Schools Superintendent Queener on January 4, 2018 notifying the District of the termination of the agreement..

Attachments:
- Resolution 2018 - XXX

RESOLUTION NO. 2018-XXX

A RESOLUTION TERMINATING OPERATING AGREEMENT FOR THE USE OF RIVER BLUFF PRESERVE AND COMMUNITY GARDEN BY CAMBRIDGE-ISANTI SCHOOL DISTRICT

WHEREAS, on April 5, 2016, the Isanti City Council approved Resolution No. 2016-110, an Operating Agreement between the City of Isanti and the Cambridge-Isanti School District for the use of River Bluff Preserve and the Community Garden; and,

WHEREAS, the City of Isanti has not seen significant progress toward use of the one acre section of River Bluff Preserve; and,

WHEREAS, the City of Isanti has received interest in continued use of the Community Garden; and,

WHEREAS, the agreement approved through Resolution 2016-110 shall be terminated, and future use of the Community Garden by Cambridge-Isanti Schools will be granted through an annual reservation; and,

WHEREAS, future use of the Isanti Community Garden for educational purposes by the Cambridge-Isanti School District will be offered free of charge, and the District will be held to the same rules of use as all other garden users;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby terminates the Operating Agreement for the Use of River Bluff Preserve and Community Garden by Cambridge-Isanti School District.

Adopted by the Isanti City Council this 3rd day of April, 2018.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2018-

A RESOLUTION APPROVING FARMERS MARKET ADVERTISEMENT IN 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 ads in the May, June, July, and August publications as needed;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to approve City staff to submit Farmers Market advertising to The Courier for the 2018 season.

This Resolution hereby approved by the Isanti City Council this 3rd day of April, 2018.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2018-

RESOLUTION APPROVING A CHECK BE WRITTEN TO HEAVENLY SUNSHINE PRESCHOOL FOR VOLUNTEERING AT THE MARCH 2018 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 March 16, 2018 movie; and,

WHEREAS, the profit from the March 16, 2018 movie night was $50.98; 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 $50.98.

This resolution was duly adopted by the Isanti City Council this 3rd day of April, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/ City Clerk

L.9.

Request for City Council Action
MEMO

To: **Mayor Wimmer and Members of City Council**
From: Katie Everett, Community Events and Parks Coordinator
Date: April 3, 2018
Subject: A Resolution Accepting Proposal for Isanti Indoor Arena Heating and Ventilation Automatic Controls

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Background:
In February of 2017, humidity testing was performed at the Isanti Indoor Arena to determine the frequency and duration that the air exchange system needed to be run in order to maintain the proper levels of humidity and CO2 in the building to correct the observed issue. Staff received a recommendation from Bolton and Menk with three possible projects that may help to resolve the issue:

- Primary recommendation – install automatic controls to operate the make up air unit and exhaust fan based on temperature and humidity.
- Secondary recommendations -
  - Angle the reflectors on the tube heaters toward the exterior walls
  - Install a 45 degree elbow to the existing duct work to discharge air up and away from the track.

Staff have worked with contractors to provide estimates for the work. Full estimates for the following are attached:

	Automatic Controls	Tube heater modification	45 degree elbow	Estimate Total
SCR	$22,808.00	$5,867.00	$1,600.00	$30,275.00
Yale Mechanical	$19,181.00	$26,877.00	$5,336.00	$51,394.00
MAG Mechanical	$4,825.86	$9,710.00	$3,623.00	$18,185.86

Finance Committee Request
At its March 23, 2018 meeting, the Finance Committee discussed the proposals. Bolton and Menk, as well as Brunton Architects and Engineers (the firm that provided the specifications for the work), have recommended that the proposal from MAG Mechanical for only the installation of automatic controls be approved. The secondary recommendations may be revisited in the future if they are observed to be necessary. The engineers have confirmed that the controls being installed by MAG Mechanical will do what is needed.

Further, the Finance Committee has identified the IIA Special Revenue Fund as the source of the funding for this project.

Attachments:
- SCR Estimate
- Yale Mechanical Estimate
- MAG Mechanical Estimate

CENTRAL |
METRO DIVISION

604 Lincoln Ave. NE
St. Cloud, MN 56304
toll free 800-827-1642
office 320-251-6861
fax 320-251-9390

NORTHERN DIVISION

7674 College Road, Ste 115
Baxter, MN 56425
office 218-828-4337
fax 218-825-4966

SOUTHERN DIVISION

2625 Highway 14 West
Rochester, MN 55901
office 507-535-7954
fax 507-424-1825

153 Chestnut St., Ste 300
Mankato, MN 56001
office 507-345-8425
fax 507-387-3208

scr-mn.com

Services

REFRIGERATION
HVAC
SERVICE
BUILDING AUTOMATION
FOOD SERVICE

March 2, 2018

Rum River BMX
101 Isanti Parkway NW
Isanti, MN 55040

Attention: Katie Everett
Regarding: Quotation on mechanical HVAC alterations to Rum River BMX, and adding a Building Automation System to the following equipment.

CONTROLLED EQUIPMENT:

1. One (1) Schneider Electric Automation Server with necessary controllers
2. One (1) Make Up Air Unit
3. Fifteen (15) Infra-Red Heater Banks with Eight (8) Stats
4. Three (3) Large Overhead Fans
5. One (1) Exhaust Fan

TOTAL INSTALLED PRICE: $22,808.00

ALTERATIONS INCLUDE:

1. Modify fifteen (15) infra-red tube heaters to direction of the heat toward the exterior walls. **TOTAL INSTALLED PRICE: $5,867.00**
2. Provide and install a 45-degree upward elbow to direct the discharge air of the MUA unit. **TOTAL INSTALLED PRICE: $1,600.00**

Thank you for the opportunity to quote you on this project. If you have any questions, please feel free to contact me.

Sincerely,

Scott Amundson

Scott Amundson

****CUSTOMER COMMUNICATIONS SYSTEMS**

Customer/owner is responsible for the reliability of the provided portion of the communications from the site to SCR as required. The customer/owner shall provide appropriate hardware, software and communications resources to SCR as necessary for SCR to perform the programming, engineering and project completion. Customer/owner shall assume those responsibilities

YALE
MECHANICAL
HVAC • PIPING • SHEET METAL • MILLWRIGHT • PLUMBING

March 20, 2018

Ms. Katie Everett
City of Isanti
110 1st Ave Northwest
P.O. Box 428
Isanti, MN 55040

Subject: Rum River BMX Modifications
Yale Project Number: 180460

Dear Ms. Everett:

Yale Mechanical is pleased to present the following proposal for the HVAC work at the above-subject site. The scope of work is based upon Yale Mechanical design.

Work included as part of this proposal is as follows:

1. Provide and install one (1) sheetmetal deflection fitting to direct the MUA discharge above the existing BMX track to alleviate drying-out that section of track so quickly.
    a. Provide support for new fitting from structure above.
    b. Provide man-lift.
    c. Provide material-lift.
    d. Provide delivery of equipment and materials.

We propose to do the work described above for the sum of **FIVE THOUSAND THREE HUNDRED THIRTY-SIX DOLLARS ($5,336).**

1. Provide and install one (1) new wireless control system for existing MUA unit and existing exhaust.
    a. Provide and install two (2) wireless temperature/humidity sensors.
    b. Provide and install two (2) wireless repeaters.
    c. Provide and install two (2) wireless receivers.
    d. Provide and install four (4) analog output modules.
    e. Provide and install one (1) digital output transmitter.
    f. Provide and install one (1) latching relay module.
    g. Provide and install one (1) web-based network controller with programmable BACnet controller.
        i. Provide and install enclosure.
    h. Provide and install one (1) outside air temperature sensor with push button over-ride.
    i. Provide Owner representative training.

Note: The temperature/humidity sensors will transmit their signals via a repeater network to a wireless receiver located in the Mechanical Room. A wireless antenna will be extended outside of the Mechanical Room to receive transmissions. The analog output modules will decode the wireless signals from the receiver and will be wired to discreet inputs of the BACnet controller. The BACnet controller will monitor the space temperature/humidity, and outside air temperature. When the outside air

220 West 81st Street • Minneapolis, MN 55420 • TEL 952.884.1661 • FAX 952.884.0295 • yalemech.com

temperature is below 40°F (adjustable), and the space humidity readings are above set-point, the MUA and exhaust fan will be energized. The exhaust fan starter will be hardwired to a relay output from the BACnet controller. A second output from the controller will send a signal through the digital output transmitter, across the repeater network, to a receiver located at the MUA starter. A relay module will decode the signal received and will be hardwired to energize the MUA. When the space humidity levels are below set-point, or when the outside air temperature is above 40°F, the system will shut-down. A momentary push button override located in the Mechanical Room will allow the operator to override the system on for preset time duration.

The web-based network controller will also allow the operator to monitor and schedule the equipment operation remotely via a web browser. The Owner will need to provide a local area network connection and a computer connected to LAN for browser access. The Owner will need to provide an internet connection to the LAN if remote connection external to the facility is desired.

We propose to do the work described above for the sum of **NINETEEN THOUSAND ONE HUNDRED EIGHTY-ONE DOLLARS ($19,181).**

Add deflectors to Existing Radiant Heaters (Excluding the Middle Heater over Starting Ramp and Heater over Mezzanine)

1. Provide two (2) electric articulating man-lifts to access radiant tube heaters.
    a. Delivery and acceptance included.
2. Provide and install factory made deflector shields to deflect heat towards outside wall.
    a. Deflector shields to be cut and fabricated around each bar joist to continue deflection evenly across length of tube heaters.
    b. Screws and hardware included to fasten shields to existing heaters.
    c. Provide start-up of each heater.

We propose to do the work described above for the sum of **TWENTY-SIX THOUSAND EIGHT HUNDRED SEVENTY-SEVEN DOLLARS ($26,877).**

Work not included as part of this proposal is as follows:

1. Relocating/raising of middle heater above starting building and over Mezzanine.
2. Overtime labor/Double-time labor.
3. Plans.
4. Service, repair, maintenance, or troubleshooting of existing equipment.
5. Humidification and/or dehumidification controls.
6. Additional zoning.
7. Warranty for Owner-furnished equipment.
8. Temporary heat or gas piping.
9. Repair of leak testing for any existing gas piping.
10. Gas solenoid or interlocking with fire protection system.
11. Liquidated damages.
12. Interior framing.
13. Possible structural engineering and related structural steel bracing.
14. Sales tax on Labor and subcontractor, if applicable.

This proposal is firm for 30 days. If an extension is required, it must be obtained in writing.

All equipment furnished and installed by us that is found to be defective within the period of one year following completion of installation shall be repaired or replaced by us at no cost to the purchaser.

This proposal in design and detail is Yale Mechanical property and must not be used except in connection with our work. All rights of design and detail are reserved.

Payment shall be made by the 10th of the month on all invoices issued by the 1st of the month for all material and equipment installed or on hand and all labor performed. Final payment is to be made within 30 days after substantial completion of the work.

Thank you for the opportunity of allowing us to present this proposal to you. Should you have any questions regarding this matter, please do not hesitate to contact us as we hope to be of further service to you on this project.

Sincerely,

Tom Walters

Tom Walters
Project Manager
twalters@yalemech.com

/jh

City of Isanti

ACCEPTED BY: _____

PRINT NAME: _____

PRINT TITLE: _____

DATE: _____

•NAICs: 238220, 238210, 238290, 561790
•DUNS: 012100852
•Cage: 6QS27
•Certified: MBE, DBE, SBE, TGB, MN UCP, TECRO, & BIA
•OSHA 10/30, Pro-10 Certified

MAG Mechanical llc
HVAC Mechanical Design/ Build, Construction/Service, Piping/Plumbing

Phone: (612) 655-5339
Fax: (612) 677-3615
7100 Medicine Lake Rd
Mpls, MN 55427
tgoze@magmechanical.com
www.magmechanical.com
24-hour Emergency Service

Mar 20, 2018
RE: Isanti BMX Complex

After reviewing the scope of work, we are pleased to present Isanti BMX Complex the following proposal for the project. We propose to complete the following scope of work:

HVAC:

- Install 75F control system.
- Central Control Unit (1)
- Install smart nodes (2)
- Install (1) room sensor
- Cloud License & Mobile Apps-Annual/Outside Air Optimization
- Commissioning
- Install heat deflectors for perimeter tube heaters
- Install 45-degree elbow (up) on MAU discharge duct work

We will install 75F in such matter to interrupt control circuit and allow system (MAU and EF) to run either by schedule or humidity set point. We will not be able to control humidity directly, but will try to control humidity by trying to keep temperature set point as specified by plan engineers to minimize roof condensation.

75F controls and labor	**$ 4,825.86**
Radiant heat deflectors	**$ 9,710.00**
Duct work	**$ 3,623.00**

WE EXCLUDE THE FOLLOWING:

- Structural
- Roofing
- High voltage electrical (above24V)

Thank you for the opportunity to present this proposal to you. Should you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,
Dusko Slavnic
612.965.0321

Signature of acceptance of proposal:_____ Date:_____
The above proposal and pricing is valid 60 from the of the proposal date.

MAG Mechanical is on a mission to provide an unparalleled HVAC experience for our customers.

RESOLUTION 2018 - XXX

A RESOLUTION ACCEPTING PROPOSAL FOR ISANTI INDOOR ARENA HEATING AND VENTILATION AUTOMATIC CONTROLS

WHEREAS, Bolton and Menk has recommend that the make up air unit and exhaust fan at the Isanti Indoor Arena be automated to maintain the correct conditions in the facility to reduce the effects of condensation and ensure longevity of the facility; and,

WHEREAS, the inside air quality was tested in February 2017 by Braun Intertec; and,

WHERAS, in November 2017, the City received a recommendation from Bolton and Menk that included three potential projects to correct indoor conditions observed in the Braun Intertec testing as follows:

- Primary recommendation – install automatic controls to operate the make-up air unit and exhaust fan based on temperature and humidity.
- Secondary recommendations:
  - Angle the reflectors on the radiant tube heaters to direct the heat toward the exterior walls
  - Install a 45 degree elbow to the existing duct work to discharge air up and away from the track.

WHEREAS, staff have received estimates from three contractors as follows:

	Primary Recommendation Automatic Controls	**Secondary Recommendation** Tube Heater Modification	**Secondary Recommendation** 45 Degree Elbow	**Total Proposal**
SCR	$22,808.00	$5,867.00	$1,600.00	$30,275.00
Yale Mechanical	$19,181.00	$26,877.00	$5,336.00	$51,394.00
MAG Mechanical	$4,825.86	$9,710/00	$3,623.00	$18,185.86

WHEREAS, based on the proposals and predicted effects of the work, Bolton and Menk has recommended that the automatic controls be installed initially with the secondary projects to be completed later if additional modification is found to be necessary to control the facility conditions; and,

WHEREAS, at its March 23, 2018 meeting, the Finance Committee discussed the projects and received recommendation from Bolton and Menk and Bruton Architects and Engineers to accept the proposal from MAG Mechanical to install only the automatic controls; and,

WHEREAS, the Finance Committee identified the Isanti Indoor Arena Special Revenue Fund (Fund 226) as the funding source for this project;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the MAG Mechanical proposal for installation of automatic controls at the Isanti Indoor Arena in the amount of $4,825.86.

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota that the funding source for installation of the automatic controls will be the Isanti Indoor Arena Special Revenue Fund (226-45200-500).

This Resolution is hereby approved by the Isanti City Council this 3rd day of April, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

L.10.

Request for City Council Action
MEMO

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

From: Katie Everett, Community Events and Parks Coordinator

Date: April 3, 2018

Subject: A Resolution Accepting Proposal for Installation of Storm Pond Fence at Academy Park

---

Background:

City staff have identified a potential safety issue concerning the proximity of Academy Park to the storm pond. At its November 9, 2017 meeting, the Finance Committee discussed the fence and recommended the installation to be budgeted in 2018. The 2018 Parks, Recreation and Culture budget (101-45300-500) includes $3,800 for the installation of the fence.

Staff have received proposals from two vendors for this project as follows (proposals are attached):

Arrow Fence	$2,700.00
Century Fence	$3,315.00

Due to the simplicity of this project, staff recommend accepting the low bid (Arrow Fence) for this project. Including a 15% contingency, the project will not exceed $3,105.00.

Attachments:

- Arrow Fence Proposal
- Century Fence Proposal

CENTURY FENCE COMPANY
SINCE 1917 THE MARK OF PERMANENCE
P.O. Box 277, Forest Lake, MN, 55025

Office (651)-464-7373
Toll Free (800)-328-9558
Fax (651)-464-7377
Cellular (612)-666-1680
Cory Capra ccapra@centuryfence.com

3/26/2018

Phone: 763-772-5856 **Fax:**

Proposal To:

City of Isanti
Katie Everett
110 1st ave NW
Isanti, MN 55040

Ship To:

110 1st ave NW
Isanti, MN 55040

☑ Installed ☐ Material Only ☑ Prepaid Freight ☐ Freight Collect **F.O.B.** Job Site **Delivery Schedule:**

Description

Furnish and Install:

180' Chain link fence 4 ' high overall. Line posts shall be 2" O.D. spaced a maximum of 10' on centers.

The top rail shall be galvanized (1-5/8" o.d.).

2 - 3" End posts, 4' high.
1 - 3" Corner posts, 4' high.

All posts driven 4'.

Material and Labor: $3,315.00

Notes:
Excludes locating of private utilities
Excludes excavation through rock frost and backfill
Proposal is valid for 30 days
Install dates 3-4 weeks from approval

Acceptance: This proposal when accepted in writing by purchaser and by Century Fence Company's Main Office becomes a contract between two parties. The conditions on the attached "Terms and Conditions" sheet are made a part of this contract.

Terms of Payment: Net Cash upon receipt of invoice.

Buyer's signature _____ Date _____ Submitted by _____

Cory Capra

ARROW FENCE CO.
18607 HWY 65 N.E. SUITE B
CEDAR, MN 55011
763-755-0088 FAX: 763-515-4213

PROPOSAL

Proposal Submitted To: **CITY OF ISANTI** Date: **3/26/2018**

Address: 110 1ST AVE N.W. PO BOX 428 Phone: **KATIE 772-5856**

City/State/Zip: ISANTI, MN 55040 Fax:

Sales Rep: Date of Plans:

Sales Rep #: Customer Email:

Job Name: **Job Location:**

We hereby propose to furnish material and labor necessary for the completion of:

180' OF 4' 9GA. CHAIN LINK FENCE WITH 2" LINES, 2 3/8" CORNER AND END POSTS AND

1 5/8" TOP RAIL

Customer is responsible for all property lines and permits. Excess dirt from post holes will be left at job site unless otherwise specified. 50% down, balance due upon completion, unless prior arrangements have been made.

In the event of unforseen digging condtions extra charges for labor and equipment may be applied.

otherwise specified. 50% down, balance due upon completion, unless prior arrangements have been made.

Arrow Fence co. is not responsible for costs to repair sprinkler lines in conflict with the fence installation.

We propose hereby to furnish material and labor - complete in accordance with above specification, for the sum of:
TWENTY SEVEN HUNDRED---------- dollars $ **$2,700.00**

Payment to be made as follows

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Authorized Signature John M Date 3-26-18

Note: This proposal may be withdrawn by us if not accepted within 7 days.

ACCEPTANCE OF PROPOSAL: The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance _____

Signature _____ **Signature** _____

RESOLUTION NO. 2018-XXX

RESOLUTION ACCEPTING PROPOSAL FOR INSTALLATION OF STORM POND FENCING AT ACADEMY PARK

WHEREAS, at its November 9, 2017 meeting, the Finance Committee discussed the installation of fencing on the west edge of the storm pond adjacent to Academy Park and recommended budgeting for the fence in 2018, and,

WHEREAS, staff received proposals from two vendors for the work as follows:

Arrow Fence	$2,700.00
Century Fence	$3,315.00

WHEREAS, Arrow Fence is recommended for this project as the low bidder; and,

WHEREAS, including a 15% contingency, this project will not exceed $3,105.00, which is within the amount budgeted in 101-45300-500 (PRC-Capital Outlay) for this project.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the proposal from Arrow Fence in the amount not to exceed $3,105.00 for the installation of fencing at Academy Park which will be funded through PRC-500.

This resolution was duly adopted by the Isanti City Council this 3rd day of April, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

L.11.

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: March 28, 2018

Subject: Award Quote and Contract for Refuse Service

A request for quotes was placed in the official newspaper and posted for refuse collection services for the City. The service period is for two years; from June 1, 2018 through May 31, 2020.

Two quotes were received for the service, one from Waste Management of MN (former East Central Sanitation) and one from LePage & Sons. The attached resolution lists out the quotes received. Staff further reviewed the quotes received and calculated the projected annual costs from each provider. LePage & Sons has provided the lowest quote for these services.

In review of the quotes received, staff recommends awarding the refuse service to LePage & Sons, and to authorize staff entering into a two-year contract for refuse services (see attached proposed contract).

RESOLUTION NO. 2018-xxx

A RESOLUTION AWARDING QUOTE AND AUTHORIZE ENTERING INTO A TWO YEAR CONTRACT FOR REFUSE SERVICE

WHEREAS, the City of Isanti has determined that it is in the City's best interest to seek quotes for refuse services for the Isanti Municipal Facilities, and

WHEREAS, quotes were received as follows:

Quoter	Quote Amount
Waste Management of MN	$ 421.44 /month base quote Additional: Park Containers - $ 129.36/month Park Recycling Containers - $ 70.48/month Clean-up Day: roll-off/s, labor, dumping fees – $ 280.60 per roll off Additional Services/City Events per container – $0.00/ no charge container (12 containers annually)
LePage & Sons	$ 331.65 /month base quote Additional: Park Containers – $ 165.78 /month Park Recycling Containers - $ 95.84 /month Clean-up Day: roll-off/s, labor, dumping fees - $ 275.00 per roll off Additional Services/City Events per container – $9.21/container (12 containers annually)

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

1. That the City Council awards the quote to LePage & Sons as the most responsible quoter based on the lowest total annual costs for this contract term, with prices as stated in the above quote tabulation.

2. That the City Administrator is hereby authorized to enter into a two year contract with LePage & Sons for the provision of refuse services to the Isanti Municipal Facilities for a two year period from June 1, 2018 to May 31, 2020.

3. That a copy of the said contract be attached to this resolution including the responsibilities of both parties for the refuse service.

This resolution was duly adopted by the Isanti City Council this 3rd day of April 2018.

Attested:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI

CONTRACT FOR REFUSE SERVICES

This agreement is made as of the ____ day of April, 2018, between the City of Isanti, a Minnesota Municipal Corporation **("City")**, and LePage & Sons **("Contractor")**. The **City** and the **Contractor** agree as follows:

SECTION 1. PURPOSE

The purpose of this agreement is to establish a standardized refuse service collection procedure for the Isanti Municipal facilities.

SECTION 2. SERVICES TO BE PERFORMED

A. The **Contractor** shall collect all refuse materials from the municipal facilities listed on Appendix A. The collection shall be on an as needed basis and from the designated containers.

B. The **Contractor** shall not be required to make regular collections on State of Minnesota legal holidays; provided, however, that collection shall occur on the routes reasonably in advance thereof or thereafter as the **City** and **Contractor** may agree so that the schedule can be completed regardless of a holiday.

C. The **Contractor** shall provide the following equipment and labor annually for the City Clean-up day:

1. Two (2) roll-off boxes or equivalent of a size adequate for the intended purpose and dumping fees for collected materials.

2. All required labor for removal of materials collected.

3. Trucking services for the delivery and removal of the roll-off boxes.

The **City**, with the cooperation of the **Contractor**, shall provide a system for the collection of any necessary special fees associated with the collection and disposal of problem materials at the clean-up day (i.e. tires, appliances, fluorescent bulbs).

SECTION 3. TERM OF CONTRACT

A. The term of this **Contract** shall be June 1, 2018 through May 31, 2020.

SECTION 4. PREPARATION FOR COLLECTION

A. All occupants of municipal properties will be directed to prepare and store refuse materials in containers provided by the **Contractor**.

SECTION 5. CONTRACTOR'S EQUIPMENT

A. All vehicles used by the **Contractor** in picking up the materials from the municipal properties shall be painted and marked uniformly and shall be identified on both sides of the cab. Broom and shovel in good usable condition shall be placed and maintained on each vehicle.

B. The **Contractor** shall make all collections of materials in vehicles with closed tops on the load portion so that contents will not spill or leak. All of the **Contractor's** receptacles and vehicles shall be kept clean and as free from offensive odors as possible and shall not be allowed to stand in any street or other place longer than is reasonably necessary to collect materials.

C. The **Contractor** shall keep all equipment used in the performance of the work required by this **Contract** in good operating condition and in a clean, sanitary condition and shall thoroughly wash each vehicle as least twice each month or before each semi-monthly collection unless the same has not been used since the last washing. All of the **Contractor's** equipment is subject to periodic inspection by the **City**.

SECTION 6. CONTRACTOR'S OPERATIONS

A. The **Contractor** shall establish and maintain, in a location approved by the City Administrator, an office staffed and capable of accepting complaints and customer calls. The office shall be in service during the hours of 8:00 a.m. and 5:00 p.m. on all days of collection as specified herein. The address and telephone number of the office shall be given to the **City** in writing. Any changes in address and telephone number of the office shall be given to the **City** in writing at least ten (10) working days prior to such change.

B. Complaints on service will be taken and collected by the **City** in addition to those received at the **Contractor's** office. The **City** will notify the **Contractor** of all complaints it receives. The **Contractor** is responsible for all corrective actions. A record of all such complaints and the action taken thereon shall be kept by the **Contractor** and reported monthly to the City Administrator. All complaints shall be answered by the **Contractor** courteously and promptly.

C. The **City** shall notify the **Contractor** by 12:00 noon on the day following the scheduled pick-up of any missed stops. The **contractor** is required to service such locations before 5:00 p.m. on the date of notification.

D. The **Contractor's** employees shall handle all containers with reasonable care to avoid damage, shall replace all containers in an upright position and shall immediately clean up and dispose of any materials which may have fallen out of a container.

E. The performance of the **Contract** shall be done by the **Contractor** with forces which are adequate to insure the satisfactory collection and disposal of the materials at all times. **Contractor's** failure to perform shall not be excused by adverse conditions of weather, breakdown and similar hindrances, which on other work might be regarded as "acts of providence".

F. The **Contractor** shall certify that any materials collected specially for recycling are delivered to a recycling processing center. Materials, specifically intended to be recycled, found to be landfilled will be in violation of the **Contract** and shall be grounds for termination of the **Contract**.

SECTION 7. COMPENSATION

The **City** will compensate the **Contractor** for the collection of refuse and recycling materials from City facilities a sum of ***$ 331.65*** per month during the life of the Contract; and the **City** shall compensate the **Contractor** fees in the amount listed on their Refuse Services Bid Sheet (See Attached) for Parks, Clean Up Day ***($275.00*** per roll off box), and Additional Services/City Events. There shall be no additional fees for roll offs, labor, and dumping fees for the spring clean-up day (as provided in the specifications).

SECTION 8. LIABILITY INSURANCE / INDEMNIFICATION

The **Contractor** shall indemnify and hold harmless the **City** and its officers, agents and employees from and against all claims, damages, losses or expenses, including attorney fees, for which it may be held liable, arising out of or resulting from the assertion against them of any claims, debts or obligations in consequence of the performance of this **Contract** by the **Contractor**, its employees, agents or subcontractors. **Contractor** will carry, for the duration of this Agreement, liability insurance coverage and shall provide a Certificate of Liability Insurance to the City and shall name the **City of Isanti** as an additional insured, an amount of not less than $500,000.00, insuring against personal injury or property damage for liability to third parties. The **Contractor** shall provide a copy of his license to haul as authorized and approved by Isanti County.

SECTION 9. TERMINATION

The **City** shall have the right to terminate this **Contract** prior to the expiration of its term if in the **City's** opinion, there has been a breach of its terms by the **Contractor**.

SECTION 10. PENALTIES AND DAMAGES

A. Failure by the **Contractor** to perform under this **Contract**, may result in its termination and/or claims by the **City** for damages.
B. In the event of breach of this **Contract** by the **Contractor**, or proven negligence by the **Contractor**, the **Contractor** agrees to pay, in addition to the actual damages sustained by the **city** as a result thereof, the cost, including reasonable attorney's fees incurred by the **City** in pursuing any of its rights under this **Contract**.

SECTION 11. SUCCESSORS AND ASSIGNS

The **Contractor** binds itself, its successors, executors, administrators and assigns to the **City** in respect to all covenants of this **Contract**, except that the **Contractor** shall not assign or transfer any part of its interest in this **Contract** nor shall the **contractor** assign any moneys due, or to become due, without the **City's** written consent.

SECTION 12. AMENDMENT, MODIFICATION OR WAIVER

No amendment, modification, or waiver of any condition, provision, or term of this **Contract** shall be valid or of any effect unless made in writing, signed by the party or parties to be bound or by its duly authorized representative, and specifying with particularity the extent and nature of such amendment, modification, or waiver. Any waiver by any party or any default of another party shall not affect or impair any right arising from any subsequent default.

SECTION 13. SEVERABLE PROVISIONS

Each provision, section, sentence, clause, phrase, and word of this **Contract** is intended to be severable. If any provision, section, sentence, clause, phrase, or word hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this **Contract**.

SECTION 14. ENTIRE CONTRACT

This **Contract** contains the entire understanding of the parties hereto with respect to the transactions contemplated hereby and supersedes all prior agreements and understanding between the parties with respect to such subject matter. No representations, warranties, undertakings, or promises, whether oral, implied, written, or otherwise, have been made by either party hereto to the other unless expressly stated in this **Contract** or unless mutually agreed to in writing between the parties hereto after the date hereof, and neither party has replied on any verbal representations, agreements, or understandings not expressly set forth herein.

SECTION 15. CAPTIONS, HEADINGS OR TITLES

All captions, headings or titles in the paragraphs or sections of this **Contract** are inserted for convenience of reference only and shall not constitute a part of this **Contract** as a limitation of the scope of the particular paragraphs or sections to which they apply.

The representative of LePage & Sons hereby acknowledges receipt of this **Contract** and has reviewed the conditions of this **Contract** and has agreed that they comply with the terms of this **Contract**.

This contract for refuse service for municipal facilities is hereby entered into on the _____ day of April, 2018, between the City of Isanti and LePage & Sons for the period from June 1, 2018 through May 31, 2020.

LePage & Sons

Clint LePage
Contractor Printed Name

(Signature of Contractor)

Date

City of Isanti

Donald C. Lorsung
City Administrator

Date

Appendix A

Specifications for Refuse Service for Isanti Municipal Facilities

1) **CITY HALL** – 110 1ST AVENUE NORTH
   - One 90 Gallon (Residential Container – Weekly Pick-up
   - One 90 Gallon (Residential) container for Office Single Sort Recycling*

2) **POLICE STATION** – 401 1st Avenue North
   - One 90 Gallon (Residential) container – Weekly Pick-up
   - One 90 Gallon (Residential) container for Office Single Sort Recycling*

3) **MUNICIPAL LIQUOR STORE** – 400 W DUAL BLVD.
   - One 90 Gallon (Residential) Container – Weekly Pick-up
   - One-Two yard Container – Weekly Pick-up
   - One-Two yard Container for Cardboard Recycling – Weekly Pick-up
   - One 90 Gallon (Residential) container for Single Sort Recycling*

4) **COMMUNITY CENTER** – 208.5 1ST AVENUE NORTH
   - One-Four yard Container – one time per week Weekly Pick-up
   - Two 90 Gallon (Residential) containers for Single Sort Recycling*

5) **MAINTENANCE GARAGE** – 100 W Isanti Parkway
   - One-Four yard container – Twice-Weekly Pick-up April through November
     Weekly Pick-up December through March
   - Two 90 Gallon (Residential) containers – Weekly Pick-up
   - Two 90 Gallon (Residential) containers for Single Sort Recycling*

6) **WASTEWATER FACILITY** – 100 WEST ISANTI PARKWAY
   - Five 90 Gallon (Residential) containers – Weekly Pick-up
   - Two 90 Gallon (Residential) containers for Single Sort Recycling

7) **DOWNTOWN - EXTRA CANS**
   - City provides Five Extra Cans in Downtown Area – Hauler will pick-up weekly -

8) **PARK – Pick Up April-October**
   Pick up weekly or as needed
   - Academy Park (6th Ave Ct NE): One 90 gallon trash and one 90 gallon recycling container
   - Bluebird Park (201 Isanti Pkwy NW)
     - Skateboard Site - One 90 gallon trash and one 90 gallon recycling container
     - Playground Site - One 90 gallon trash and one 90 gallon recycling container
     - Basketball Court - One 90 gallon trash and one 90 gallon recycling container

- Isanti Hills Neighborhood Park (518 Dogwood St SW): One 90 gallon trash and one 90 gallon recycling container, pick up as needed
- Legacy Park (Bellaire and Blossom Blvd.): Two 90 gallon trash and Two 90 gallon recycling container
- Mattson Park (5th Ave NW)
    - Park Pavilion (Main St & 5th Ave): One 90 gallon trash and one 90 gallon recycling container
    - Basketball Court (5th Ave & Heritage Blvd): One 90 gallon trash and one 90 gallon recycling container
    - Tennis Courts (5th Ave & Heritage Blvd): One 90 gallon trash and one 90 gallon recycling container
- Redbirds Field (620 3rd Ave N): Two 90 gallon trash and one 90 gallon recycling container during the summer
- Riverside Park (503 Rum River Dr NW): One 90 gallon trash and one 90 gallon recycling container, pick up as needed
- River Bluff Preserve (1111 Rum River Dr SW): One 90 gallon trash and one 90 gallon recycling container
- Rum River Meadows Park (1108 South Passage SW): One 90 gallon trash and one 90 gallon recycling container
- Unity Ballfield (3rd Ave NW & Unity Blvd): One 90 gallon trash and one 90 gallon recycling container
- VFW Park (Railroad Ave & Palomino Rd): One 90 gallon trash and one 90 gallon recycling container
- Whisper Ridge Park (795 3rd Ave SW): One 90 gallon trash and one 90 gallon recycling container, City pick-up

9) CLEAN-UP DAY

Bid per roll-off. Bid will include labor, trucking services for delivery and removal of roll-off boxes, and dumping fees.

- Two roll-off boxes or equivalent of a size adequate for the intended purpose (or the number as determined by the Public Services Director)
- Labor for removal of materials collected
- Dumping Fees
- Trucking services for the delivery and removal of the roll-off boxes
- Clean-up Day is on a Saturday and hours are 8:00 a.m. to noon

10) ADDITIONAL SERVICES/CITY EVENTS

- Bid per container or can provided for city events.

11) TERM OF CONTRACT AND INSURANCE

- The Contract Term shall be two (2) years; from June 1, 2018 to May 31, 2020

- A Certificate of Insurance shall be required naming the City of Isanti as an Additional Insured
- Facility Recycling – Pick up as needed, minimum on a bi-weekly basis (twice monthly)

L.12.

A Community For Generations.

Isanti

Request for City Council Action

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

From: Chief Gene C. Hill **MEMO**

Date: March 20, 2018

Subject: Bureau of Justice Assistance Grant

Background:

The Bureau of Justice Assistance Grant (Bulletproof Vest Partnership 2018 Grant) will be open soon for solicitation for partial reimbursement of officer's bulletproof vests which have a life expectancy of five years, at which time they expire. This grant saves the citizens / taxpayers money at the local government level.

Action:

I am requesting that the City Council review and consider the opportunity to apply for this grant to offset the expenses of ballistic vests that the officers wear.

RESOLUTION 2018-XXXX

RESOLUTION AUTHORIZING STAFF TO APPLY FOR THE BULLETPROOF VEST PARTNERSHIP 2018 GRANT

WHEREAS, the Isanti Police Department has an opportunity to apply for the Bureau of Justice Assistance grant (Bulletproof Vest Partnership 2018 grant); and

WHEREAS, the Isanti Police Department has applied for this grant in years past; 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 that funds that are applied for and received from the Bulletproof Vest Partnership 2018 Grant are used to replace the bullet proof vests for its Police Officers which have a five year life expectancy / warranty.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota to authorize the Police Chief to submit an application for the Bulletproof Vest Partnership 2018 Grant with funds received from the grant to replace the bullet proof vests for the Police Department.

This Resolution is hereby approved by the Isanti City Council this 3rd day of April, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2018-XXX

RESOLUTION ACCEPTING PART-TIME LIQUOR STORE CLERK BEVERLY HARREN'S LETTER OF RESIGNATION

WHEREAS, part-time Liquor Store Clerk Beverly Harren has submitted a letter of resignation to the City of Isanti and presented this to Liquor Store Manager John Jacobi on March 21, 2018; and,

WHEREAS, the effective date of this resignation is April 21, 2018; and,

WHEREAS, Beverly Harren is leaving employment in good standing; 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 Beverly Harren is hereby accepted effective April 21, 2018.

2. That Human Resources/City Clerk and Liquor Store Manager John Jacobi are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 3rd day of April, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

L.14.

A Community For Generations.

Isanti

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Katie Brooks -Human Resources/ City Clerk

DATE: April 3, 2018

SUBJECT: New Full Time Position of "Planner" and Promoting Code Enforcement/Zoning Technician Matthew Lindholm to the Position

It has been determined by the Personnel Committee on March 23, 2018 the needs of the Community Development department have increased. After reevaluating the department and the job duties of our current staff, it has been decided to make a full-time position with the title of "Planner." This position is being offered to current employee Code Enforcement/ Zoning Technician Matthew Lindholm pending approval of City Council.

Matthew Lindholm will start at step 2 at on wage scale at $24.41 per hour, full-time, effective April 9th 2018.

The Planner position points has been determined to be 233 using the State Job Match Job Evaluation System through Pay Equity.

The job description (Exhibit A) and pay scale (Exhibit B) are included with the resolution.

RESOLUTION NO. 2018-XXX

RESOLUTION APPROVING THE NEW FULL TIME POSITION OF "PLANNER" AND PROMOTING CODE ENFORCEMENT/ZONING TECHNICIAN MATTHEW LINDHOLM TO THE POSITION

WHEREAS, with the growth in Community Development Department workload and per direction of the Personnel Committee, Community Development Director Ryan Kernosky and Human Resources/ City Clerk Katie Brooks have developed a new full-time position titled "Planner" for the City of Isanti. The job description, job points and salary were reviewed at the March 23, 2018 Personnel Committee meeting; and,

WHEREAS, the former responsibilities of Code Enforcement/ Zoning Technician and specified permit/inspection, GIS, and planning/zoning duties are included in the new position of "Planner". The position would report to the Community Development Director; and,

WHEREAS, with his education, knowledge and experience serving in the current position of Code Enforcement / Zoning Technician; the Personnel Committee finds that it would be in the best interest of the City to internally promote Matthew Lindholm to the Planner position. Mr. Lindholm has agreed to this promotion:

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

1) The full-time Planner position becomes a position effective April 9, 2018. Code enforcement, specified permit/inspection, GIS and planning/zoning duties are transferred into this position upon passage of this resolution.
2) The Planner job description, job points and salary range are approved and attached hereto as 'Exhibit A' and 'Exhibit B'.
1) The Planner position is being offered to Matthew Lindholm at $24.41 wage Step 2 of the new salary range effective upon passage of this resolution.
2) Upon acceptance of the new position, Matthew Lindholm's move to full-time employment status is effective April 9, 2018.

This resolution was duly adopted by the Isanti City Council this 3rd day of April, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI
JOB DESCRIPTION

JOB TITLE:	Planner
DEPARTMENT:	Administration
SUPERVISION:	Community Development Director
EFECTIVE DATE:	3-22-2018
FLSA STATUS:	Non-Exempt
HOURS WORKED:	40 hours/week

DEFINITION:
Performs work involving the inspection, regulation, and enforcement of codes and ordinances which include animal control, property maintenance, parking enforcement, signs, nuisance abatement, issuance of administrative citations and other zoning issues/violations. Assists in the administration of rental licensing, GIS and planning functions. Performs related work as assigned.

SUPERVISION RECEIVED:
Works under the supervision of the Community Development Director.

SUPERVISORY FUNCTIONS:
None.

EQUIPMENT/JOB LOCATION:
Works primarily from City Hall. Equipment used includes, but is not limited to, motor vehicle, telephone, computer, printer, copier, digital camera, and various software applications.

ESSENTIAL FUNCTIONS OF THE JOB:
Planning, Zoning, & GIS

- Administer zoning and other development related municipal ordinances. This includes the following: Perform technical reviews of applications for permits, conduct on-site inspections as needed, determine whether projects comply with ordinance standards (then approve or deny applications), establish and maintain accurate records and prepare detailed reports, and cooperate with various state, federal, and local agencies.
- Maintain data spreadsheets and issues over-the-counter building permits, works with City Building Official to ensure timely inspections are performed.
- Maintains the City's Geographic Information Systems (GIS) to conduct land use analysis and other planning related projects, works with the Community Development Director and Public Services Director on implementing and maintaining the City's online GIS system.
- Administers the City's Rental Licensing program; which includes but is not limited to: sending out notification letters, scheduling rental appointments, maintaining a

rental licensing spreadsheet, and accounting for the collections of rental licensing fees.

Code Enforcement

- Investigates and enforces applicable City ordinances, including but not limited to: animals, lawn sprinkling, sidewalk shoveling, lawn maintenance, junk yards, residential property maintenance standards, nuisance complaints, parking and storage, shade tree disease control, ATV's, inoperable vehicles, and other zoning or nuisance issues as regulated within the Isanti City Code, Zoning Ordinance, or other relevant Ordinances.
- Performs code enforcement duties by investigating complaints of code violations, preparing letters, notices and reports, maintaining files, advising property owners of code requirements and enforcement procedures, and works to obtain compliance.
- Research and prepare studies on code enforcement, zoning, and planning issues to meet the City's needs.
- Meet with, telephone and/or email citizens to receive complaints; and further explain the complaints to the citizen or property owner.
- Attend City Council meetings and present information regarding nuisance situation to begin the abatement process, when necessary.
- Prepare information for court proceedings and maintain records evidence; attend court proceedings on code violations cases and present evidence and information when requested.
- Work in cooperation with the City Attorney's office and Isanti Police Department in the issuance of citations for City Code and other ordinance and policy violations.
- Prepare and coordinate Administrative Hearings.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned or apparent.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of code enforcement and zoning principles, practices and methods as applicable to a municipal setting.
- Ability to read and interpret laws, ordinances, polices, department rules and municipal regulations.
- Prepare and present, clear, concise and comprehensive verbal and written reports.
- Inspect, investigate, and enforce codes and ordinances.
- Analyze complex situations, problems and data, and use sound judgment in making decisions.
- Ability to prepare, organize and maintain inspection field data, files and records; ability to testify in court in an objective, concise and professional manner.
- Ability to utilize computer systems to track data and prepare reports.
- Ability to analyze situations and information, formulate alternatives, and use sound judgment in drawing conclusions and making decisions.
- Ability to develop a course of action and maintain momentum to reach successful conclusions to assignments within agreed upon time frames.

- Ability to deal with very tight time frames, demanding schedules and workload, and with juggling a multitude of tasks while maintaining a cool, even-tempered disposition.
- Ability to establish and maintain effective working relationship with supervisors, officers, and other department employees.
- Ability to maintain a positive image to the public.
- Ability to work under stressful situations involving intense public contact.
- Use effective interpersonal skills to interact and communicate clearly and concisely with a variety of citizens and the public when explaining City rules, regulations, policies, and ordinances.
- Work independently and schedule/coordinate own workload.

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.
- The employee will lift and/or move up to 50 pounds for tasks such as folding tables, desk furniture, 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.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the essential functions of this job, the employee frequently works in outside weather conditions.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Urban Planning, Public Administration, Geography or related field.
- 1 year extensive, pertinent code enforcement and ordinance interpretation experience involving considerable, sensitive public contact in a municipal setting.
- Planning/Zoning/Building Inspection experience
- Must possess a valid Minnesota Class D driver's license or equivalent.
- Computer skills in Windows and Microsoft software and database maintenance.
- 18 years of age or older.
- No criminal convictions for any felony, any gross misdemeanor, or misdemeanor assault.

PREFERRED QUALIFICATIONS:

- Master's Degree in related field

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).

Job Points Table: Planner

JOB CLASSIFICATION	POINTS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Planner	**233**	$ 23.49	$ 24.41	$ 25.32	$26.24	$27.16	$ 28.08	$ 29.00

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
March 20, 2018

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:18 p.m.

B. Pledge of Allegiance.

The Pledge of Allegiance was recited.

C. Roll Call.

Members Present: George Wimmer, Steve Lundeen, Dan Collison, Ross Lorinser, Paul Bergley, Jeff Miller.

Members Absent: Jim Kennedy.

Staff Present: Ryan Kernosky, Community Development Director.

1D. Agenda Modifications.

Director Kernosky stated that there were no Agenda Modifications, Motion by Lundeen, seconded by Collison to approve, approved unanimously.

2. Approval of the Minutes from the February 20, 2018 Planning Commission

Motion by Collison, seconded by Bergely to approve the minutes from the February 20, 2018 Planning Commission, approved unanimously.

3A. Request from SAC Wireless (on behalf of AT&T Wireless) to amend a Conditional Use Permit to allow the collocation of antennas on an existing telecommunications tower and the construction of an accessory structure on the property at 501 West Dual Boulevard NE (PID 160530080) legally described as Lot 1, Block 3, Dual Industrial Park except beginning at the SW corner of Outlot A, then N5.5800 along W line 426' to NW corner of Outlot A; the W 269.5850 Along N Line of Lot 1, 53'; Then S 178.5010 424.60' to POB.

Mayor Wimmer opened the public hearing at 7:18 pm.

Director Kernosky gave an overview of the proposed Conditional Use Permit by SAC on behalf of AT&T. The proposal is to add additional towers and an accessory structure on the tower and ground. Staff is recommending approval with the conditions stipulated in the Resolution.

Mayor Wimmer closed the public hearing at 7:20 pm.

Motion by Lundeen, seconded by Bergley to approve the amended Conditional Use Permit to allow the collocation of antennas on an existing telecommunications tower and the construction of an accessory structure on the property at 501 West Dual Boulevard NE (PID 160530080) legally described as Lot 1, Block 3, Dual Industrial Park except beginning at the SW corner of Outlot A, then N5.5800 along W line 426' to NW corner of Outlot A; the W 269.5850 Along N

Line of Lot 1, 53'; Then S 178.5010 424.60' to POB. With staff conditions. Motion approved unanimously.

3B Request from Jill Hoffman (dba Granny May's) for a Conditional Use Permit to operate a Restaurant at 2 Enterprise Avenue NE Suite D4 (PID 161320020) legally described as Towns Edge Business Center CIC 2010-1.

Mayor Wimmer opened the Public Hearing at 7:20 p.m.

Director Kernosky provided an overview of the proposed Conditional Use Permit. Kernosky stated that in all of the zoning districts, resturants are a conditional use. The location is an existing structure, and house a former cake shop. Staff recommends approval with conditions stated in the Resolution.

Jill Hoffman stated she has been operating her business for quite some time. She currently services several senior communities and centers, home delivered meals, and catering for industrial park businesses. She stated that her business has grown and she can no longer operate from her home. Her plan, once the business gets going, she plans to open up the storefront for a restaurant. There is also another suite next door that she could expand to if needed.

Mayor Wimmer closed the Public Hearing at 7:25 p.m.

Motion by Lundeen, seconded by Lorinser to recommend approval of the proposed Conditional Use Permit to operate a Restaurant at 2 Enterprise Avenue NE Suite D4 (PID 161320020) legally described as Towns Edge Business Center CIC 2010-1 with staff conditions. Motion passed unanimously.

3C Request from Jodi De Tomaso (dba Metz Dog Grooming) for an Interim Use Permit for home occupation for dog grooming at 200 9th Ave SE (PID 161410050) legally described at Lot 5, Block 1, Sun Prairie Second Addition.

Mayor Wimmer opened the Public Hearing at 7:25 p.m.

Director Kernosky provided an overview of the request. Kernosky stated that she had been operating the same business in her old property on Palomino Rd. During a regular inspection of that neighborhood, the Code Enforcement Officer noticed that the business had moved. Upon further inspection, the previous interim use permit stated that if the business moved, a new interim use permit would be required to be obtained. Kernosky stated it was a special home occupation permit because the nature of dog grooming, which requires an interim use permit. Staff is recommending approval with conditions in the Resolution. Kernosky stated that the City had no issues pertaining to the previous operation.

Mayor Wimmer inquired whether or not the current neighbors have provided comment. Kernosky stated that no comments or complaints have been received by the City. Mayor Wimmer clarified that they neighbors were notified of the public hearing.

Jodi De Tomaso stated that she bought a new house and is operating her business out of her extra stall garage.

Mayor Wimmer closed the Public Hearing at 7:28 p.m.

Motion by Lundeen, second by Collison to approve an Interim Use Permit for home occupation for dog grooming at 200 9th Ave SE (PID 161410050) legally described at Lot 5, Block 1, Sun Prairie Second Addition with staff conditions. Motion passed unanimously.

4. Discussion Items

There were no items for discussion.

5. Adjournment

Motion by Bergley, second by to Lundeen to adjourn the March 20, 2018 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:28 p.m.

Dated at Isanti, Minnesota this 27th day of March, 2018.

Respectfully submitted,

Ryan Kernosky
Community Development Director

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
March 27, 2018
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, Mayor Wimmer
Members Absent: James Witte, and Aaron Zdon
Staff Present: Katie Everett, Community Events and Parks Coordinator

D. Agenda Modifications.
Garvey stated that she would like to add discussion about park lighting to the agenda. Wimmer stated that he would also like to add a discussion about next month's park tour to the agenda. These items were added under 5. Parks Updates. Wimmer made a motion to approve the amended agenda, second by Johnson. The amended agenda was unanimously approved.

2. Approval of Minutes from February 27, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Wimmer; second by Johnson. Minutes were unanimously approved.

3. School Use of Mattson Tennis Courts

Everett informed that board that the school's current contract goes through the spring season, so they will be using the courts for this spring. As soon as they are done, Everett will get the contractor scheduled to get them resurfaced. In the fall, the schools will be using courts in Cambridge instead of here. If they decide they want to come back sometime in the future, we'll go back to square one and decide where want their contract to sit. Garvey asked if they had any other feedback with not wanting to come back. Everett said they just told her Cambridge gave them a lower price. Johnson said that he's a little disappointed about that. Everett said they did make a point of saying that they didn't ask anyone else for prices, they were just approached with this. Wimmer stated that when we first started doing this, we did receive some significant negative feedback for letting the schools take over the courts. Johnson added that it better for the public now. Wimmer agreed, they get to actually use the courts now that they paid for. Wimmer said that maybe if you're a tennis player you adding more time getting bussed up to Cambridge, but for our City, our residents can use these nice courts that we'll have completely refurbished. Garvey asked as far as the resurfacing if there's been put out to the public yet that that's coming, is it in the Isantian or anything like that? Everett said she did not put it in the Isantian, but it will definitely get posted to the website and signs will be posted at the courts as soon as we know when that is. Everett explained that she did talk to the contractor and because they never know when they're actually going to be able to start their projects, we don't know exactly when that will happen. She told him to put us at the beginning of the list. Garvey asked if Everett knows of any other regular users, senior groups or anything like that, that have used the group regularly. Everett explained that she's not aware of any organized groups, but she just recently did get a call from a gentleman that said he and one of his friends like to use the courts regularly and they wanted to know the school was going to be back. Everett stated that she will keep the board updated on that process.

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4. Earth Day Clean Up

Everett stated the groups signed up so far include the Girl Scouts, New Hope Church (who said they really wanted to do Legacy Park when they signed up), Coborn's, Flagship Bank, and the Master Gardeners. She was hoping there would be less snow on the ground so she could get out and see what really needs to be cleaned up, but she shared a draft plan. She spoke with Public Services Director Wood, and they think it may be useful to have people a little farther from the beaten path that Public Works doesn't typically get to right away in the spring. One area Everett would like to have people is at the City Hall parking lot to work on cleaning up in the drainage areas that collect a lot of trash, and they can work into downtown in the former Eagle Park and go from there. She said that we can have the Master Gardeners at River Bluff, and then there may be other garden projects we can have them work on too. Depending on how many people Coborn's can come up with, we can put them at Bluebird and they can cover more area. Everett asked if the board members had any areas that they wanted to have volunteers work on. The goal is that the locations will be advertised so residents can join too. Having some sort of meeting location would be useful, but not completely necessary. She said she can also just work with Public Works to determine the areas that need the most work. Wimmer said that Whisper Ridge and Isanti Hills are areas that seem to get more of the windblown stuff getting stuck in fences and that kind of thing. Johnson asked if we have anyone doing the Cambridge-Isanti trail. Everett said that could potentially be covered by whoever we have at Bluebird, and it is one of the areas that Public Works gets out to right away. Garvey asked if we had numbers that each group is anticipating. Everett said that she doesn't have those yet, but New Hope did share that they're having a community outreach day on the same day so they'll have a lot of people available. Flagship said they'll probably have four or five, so we'll have a wide range. Everett said there may be some light landscaping we can have people work on too; Public Works spends time in the spring raking the woodchips back into the playgrounds and things. Everett stated that the clean up will happen before the next meeting, so she'll give an update on how it goes. The clean up is April 21st, Saturday, from 10:00 to noon. It's the same day as Citywide Clean Up.

5. Parks Updates

Everett shared that March movie night went well with Heavenly Sunshine, there were 67 people. The last movie night is in April with the Isanti Ambassadors; they haven't volunteer at movie night before. The 2018-2019 schedule is up as well as the updated volunteer policy.

The community garden is almost full. Everett received a call that afternoon from someone who said they'd come in to sign up that day, but they didn't so far. Within the next couple of days, she expects they'll be in. Johnson asked if there are still 5 plots. Everett said there are; there are two sets of two plots and a single one, so really if we get three more gardeners we can fill those. There are four raised beds that are reserved and there are two more that we can put up if we need them. If they don't get reserved, we may put them in the area for the Public Health program. The garden opens May 12, and there will be a meeting for the gardeners on May 10. Everett explained that she just talked with Public Works about the pollinator section too.

Everett said that rain garden workshop is coming up April 19, which is before the next meeting as well. Soil and Water is putting together a Powerpoint presentation for that. Everett has received some phone calls from people interested in coming and shared the information at the Master Gardeners' Burst into Spring event. It is open to all County residents, so anyone can come to learn about rain gardens, and there will be a section at the end to talk about the reimbursement program.

Everett stated that staff are working on interviewing Parks Intern candidates, and there have been some good candidates so far.

Everett updated the board on the Farmers' Market. There has been one new big vegetable vendor that signed up for two booths for the whole season. She did find out that Shoua, who has been a regular of the

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market will not be back this year. She is at another market every other day of the week, and is hoping that she can get some extra help and maybe come back next year. Everett also sent out emails to a bunch of people listed on Minnesota Grown and is starting to get responses to that. A fair number of last year's vendors have their forms in as well. Now that we can kind of advertise it as a quickly growing market, word is getting out on its own as well as Everett can tell people that this location will be successful for them. There is a vendor meeting at the end of April for anyone who is signed up or interested in signing up.

Everett stated that the sponsorship program has gone out. There have been a couple of quick bites on that, and she will send reminders out before that is due. Allina is on board to help us out again. They've been really great about that. Last year, they gave us a basket to go with the Passport to Parks prize, too. They're always a great resource to have for a lot of the things we do.

Everett added that the City finally owns Academy Park. We will be installing a segment of fence between the storm pond and the open field; Everett is working on bids for that. All of the signage is going up as well. The park has a playground and tennis court which give us another amenity on that side of Hwy 65.

Garvey said she thought we may have discussed them in the past, but was wondering about the lights in Bluebird Park that are on at night. Is there a specific timing schedule that we're following? Are they our lights? She seems them on now. Everett asked if she meant the street lights. Garvey clarified she's talking about the lights that are over where the skatepark equipment is now and the pleasure rink. She added that for many months it's not utilized, so she's wondering why they're coming on. Everett said she would have to check about how those are set up. She thought they were set up to run on a sensor but then shut off after park hours, but there might not be a seasonal option. We should be able to manually shut them off in the winter. Wimmer said they shouldn't be on at all, period. They were put up specifically for hockey when we had the agreement with the youth hockey association and then they were supposed to shut them off when they were done with practice. Everett stated that now they're over the skate equipment and she has had people call and ask about them not being on. Wimmer said that we don't need to have lights on the skate equipment. Garvey said that's why she was wondering because they're on every night and they go off at 10:00. Everett confirmed that's park hours. Garvey stated that they're on all winter long, and asked to clarify if they're City lights. Everett and Wimmer confirmed that they are. Garvey said that to her it's wasting electricity when the equipment can't be used. She would like to see if we can establish more of a definitive schedule for the lights. She did think that at it used to be with the hockey rink that whoever was using it could turn them on or off. Everett explained that, she thought it was just last year, we got those ones and the ones at Unity switched to sensors because people would flip them on and then they didn't get shut off again. Garvey said that this is something she'd like to bring back and just get more definitive. Wimmer stated that he'd give the definitive; they're not supposed to be on. Most likely they'll be moved when we do the rink over on the other side. He doesn't know why they were every switched to the other thing, we don't put lights over anything else. They were only over hockey because it was part of that agreement.

Wimmer stated for the park tour, he'd like a park ambassador kind of thing where each board member takes a couple of the parks and then we check them out before the April meeting. He added that when we go through them and see if there's equipment that needs to be fixed or isn't being used, whatever it could be. We make suggestions about updates to be made or something needs to be changed or what have you. There's no way we could through all the parks in a couple of hours and actually be thorough. We could spend a meeting just at Legacy and River Bluff, each of those alone. He stated that Everett would still like to be out at a park which is a nice idea, depending on the weather. That was his idea to divvy those up and then we have a month to look at them. Johnson asked when the park tour was; Wimmer stated at the April meeting. Johnson asked for clarification about where the meeting would be. Wimmer stated that in the past we would meet at City Hall and do the pledge and approving the minutes and then drive to all the parks and spend maybe five minutes at each one. Garvey said that she likes the change and it's worth a

DRAFT

shot because the old way isn't working anymore. The board discussed the parks and made the following assignments:

- Mayor Wimmer – Legacy Park and River Bluff Preserve
- Jenny Garvey – Riverside Park, Bluebird Park, and Unity Park
- Jeff Johnson – Mattson Park and VFW Park
- James Witte – Rum River Meadows and Isanti Hills Neighborhood Park (formerly Tot Lot)
- Aaron Zdon – Whisper Ridge and Academy Park

Garvey wanted to clarify that we'd only meet in one place. Wimmer stated that we would just meet in one place. Everett stated that she can also send out a list of what kinds of things to look for. Everett asked if everyone has been to Academy Park and if wanted to have the meeting there. Wimmer stated that we can go there, weather permitting. Garvey asked if there's any sort of shelter there; Wimmer stated that there is not, that's why it has to be pretty good weather; Everett said we could just default to having the meeting here. Wimmer said we should publish that the meeting will be held there and then just start there instead of meeting here and driving there. Legally, the meeting has to be where we say it is, so if we do that even if there's bad weather we have to do it there. Garvey asked if the building would be open; Everett said she could look into it. Everett asked how far in advance we have to post it. Wimmer said that we'll have to check. Everett said that having the meeting out there isn't totally necessary; we can just ask everyone to drive by to see Academy Park. The board clarified that the whole meeting will be held be in Council Chambers and each member will to go Academy Park in addition to their assignments before the next meeting. Wimmer explained to Johnson since he hasn't been through this process yet, that all of these ideas will go into the "hopper" and they'll be addressed by priority and budget. In the last year and half, quite a few things have been addressed. Everett explained that she has already received the new diggers for Isanti Hills.

6. Adjournment

Motion by Johnson, second by Wimmer to adjourn the March 27, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:37 p.m.

Dated at Isanti, Minnesota this 27th day of March, 2018.

Respectfully submitted,

Katie Everett

Katie Everett
Community Events and Parks Coordinator

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AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, April 17, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

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 3, 2018 – Regular Meeting of the City Council

G. Announcements

1. Parks, Recreation and Culture Board Meeting	Tuesday, April 24, 2018 @ 6:00 p.m.
2. City Council Meeting	Tuesday, May 1, 2018 @ 7:00 p.m.
3. EDA Meeting	Tuesday, May 1, 2018 *(Immediately following City Council Meeting)*

H. Council Committee Reports
1. Presentation of Annual Fire District Report by Lieutenant, Zach Lundberg (*Steve Lundeen*)

I. Public Hearings

J. Business Items
1. Resolution 2018-XXX Accepting the 2017 Audit and Financial Statement and Presentation of 2017 Annual Financial Report and Management Letter (Steve McDonald & Bonnie Schwieger, AEM, LLP)

K. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $134,464.47 and Payroll in the amount of $95,789.31
2. Final Meeting Minutes for the March 6, 2018 Economic Development Authority Meeting
3. Resolution 2018-XXX Accepting Quote For 2018 Actuarial Valuation of Other Post-Employment Benefits and 2019 Reporting Disclosures
4. Resolution 2018-XXX Setting Work Sessions for 2019 Budget
5. Resolution 2018-XXX Approving a Temporary On-Sale 3.2 Malt Liquor License for Isanti Lions Club for the 2018 Street Dances
6. Resolution 2018-XXX Accepting Full-Time Maintenance Tech II and Utility Lead Jacob Pudlick Letter of Resignation
7. Resolution 2018- XXX Offering the Position of Part-Time Public Works Seasonal Maintenance to Timothy Doyle, Gregory Rambow, and Gene West
8. Resolution 2018-XXX Offering the Position of Parks Intern to Bree Erickson
9. Resolution 2018-XXX Approving to Proceed with the Application to CenterPoint Energy for their 50/50 Safety/Emergency Equipment Matching Grant

10. Resolution 2018-XXX Authorizing the Application to Enter into an Agreement with The Minnesota Office of Traffic Safety Grant for Safe and Sober High Visibility Enforcement
11. Resolution 2018-XXX Accepting Engineering Inspection and Evaluation Report for Elevated Storage Tank
12. Resolution 2018-XXX Approving Final Acceptance of the 2016 Wastewater Treatment Facility Improvements and Approve the Release of Securities for the 2016 Wastewater Treatment Facility Improvements Project
13. Resolution 2018-XXX - Authorizing Execution of Assignment and Subordination of Development Agreement
14. Resolution 2018-XXX – Approving Promotion of Katie Everett to Parks, Recreation and Culture Manager

L. Other Communications

1. Draft Minutes of the April 3, 2018 Economic Development Authority Meeting
2. March Police Department Report
3. March Code Enforcement Report
4. March Building Inspector Report
5. April Engineering Report

Adjournment

F.1.

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, APRIL 3, 2018 – 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, and City Engineer Brad DeWolf

Others Present: Isanti County Commissioner Mike Warring, Mike Donnelly, Joe Egge, Eric Brown, Jodi DeTomaso, George Hemen, Elizabeth Anderson, Carla Golden

D. Adopt Agenda

Administrator Lorsung explained the agenda was amended by adding Items L.15 – Resolution Approving Training Request for Mayor Wimmer to Attend 2018 League of Minnesota Cities Annual Conference

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

E. Proclamations/Commendations/Certificate Awards

1. Week of the Young Child - April 16 through April 20, 2018.

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. March 20, 2018 – 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, April 17, 2018 at 7:00 p.m.
2. Planning Commission Meeting	Tuesday, April 17, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*
3. Park, Recreation, and Culture Board Meeting	Tuesday, April 24, 2018 at 6:00 p.m.

I. Council Committee Reports

None.

J. Public Hearings

None.

K. Business Items

1. **Resolution 2018-076** Appointment of City Councilmember Dan Collison as Council Representative on BMX Board
   Mayor Wimmer was previously assigned to attend but it conflicts with another scheduled meeting. It is important to continue representation. Councilman Collision can attend.

Motion by Lorinser, second by Lundeen to approve the request. Motion carried

2. Discussion Regarding City Council Chamber of Commerce Liaison Position
   There was discussion about City involvement with the Chamber, since it is very limited. After discussion, a decision was made to eliminate the City Council Chamber of Commerce Liaison Position as the position is no longer integral to Chamber meetings as it had been in the past.

Motion by Lundeen, second by Collison to approve the request with Bergley abstaining due to being on the Board. Motion carried

3. **Ordinance No. 688** City Code Amendment - Chapter 8, City Council Agenda Order of Business, Citizen Input
   The City Council discussed the merits of video recording the Citizen Input forum of the City Council meetings. Issues brought up included the need to avoid disruptions and that some Citizens would not participate as they don't want to be video recorded. However, the need to give Citizens a forum to speak to the City Council was recognized as well as providing transparency. After discussing various options, it was decided that the Citizens Input forum would continue to be audio-recorded.

The Citizens Input forum shall be recorded in audio only. Motion by Lundeen, second by Collison to approve the Ordinance. Motion carried.

<u>City Administrator Don Lorsung</u>

4. **Resolution 2018-077** Authorizing Request from SAC Wireless (on behalf of AT&T Wireless) to amend a Conditional Use Permit to allow the collocation of antennas on an existing telecommunications tower and the construction of an accessory structure on the property at 501 West Dual Boulevard NE (PID 160530080) legally described as Lot 1, Block 3, Dual Industrial Park except beginning at the SW corner of Outlot A, then N5.5800 along W line 426' to NW corner of Outlot A; the W 269.5850 Along N Line of Lot 1, 53'; Then S 178.5010 424.60' to POB.

Motion by Lundeen, second by Lorinser to approve the resolution. Motion carried.

5. **Resolution 2018-078** Approving Request from Jill Hoffman (dba Granny May's) for a Conditional Use Permit to operate a Restaurant at 2 Enterprise Avenue NE Suite D4 (PID 161320020) legally described as Towns Edge Business Center CIC 2010-1.

Motion by Bergley, second by Lundeen to approve the resolution. Motion carried.

6. **Resolution 2018-079** Approving Request from Jodi DeTomaso (dba Metz Dog Grooming) for an Interim Use Permit for home occupation for dog grooming at 200 9th Ave SE (PID 161410050) legally described at Lot 5, Block 1, Sun Prairie Second Addition.

Motion by Lorinser, second by Lundeen to approve the resolution. Motion carried.

<u>City Engineer Brad DeWolf</u>

7. **Resolution 2018-080** Authorizing Engineering Services for 2018 Pavement Maintenance Project

Motion by Lundeen, second by Collison to approve the resolution. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $144,984.00 and Payroll in the amount of $104,967.84
2. Final Meeting Minutes for the February 27, 2018 Park, Recreation and Culture Board Meeting

3. Final Minutes of the February 20, 2018 Planning Commission Meeting
4. **Resolution 2018-081** Amending Authorizing Signatories for the Purpose of Accessing and Maintaining City Funds and Investments, Adding Authorization for the Use of the City Credit Card
5. **Resolution 2018-082** Approving Extension of MOU with the City of Cambridge for Administrative Citation Hearing Officer Services
6. **Resolution 2018-083** Terminating Operating Agreement for the Use of River Bluff Preserve and Community Garden by Cambridge- Isanti School District
7. **Resolution 2018-084** Approving Farmers Market Advertisement in The Courier
8. **Resolution 2018-085** Approving a Check be Written to Heavenly Sunshine Preschool for Volunteering at the Community Movie Night
9. **Resolution 2018-086** Accepting Proposal for Isanti Indoor Arena Heating and Ventilation Automatic Controls
10. **Resolution 2018-087** Accepting Proposal for Installation of Storm Pond Fencing at Academy Park
11. **Resolution 2018-088** Awarding Quote and Authorizing Entering into a Two-Year Contract for Refuse Service
12. **Resolution 2018-089** Authorizing Staff to Apply for the 2018 Bulletproof Vest Partnership Grant
13. **Resolution 2018-090** Approval of Resignation for Beverly Harren as Part Time Liquor Store Clerk
14. **Resolution 2018-091** Approving the New Full-Time Position of "Planner" and Promoting Code Enforcement/Zoning Technician Matthew Lindholm to the Position
15. **Resolution 2018-092** Approving Training Request for Mayor Wimmer to Attend 2018 League of Minnesota Cities Annual Conference

Motion by Lundeen, second by Bergley to approve the Amended Consent Agenda. Motion carried.

M. Other Communications

1. Draft Minutes of the March 20, 2018 Planning Commission Meeting
2. Draft Minutes of the March 27, 2018 Meeting of the Park, Recreation and Culture Board

Adjournment

Motion to adjourn by Lundeen, second by Bergley. Motion carried. The meeting was adjourned at 7:15 p.m.

Respectfully Submitted,

Jeannifer Anderson

Jeannifer Anderson
Administrative Data Clerk

J.1.

A Community For Generations.

Isanti

Request for City Council Action

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

From: Finance Director Betker

Date: April 6th 2018

Subject: Consider Resolution Accepting the 2017 Annual Financial Report and Management Letter

---

Background:
Steve McDonald, managing partner with Abdo, Eick & Meyers (AEM) will present the 2017 Annual Financial Report and Management Letter. The Finance Committee reviewed the Financial Report and Management Letter at its April 5th 2018 meeting. Also in attendance, will be Bonnie Schwieger, Audit Manager with AEM.

Request:
Consider resolution accepting the 2017 Annual Financial Report and Management Letter

Attachment:
- Resolution 2018-XXX – Accepting the 2017 Annual Financial Report and Management Letter
- 2017 Annual Financial Report
- 2017 Management Letter

RESOLUTION 2018-XXX

RESOLUTION ACCEPTING THE 2017 ANNUAL FINANCIAL REPORT AND MANAGEMENT LETTER

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 2017; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the 2017 Annual Financial Report and Management Letter.

This Resolution is hereby approved by the Isanti City Council this 17th day of April, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

Management Letter

City of Isanti
Isanti, Minnesota

For the Year Ended
December 31, 2017

ABDO
EICK &
MEYERS LLP
Certified Public Accountants & Consultants

People
+Process.
Going
Beyond the
Numbers

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

April 6, 2018

Management, Honorable Mayor and City Council
City of Isanti, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Isanti, Minnesota (the City) for the year ended December 31, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated October 31, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility Under Auditing Standards Generally Accepted in the United States of America and *Government Auditing Standards*

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. As part of our audit, we considered the internal control over financial reporting (internal control) of the City. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Significant Audit Findings

In planning and performing our audit of the financial statements, we considered the City's internal control to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described on the following pages as item 2017-001 to be a significant deficiency.

5201 Eden Avenue, Suite 250
Edina, MN 55436
952.835.9090 | Fax 952.835.3261

2017-001 **Preparation of Financial Statements**

Condition: We were requested to draft the audited financial statements and related footnote disclosures as part of our regular audit services. Ultimately, it is management's responsibility to provide for the preparation of your statements and footnotes, and the responsibility of the auditor to determine the fairness of presentation of those statements. It is our responsibility to inform you that this deficiency could result in a material misstatement to the financial statements that could have been prevented or detected by your management. Essentially, the auditors cannot be part of your internal control process.

Criteria: Internal controls should be in place to provide reasonable assurance over the reliability of financial records and reporting.

Cause: From a practical standpoint, we both prepare your statements and determine the fairness of that presentation at the same time in connection with our audit. This is not unusual for us to do with organizations of your size.

Effect: The effectiveness of the internal control system relies on enforcement by management. The effect of deficiencies in internal controls can result in undetected errors in financial reporting. We have instructed management to review a draft of the auditor prepared financials in detail for accuracy; we have answered any questions that management might have, and have encouraged research of any accounting guidance in connection with the adequacy and appropriateness of classification of disclosures in your statements. We are satisfied that the appropriate steps have been taken to provide you with the completed financial statements.

Recommendation: Under these circumstances, the most effective controls lie in management's knowledge of the City's financial operations. It is the responsibility of management and those charged with governance to make the decision whether to accept the degree of risk associated with this condition because of cost and other considerations. Regarding the specific situations listed above, we would offer the following specific recommendations: 1) Utilize a disclosure checklist to ensure all required disclosures are present and agree to work papers, and 2) Agree your accounting information from your accounting software to the amounts reported in the financial statements.

Management Response:

For now, the City accepts the degree of risk associated with this condition and thoroughly reviews a draft of the financial statements.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the City's compliance with those requirements. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* or statutes set forth by the State of Minnesota.

Summary of Prior Year Findings

2016-002 **Material Audit Adjustments**

Condition: During our audit, several material audit adjustments were necessary to adjust accounts receivable, record contract payables and record an additional interfund loan.

Criteria: The financial statements are the responsibility of the City's management; therefore, the City must be able to prevent or detect a material misstatement in the financial statements including footnote disclosures.

Current Year Status: No similar adjustments were needed during the current year audit.

People + Process. Going Beyond the Numbers

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies were not changed during the year ended December 31, 2017. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were depreciation on capital assets, allocation of payroll and compensated absences, liability for other post-employment benefit, and the liability of the City's pensions.

- Management's estimate of depreciation is based on estimated useful lives of the assets. Depreciation is calculated using the straight-line method.

- Allocations of gross wages and payroll benefits are approved by City Council within the City's budget and are derived from each employee's estimated time to be spent servicing the respective functions of the City. These allocations are also used in allocating accrued compensated absences payable.

- The City's liability for other post-employment benefits was estimated to be zero primarily based on the assumption that employees, whom participate in the health insurance plan, will retire after the age of 65 and not continue to participate in the plan following retirement.

- Management's estimate of its pension liability is based on several factors including, but not limited to, anticipated investment return rate, retirement age for active employees, life expectancy, salary increases and form of annuity payment upon retirement.

    - The allocation of the pension liability related to Minnesota Public Employee Retirement Association (PERA) is based on the City's proportionate share of employer contributions to the PERA cost-sharing multiple employer Coordinated and Police and Fire pension plans.

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole. The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

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Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 6, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Matters

We applied certain limited procedures to the required supplementary information (RSI) (Management's Discussion and Analysis, the Schedules of Employer's Share of the Net Pension Liability and the Schedules of Employer's Contributions), which is information that supplements the basic financial statements. Our procedures consisted 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 did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information (combining and individual fund financial statements and schedules), which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section, which accompanies the financial statements but is not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

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Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

During our audit it was discovered that the Palomino Road Improvement Project performance and payment bonds were less than the contract price. Per state statute 574.26, contractors doing public work are required to give both a performance bond and a payment bond in an amount not less than the contract price. Based on discussions with City staff and the City's engineers, this issue was due to a typo on the bonds that the contractor prepared. The City will implement a process in 2018 to review all construction contract documents.

Financial Position and Results of Operations

Our principal observations and recommendations are summarized on the following pages. These recommendations resulted from our observations made in connection with our audit of the City's financial statements for the year ended December 31, 2017.

General Fund

The General fund is used to account for resources traditionally associated with government, which are not required legally or by sound principal management to be accounted for in another fund. The fund balance increased $383,647 from 2016. We recommend the fund balance be maintained at a level sufficient to fund operations until the major revenue sources are received in June. The City's fund balance policy for the General fund identifies a minimum unassigned fund balance of 50 percent of the following year's budgeted expenditures and transfers out. The City's ending unassigned fund balance is above this target level from the policy.

The purposes and benefits of a fund balance are as follows:

- Expenditures are incurred somewhat evenly throughout the year. However, property tax and state aid revenues are not received until the second half of the year. An adequate fund balance will provide the cash flow required to finance the General fund expenditures.

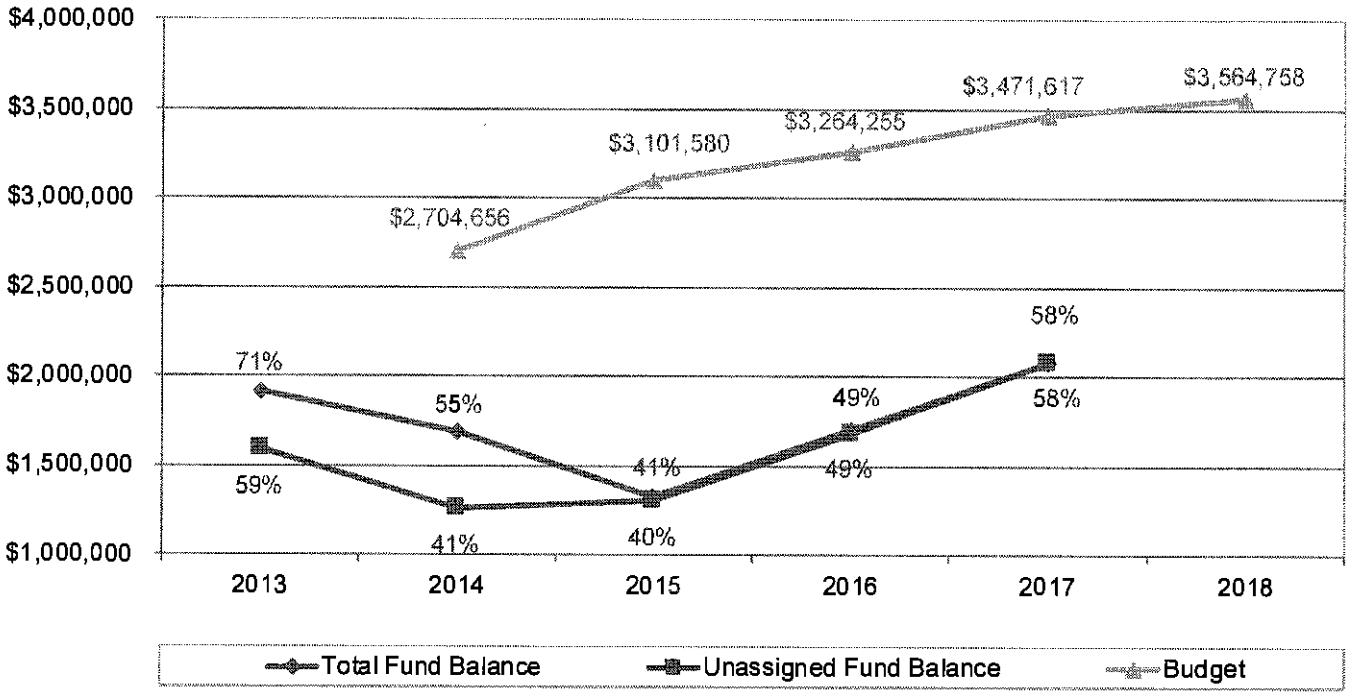
- The City is vulnerable to legislative actions at the state and federal level. The State continually adjusts the local government aid formulas. An adequate fund balance will provide a temporary buffer against aid adjustments.

- Expenditures not anticipated at the time the annual budget was adopted may need immediate City Council action. These would include capital outlay, replacement, lawsuits and other items. An adequate fund balance will provide the financing needed for such expenditures.

- A strong fund balance will assist the City in maintaining, improving or obtaining its bond rating. The result will be better interest rates in future bond sales.

People + Process. Going Beyond the Numbers

Fund Balance as a Percent of Next Year's Budgeted Expenditures and Transfers Out



The 2017 General fund operations are summarized as follows:

	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	$ 3,133,759	$ 3,393,338	$ 259,579
Expenditures	3,324,217	3,258,474	65,743
Excess (Deficiency) of Revenues Over (Under) Expenditures	(190,458)	134,864	325,322
Other Financing Sources (Uses)			
Transfers in	369,150	396,183	27,033
Transfers out	(147,400)	(147,400)	-
Total Other Financing Sources (Uses)	221,750	248,783	27,033
Net Change in Fund Balances	31,292	383,647	352,355
Fund Balances, January 1	1,697,940	1,697,940	-
Fund Balances, December 31	$ 1,729,232	$ 2,081,587	$ 352,355

Some of the line items with significant variances are highlighted below:

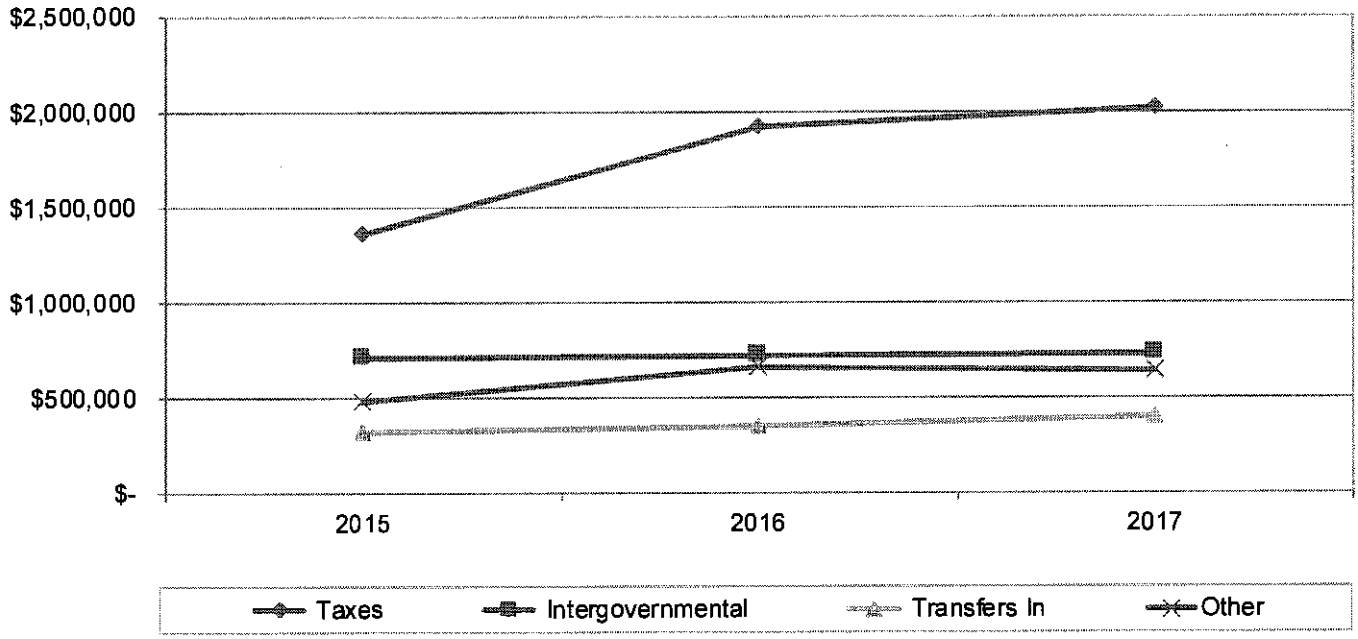
- Revenues were $259,579 over budget. This is primarily due to licenses and permits being more than budget by $228,430.
- Expenditures were under budget by $65,743. The majority of departments were under budget with the general government department coming in over budget by $52,026.

People + Process. Going Beyond the Numbers

A comparison between General fund 2015, 2016, and 2017 revenues and other sources is presented below:

Source	2015	2016	2017	Percent of Total	Per Capita
Taxes	$ 1,357,265	$ 1,921,734	$ 2,018,262	53.3 %	$ 360
Licenses and Permits	190,909	369,324	361,430	9.5	64
Intergovernmental	712,120	719,481	731,449	19.3	130
Charges for Services	159,409	198,768	205,370	5.4	37
Fines and Forfeitures	37,310	41,181	47,217	1.2	8
Investment Earnings	16,767	11,862	13,640	0.4	2
Miscellaneous	30,801	35,487	15,970	0.4	3
Transfers In	316,150	346,510	396,183	10.5	71
Sale of Capital Assets	47,156	2,500	-	-	-
Total Revenues and Other Sources	$ 2,867,887	$ 3,646,847	$ 3,789,521	100.0 %	$ 675

A graphical presentation of 2015, 2016, and 2017 revenues and other sources follows:



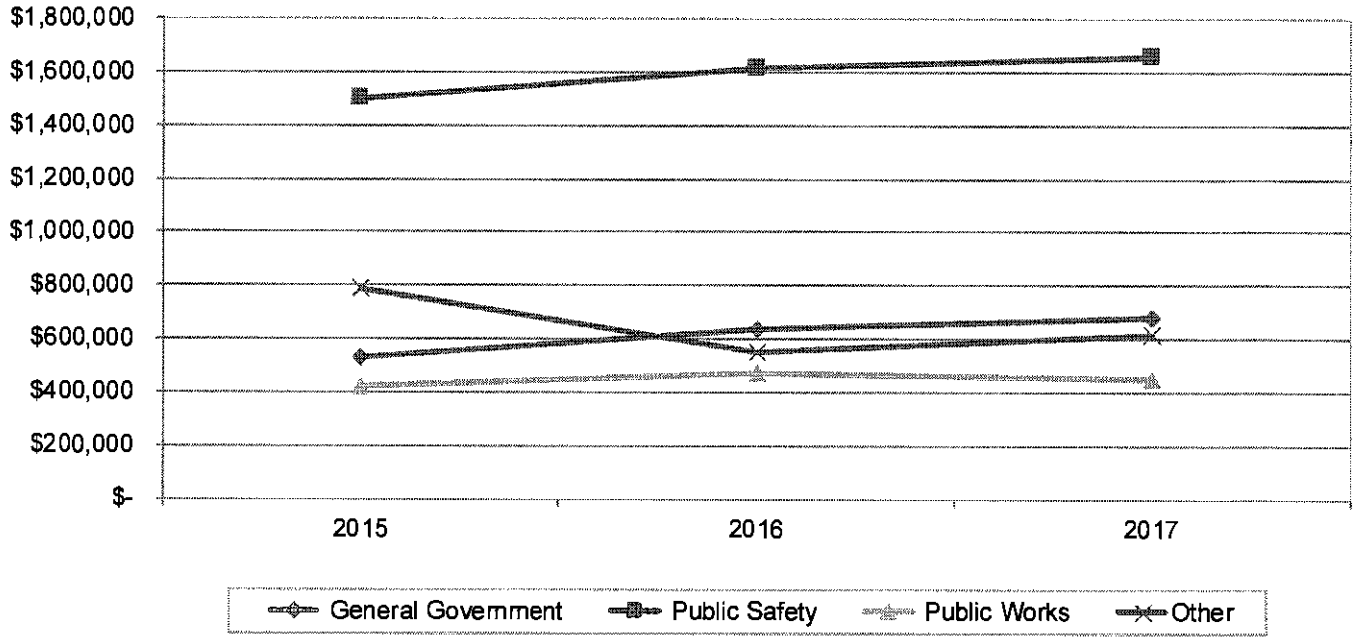
People + Process. Going Beyond the Numbers

A comparison between General fund expenditures and transfers out for 2015, 2016, and 2017 is presented below:

Program	2015	2016	2017	Percent of Total	Per Capita	Peer Group Per Capita
General Government	$ 529,679	$ 639,261	$ 682,050	20.2 %	$ 121	$ 148
Public Safety	1,495,583	1,615,031	1,656,388	48.6	295	233
Public Works	417,763	472,758	452,609	13.3	81	118
Culture and Recreation	259,295	278,862	320,634	9.4	57	62
Economic Development	11,353	11,631	5,084	0.1	1	6
Capital Outlay	117,717	110,901	140,748	4.1	25	29
Debt Service	1,552	1,261	961	-	-	-
Transfers Out	399,818	146,563	147,400	4.3	26	-
Total Expenditures and Transfers	$ 3,232,760	$ 3,276,268	$ 3,405,874	100.0 %	$ 606	$ 596

The above chart compares the amount the City spends per capita in comparison to a peer group. The peer group average is compiled from 2016 information from the 4th Class Cities (populations 2,500 to 10,000) that we have requested from the Office of the State Auditor.

The expenditures and transfers out summarized above are presented graphically as follows:



People + Process. Going Beyond the Numbers

Special Revenue Funds

Special revenue funds receive revenue from specific sources and expenditures are for specific purposes. A summary of the special revenue fund balances is shown below:

Fund	Fund Balances December 31, 2016	2017	Increase (Decrease)
Nonmajor			
Redbirds Maintenance	$ 12,448	$ 7,677	$ (4,771)
Economic Development Authority	16,966	(8,914)	(25,880)
Park	(89,832)	(67,262)	22,570
Revolving Loan	608,610	555,061	(53,549)
Forfeiture	6,162	3,171	(2,991)
Youth Rec Education Safety	3,100	3,128	28
Cambridge Isanti Joint Event	1,472	1,472	-
Utility Franchise Fund	269,247	313,460	44,213
Isanti Indoor Arena	-	(176,727)	(176,727)
TIF 9	94,555	108,614	14,059
TIF 10	64,404	61,530	(2,874)
TIF 11	626	129	(497)
City Technology Improvement	(1,419)	5,202	6,621
Total	$ 986,339	$ 806,541	$ (179,798)

The largest increase was the Utility Franchise Fund, which will provide funding for future capital improvements and in 2017, paid for the 2017 Pavement Management Improvements.

The Revolving Loan fund decreased due to regular loan payments.

The deficit in the Park fund increased over the prior year. It is our understanding that future park dedication fees will be received in the next five years to eliminate the deficit.

In 2017, the Isanti Indoor Arena fund was created to fund maintenance and operation costs for the Isanti Indoor Arena. Through transfers to the General fund and the BMX & Bluebird Improvement fund, the new fund absorbed prior year maintenance and operation costs. Going forward, a portion of arena lease revenue receipts will be allocated to this fund.

People + Process. Going Beyond the Numbers

Capital Projects Funds

The fund balances of all capital projects funds are summarized below:

Capital Projects Fund	Fund Balances December 31, 2016	2017	Increase (Decrease)
Major			
2017 Palomino Road Street Improvements	$ (7,130)	$ (687,938)	$ (680,808)
Nonmajor			
Signal Light Improvement	292,429	340,347	47,918
Fairway Blvd/County 5 Signal	190,124	191,986	1,862
Railroad Avenue Improvements	40,614	44,156	3,542
2013 Railroad Avenue and Walk Improvements	(379,203)	(202,959)	176,244
BMX & Bluebird Improvements	(148,335)	-	148,335
Public Works 2014 Site Improvements	(5,766)	(5,819)	(53)
Pavement Management Improvements	30,929	31,212	283
City Parking Improvements	(73,853)	(74,554)	(701)
2017 Pavement Management Improvements	(24,209)	-	24,209
Capital Replacement	455,531	452,130	(3,401)
Total	$ 371,131	$ 88,561	$ (282,570)

The City should monitor funds with deficits to ensure that future revenues will be sufficient to cover all expenditures incurred.

The 2017 Palomino Road Street Improvement fund will be funded with future Municipal State Contribution Aid.

The BMX & Bluebird Improvements fund was closed into the Isanti Indoor Arena special revenue fund.

City staff have identified that the deficit in the 2013 Railroad Avenue and Walk Improvements fund will be covered by future Municipal State Construction Aid. Currently, the fund has $207,556 recorded as a deferred inflow. This will be recognized as revenue when the timing requirements are met.

People + Process. Going Beyond the Numbers

Debt Service Funds

Debt Service funds are a type of governmental fund to account for the accumulation of resources for the payment of interest and principal on debt (other than enterprise fund debt). Debt Service funds may have one or a combination of the following revenue sources pledged to retire debt as follows:

- Property taxes - Primarily for general City benefit projects such as parks and municipal buildings. Property taxes may also be used to fund special assessment bonds which are not fully assessed.
- Tax increments - Pledged exclusively for tax increment/economic development districts.
- Capitalized interest portion of bond proceeds - After the sale of bonds, the project may not produce revenue (tax increments or special assessments) for a period of one to two years. Bonds are issued with this timing difference considered in the form of capitalized interest.
- Special assessments - Charges to benefited properties for various improvements.

In addition to the above pledged assets, other funding sources may be received by Debt Service funds as follows: residual project proceeds from the related capital projects fund, investment earnings, state or federal grants, and transfers from other funds.

The following is a summary of the cash, total assets and bonds outstanding at year end for the governmental debt service funds:

Debt Service Fund	Cash Balance	Total Assets	Bonds Outstanding	Maturity Date
2006A Improvement Bonds	$ 59,936	$ 206,466	$ -	01/01/17
2008A Improvement Bonds	84,736	431,893	90,000	12/01/18
2009A Crossover Refunding Bonds	44,983	364,922	-	12/01/17
2010B G.O. Improvement Refunding Bonds	736,060	1,043,203	1,225,000	12/01/21
2011A G.O. Improvement Bonds	190,111	279,069	420,000	02/01/22
2014A G.O.Tax Abatement Bonds	217,055	217,546	2,275,000	02/01/30
2014B G.O.Improvement Bonds	49,925	50,038	310,000	02/01/24
Total	$ 1,382,806	$ 2,593,137	$ 4,320,000	

The City should review debt service funds with retired bonds and transfer any remaining cash to funds with existing cash deficits.

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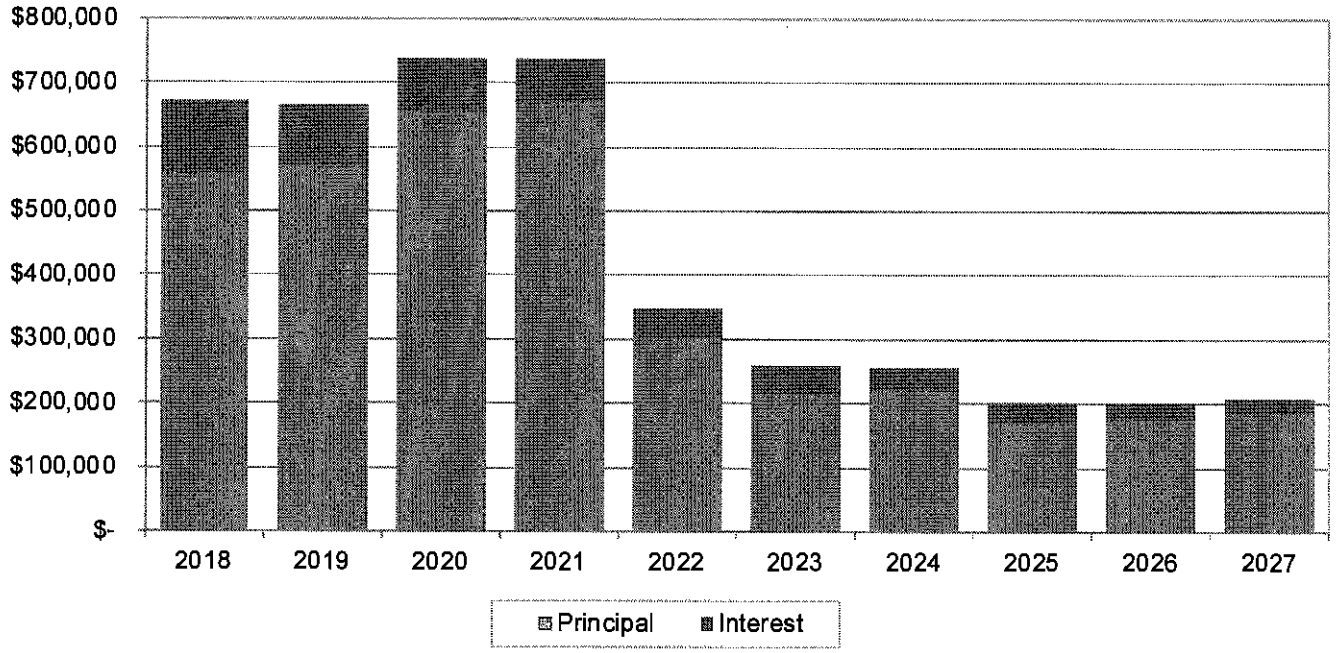
Debt Service Scheduled Principal and Interest for the next 10 years



A summary of non-enterprise fund bonds outstanding relative to market value and population follows:

Fiscal Year	Population (1)	Taxable Market Value (2)	Bonds Payable in Debt Service Funds (3)	Less Amount Available (4)	Net Debt	Ratio of Net Debt to Market Value	Net Debt per Capita
2017	5,614	$310,685,500	$ 4,320,000	$ 1,384,791	$ 2,935,209	0.9 %	$ 523
2016	5,497	305,306,900	4,890,000	1,329,979	3,560,021	1.2	648
2015	5,409	269,093,600	5,710,000	1,507,296	4,202,704	1.6	777
2014	5,385	258,315,600	6,330,000	1,441,936	4,888,064	1.9	908
2013	5,369	271,579,700	4,005,000	1,401,796	2,603,204	1.0	485

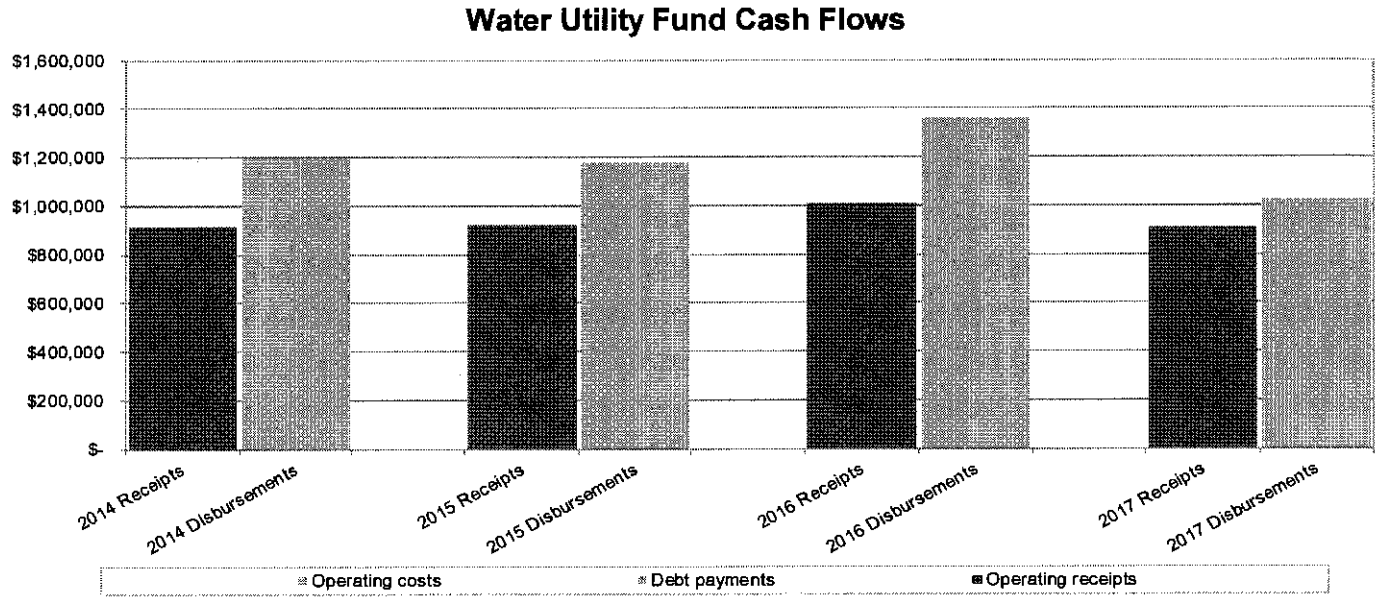
(1) Provided by City
(2) Provided by County
(3) Bonds reported in Debt Service funds
(4) Available fund balance in the Debt Service funds

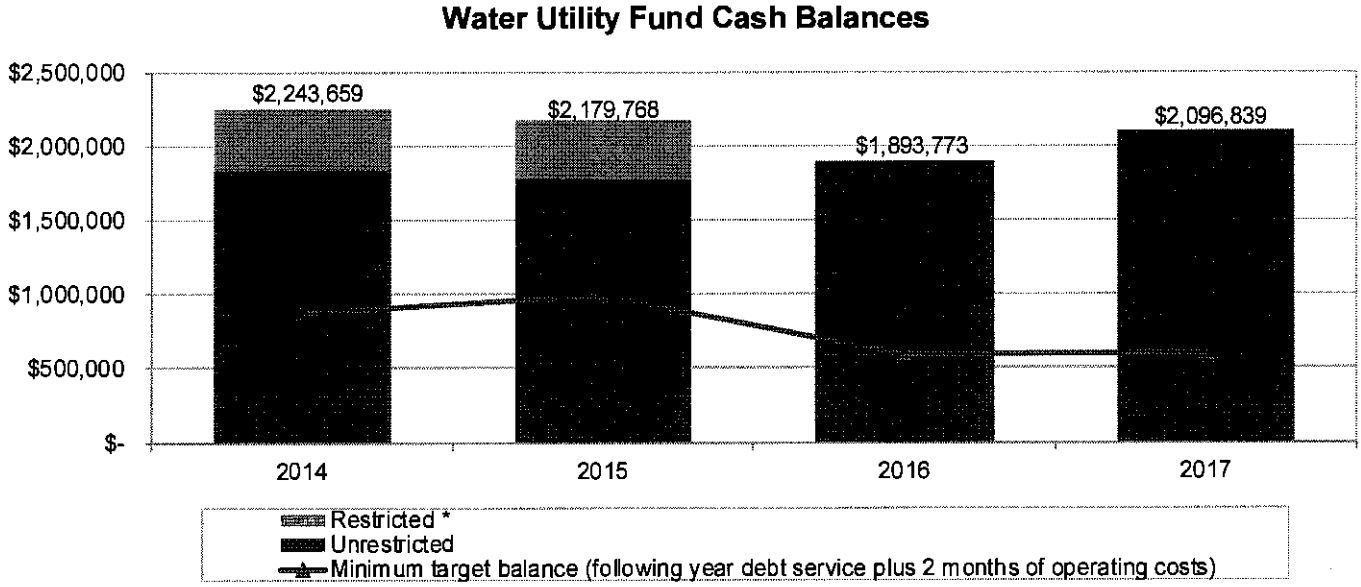
People + Process
Going Beyond the Numbers

Enterprise Funds

Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises-where the intent is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

The results of the operations in terms of cash flow and the breakdown of the cash balances for the past four years are as follows:





* Restricted cash was being held in escrow for debt payments. The last escrow debt payment was made in 2016.

	2014	2015	2016	2017
Bonds Payable	$ 6,535,056	$ 5,922,056	$ 5,161,056	$ 4,781,056

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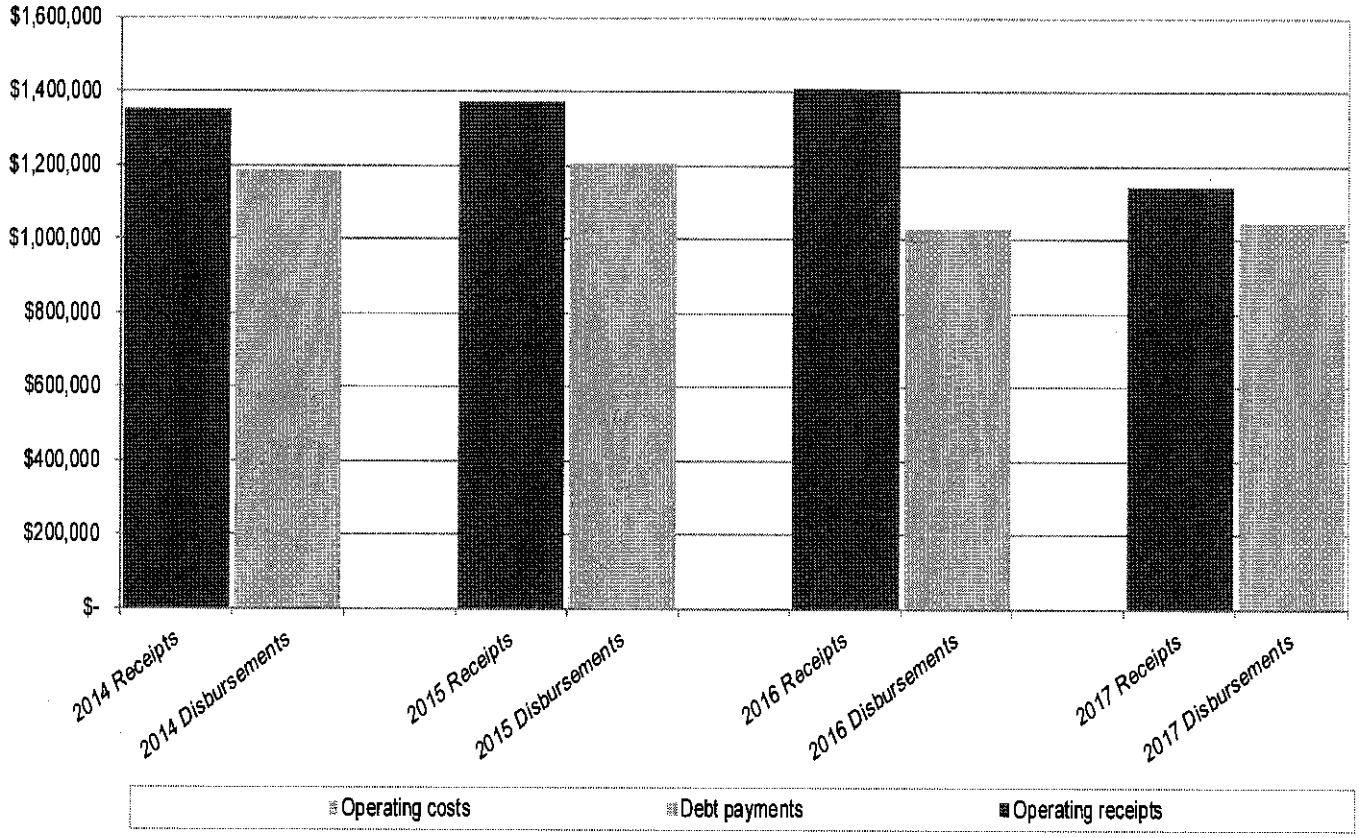
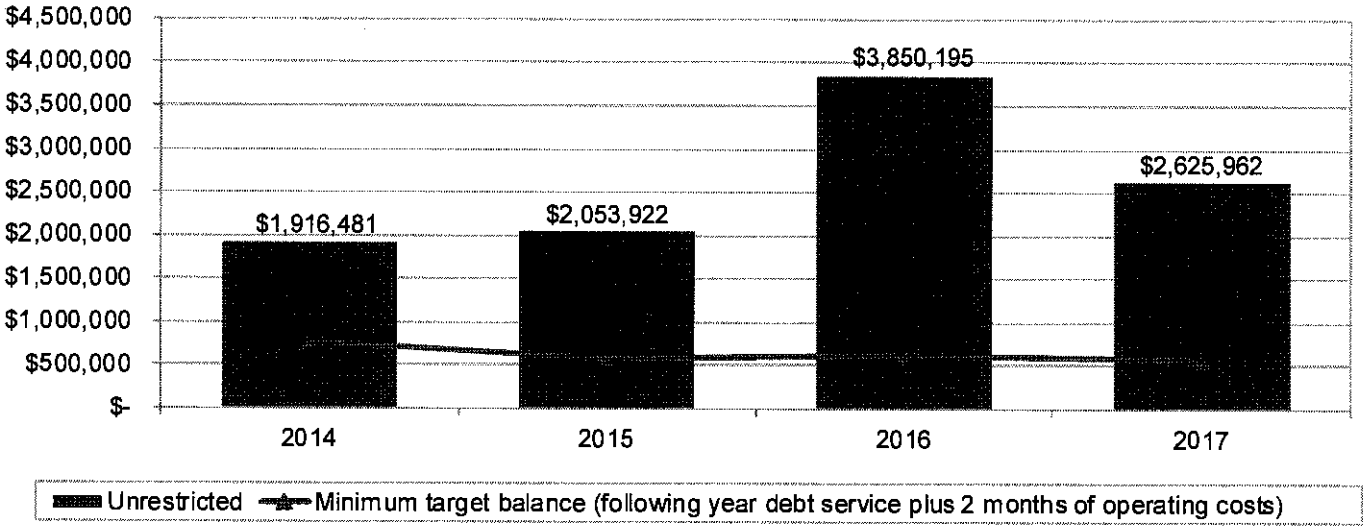
Sewer Utility Fund Cash Flows



Sewer Utility Fund Cash Balances



	2014	2015	2016	2017
Bonds Payable	$ 3,431,159	$ 2,609,199	$ 4,612,208	$ 3,985,434

In 2016, Sewer revenue bonds were issued, causing a large increase in cash. Approximately $776,000 in unspent bond proceeds are included in the total 2016 cash. All bond proceeds were spent in 2016-2017.

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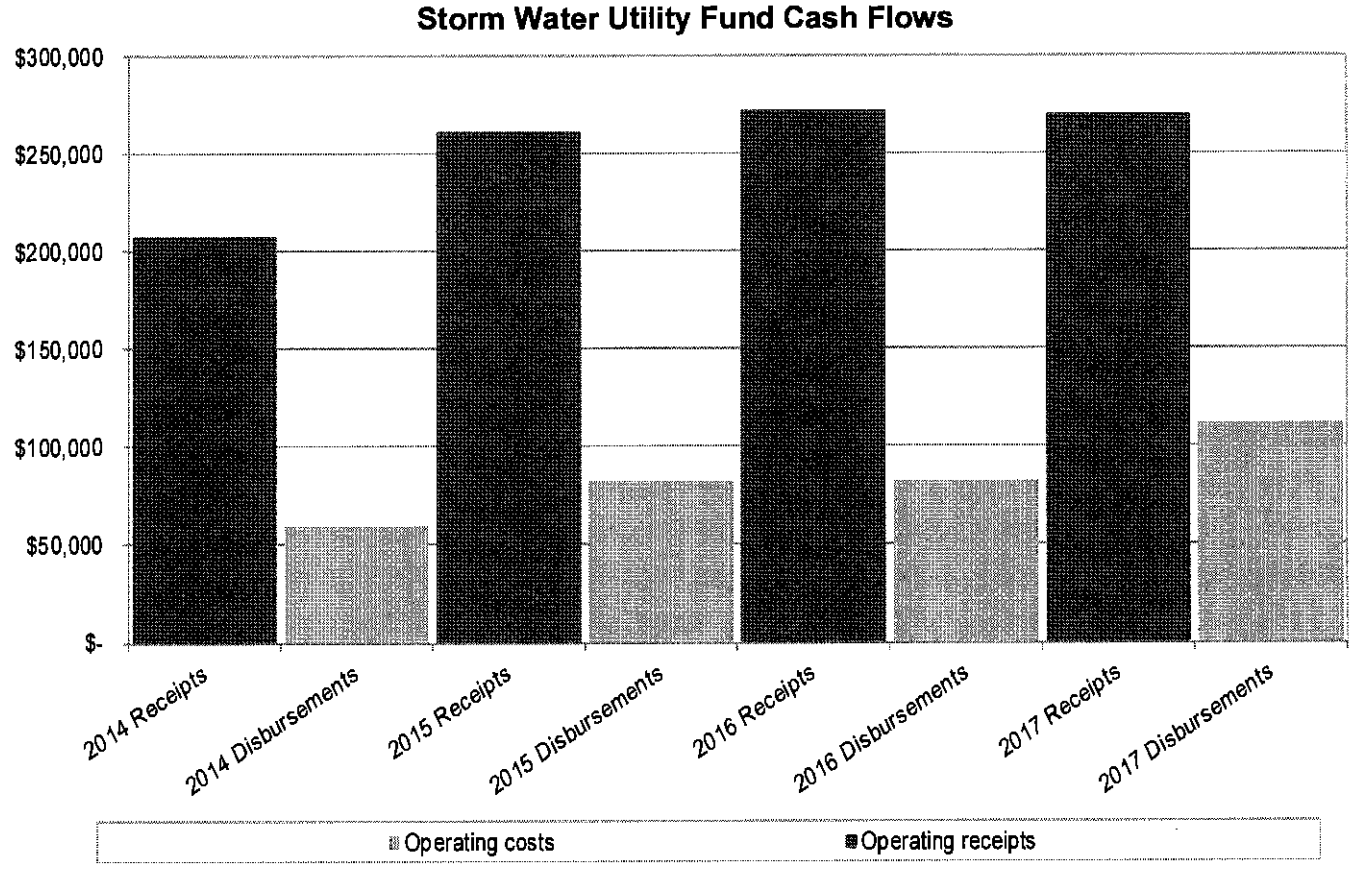
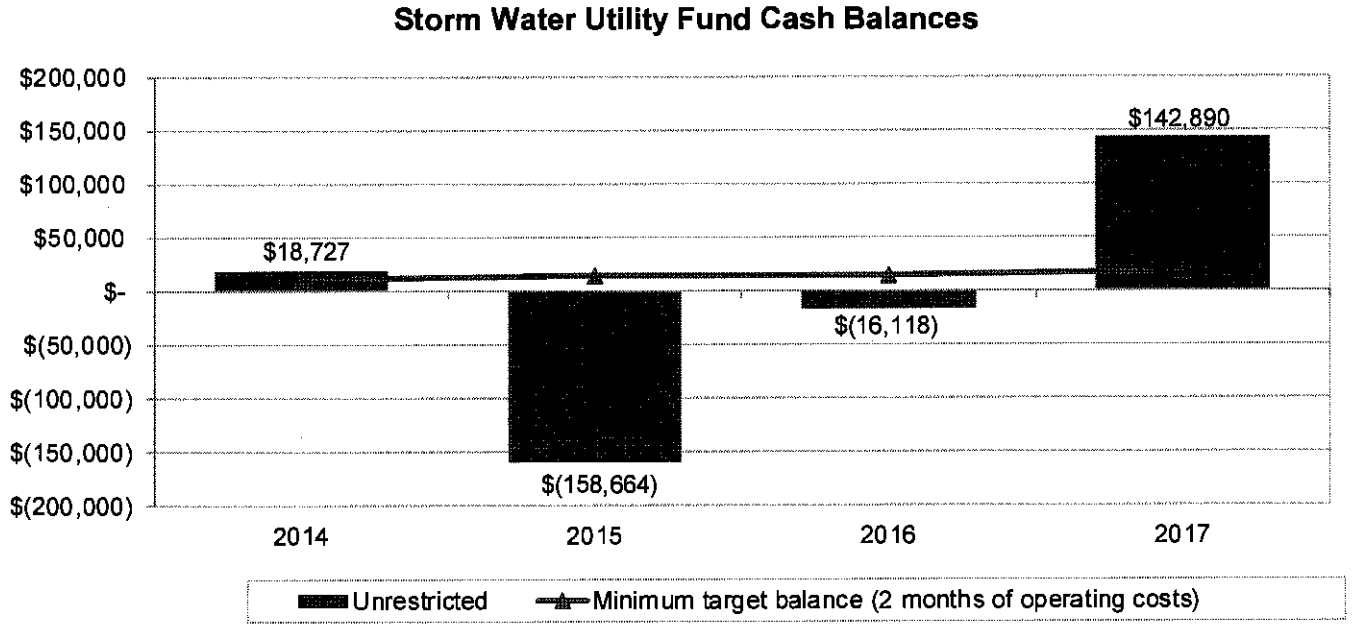




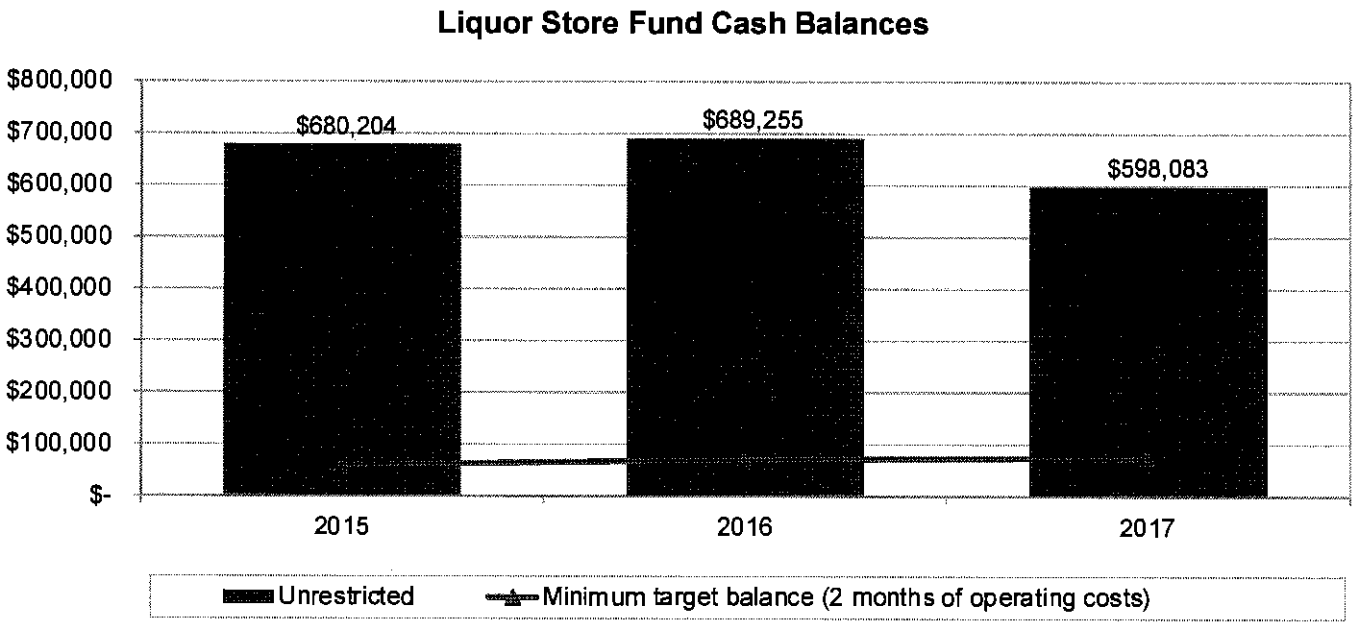
2014 was the first year of operations for the storm water fund.

People + Process. Going Beyond the Numbers

Liquor Store Fund

The following is a summary of operations in the Liquor fund for the past three years:

	2015		2016		2017	
	Total	Percent	Total	Percent	Total	Percent
Sales	$ 2,474,708	100.0 %	$ 2,609,087	100.0 %	$ 2,787,316	100.0 %
Cost of Sales	1,806,637	73.0	1,900,656	72.8	2,021,151	72.5
Gross Profit	668,071	27.0	708,431	27.2	766,165	27.5
Operating Expenses	357,002	14.4	423,429	16.2	456,402	16.4
Operating Income	311,069	12.6	285,002	11.0	309,763	11.1
Nonoperating Revenues (Expenses)	9,182	0.4	10,124	0.4	6,679	0.2
Income Before Transfers	320,251	13.0	295,126	11.4	316,442	11.3
Transfers Out	(300,000)	(12.1)	(330,360)	(12.7)	(350,000)	(12.6)
Change in Net Position	$ 20,251	0.9 %	$ (35,234)	(1.3) %	$ (33,558)	(1.3) %



Net cash from operations over the last three years have been $360,797, $339,948, and $301,344 for 2017, 2016, and 2015, respectively.

We recommend that the City continue reviewing gross profit margins as well as operating expenses to achieve profitability at a level sufficient to cover any major repairs, planned capital related projects, and support budgeted transfers to the General fund.

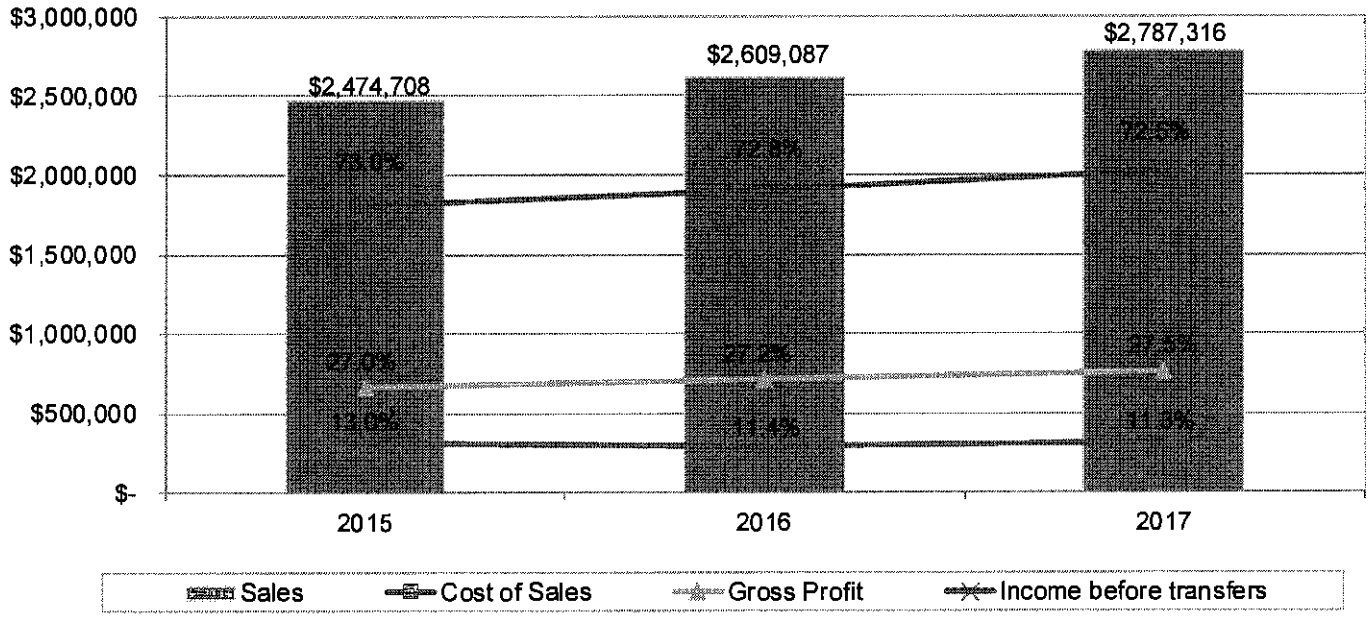
People + Process. Going Beyond the Numbers

The Office of the State Auditor annually publishes a report analyzing the operation of municipal liquor stores in the state. The last most recent year of published information is for the year ended December 31, 2016 The statewide averages for all operations are summarized below.

	Off Sale Only Stores		
	2014	2015	2016
	Percent of Sales	Percent of Sales	Percent of Sales
Sales	100.0 %	100.0 %	100.0 %
Cost of Sales	73.9 %	74.3 %	74.1 %
Gross Profit	26.1	25.7	25.9
Operating Expenses	17.1	17.6	18.6
Operating Income	9.0	8.1	7.3
Nonoperating Revenue (Expense)	-	-	-
Income Before Transfers	9.0 %	8.1 %	7.3 %

Source: Analysis of Municipal Liquor Store Operations, for the year ended December 31, 2016.
Published by the Minnesota Office of the State Auditor

Liquor Fund Operations



Sales have continuously increased over the past three years. The gross profit remained fairly consistent with the previous year.

The City's gross profit percentages of 27.0, 27.2 and 27.5 percent for 2015, 2016 and 2017, respectively, are above the statewide averages. Additionally, the percentage of income before transfers was significantly higher for 2015 - 2017 than the statewide averages.

People + Process. Going Beyond the Numbers

Ratio Analysis

The following captures a few ratios from the City's financial statements that give some additional information for trend and peer group analysis. The peer group average is derived from information we have requested from the Office of the State Auditor. Different peer group averages are used for cities of the 4th class (population 2,500 to 10,000). The majority of these ratios facilitate the use of economic resources focus and accrual basis of accounting at the government-wide level. A combination of liquidity (ability to pay its most immediate obligations), solvency (ability to pay its long-term obligations), funding (comparison of financial amounts and economic indicators to measure changes in financial capacity over time) and common-size (comparison of financial data with other cities regardless of size) ratios are shown below.

Ratio	Calculation	Source	2014	2015	2016	2017
Debt to assets	Total liabilities/total assets	Government-wide	28%	28%	32%	26%
			32%	*34%*	*34%*	*N/A*
Debt Service Coverage	Net cash provided by operations	Enterprise funds	92%	95%	102%	99%
	enterprise fund debt payments		*114%*	*119%*	*105%*	*N/A*
Debt Per Capita	Bonded debt/population	Government-wide	$ 3,026	$ 2,633	$ 2,653	$ 2,318
			$ 2,506	*$ 2,517*	*$ 2,068*	*N/A*
Taxes Per Capita	Tax revenues/population	Government-wide	$ 348	$ 381	$ 525	$ 521
			$ 484	*$ 510*	*$ 510*	*N/A*
Current Expenditures Per Capita	Governmental fund current	Governmental fun	$ 542	$ 584	$ 587	$ 607
	expenditures / population		*$ 674*	*$ 688*	*$ 725*	*N/A*
Capital Expenditures Per Capita	Governmental fund capital	Governmental fun	$ 539	$ 253	$ 62	$ 191
	expenditures / population		*$ 320*	*$ 354*	*$ 338*	*N/A*
Capital Assets % Left to	Net capital assets/	Government-wide	66%	63%	59%	56%
Depreciate - Governmental	gross capital assets		*63%*	*63%*	*61%*	*N/A*
Capital Assets % Left to	Net capital assets/	Government-wide	78%	76%	75%	74%
Depreciate - Business-type	gross capital assets		*61%*	*61%*	*60%*	*N/A*

Represents the City of Isanti
Represents Peer Group Average

People + Process. Going Beyond the Numbers

Debt-to-Assets Leverage Ratio (Solvency Ratio)

The debt-to-assets leverage ratio is a comparison of a City's total liabilities to its total assets or the percentage of total assets that are provided by creditors. It indicates the degree to which the City's assets are financed through borrowings and other long-term obligations (i.e. a ratio of 50 percent would indicate half of the assets are financed with outstanding debt).

Debt Service Coverage Ratio (Solvency Ratio)

The debt coverage ratio is a comparison of cash generated by operations to total debt service payments (principal and interest) of enterprise funds. This ratio indicates if there are sufficient cash flows from operations to meet debt service obligations. Except in cases where other nonoperating revenues (i.e. taxes, assessments, transfers from other funds, etc.) are used to fund debt service payments, an acceptable ratio would be above 100 percent.

Bonded Debt per Capita (Funding Ratio)

This dollar amount is arrived at by dividing the total bonded debt by the population of the City and represents the amount of bonded debt obligation for each citizen of the City at the end of the year. The higher the amount, the more resources are needed in the future to retire these obligations through taxes, assessments or user fees.

Taxes per Capita (Funding Ratio)

This dollar amount is arrived at by dividing the total tax revenues by the population of the City and represents the amount of taxes for each citizen of the City for the year. The higher this amount is, the more reliant the City is on taxes to fund its operations.

Current Expenditures per Capita (Funding Ratio)

This dollar amount is arrived at by dividing the total current governmental expenditures by the population of the City and represents the amount of governmental expenditures for each citizen of the City during the year. Since this is generally based on ongoing expenditures, we would expect consistent annual per capita results.

Capital Expenditures per Capita (Funding Ratio)

This dollar amount is arrived at by dividing the total governmental capital outlay expenditures by the population of the City and represents the amount of capital expenditures for each citizen of the City during the year. Since projects are not always recurring, the per capita amount will fluctuate from year to year.

Capital Assets Percentage (Common-size Ratio)

This percentage represents the percent of governmental or business-type capital assets that are left to be depreciated. The lower this percentage, the older the City's capital assets are and may need major repairs or replacements in the near future. A higher percentage may indicate newer assets being constructed or purchased and may coincide with higher debt ratios or bonded debt per capita.

Future Accounting Standard Changes

The following Governmental Accounting Standards Board (GASB) Statements have been issued and may have an impact on future City financial statements: [1]

GASB Statement No. 75 - *Accounting and Financial Reporting for Postemployment Benefit Plans Other than Pension*

Summary

The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). It also improves information provided by state and local governmental employers about financial support for OPEB that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits (pensions and OPEB) with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency.

This Statement replaces the requirements of Statements No. 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions, as amended, and No. 57, OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans, for OPEB. Statement No. 74, Financial Reporting for Postemployment Benefit Plans Other than Pension Plans, establishes new accounting and financial reporting requirements for OPEB plans.

The scope of this Statement addresses accounting and financial reporting for OPEB that is provided to the employees of state and local governmental employers. This Statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. For defined benefit OPEB, this Statement identifies the methods and assumptions that are required to be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. Note disclosure and required supplementary information requirements about defined benefit OPEB also are addressed.

In addition, this Statement details the recognition and disclosure requirements for employers with payables to defined benefit OPEB plans that are administered through trusts that meet the specified criteria and for employers whose employees are provided with defined contribution OPEB. This Statement also addresses certain circumstances in which a nonemployer entity provides financial support for OPEB of employees of another entity.

In this Statement, distinctions are made regarding the particular requirements depending upon whether the OPEB plans through which the benefits are provided are administered through trusts that meet the following criteria:

- Contributions from employers and nonemployer contributing entities to the OPEB plan and earnings on those contributions are irrevocable.
- OPEB plan assets are dedicated to providing OPEB to plan members in accordance with the benefit terms.
- OPEB plan assets are legally protected from the creditors of employers, nonemployer contributing entities, the OPEB plan administrator, and the plan members.

Effective Date

This Statement is effective for fiscal years beginning after June 15, 2017. Earlier application is encouraged.

How the Changes in This Statement Will Improve Financial Reporting

The requirements of this Statement will improve the decision-usefulness of information in employer and governmental nonemployer contributing entity financial reports and will enhance its value for assessing accountability and interperiod equity by requiring recognition of the entire OPEB liability and a more comprehensive measure of OPEB expense. Decision-usefulness and accountability also will be enhanced through new note disclosures and required supplementary information, as follows:

- More robust disclosures of assumptions will allow for better informed assessments of the reasonableness of OPEB measurements.
- Explanations of how and why the OPEB liability changed from year to year will improve transparency.

Future Accounting Standard Changes (Continued)

- The summary OPEB liability information, including ratios, will offer an indication of the extent to which the total OPEB liability is covered by resources held by the OPEB plan, if any.

- For employers that provide benefits through OPEB plans that are administered through trusts that meet the specified criteria, the contribution schedules will provide measures to evaluate decisions related to contributions.

The consistency, comparability, and transparency of the information reported by employers and governmental nonemployer contributing entities about OPEB transactions will be improved by requiring:

- The use of a discount rate that considers the availability of the OPEB plan's fiduciary net position associated with the OPEB of current active and inactive employees and the investment horizon of those resources, rather than utilizing only the long-term expected rate of return regardless of whether the OPEB plan's fiduciary net position is projected to be sufficient to make projected benefit payments and is expected to be invested using a strategy to achieve that return.

- A single method of attributing the actuarial present value of projected benefit payments to periods of employee service, rather than allowing a choice among six methods with additional variations.

- Immediate recognition in OPEB expense, rather than a choice of recognition periods, of the effects of changes of benefit terms.

- Recognition of OPEB expense that incorporates deferred outflows of resources and deferred inflows of resources related to OPEB over a defined, closed period, rather than a choice between an open or closed period.

GASB Statement No. 83 - *Certain Asset Retirement Obligations*

Summary

This Statement addresses accounting and financial reporting for certain asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has legal obligations to perform future asset retirement activities related to its tangible capital assets should recognize a liability based on the guidance in this Statement.

This Statement establishes criteria for determining the timing and pattern of recognition of a liability and a corresponding deferred outflow of resources for AROs. This Statement requires that recognition occur when the liability is both incurred and reasonably estimable. The determination of when the liability is incurred should be based on the occurrence of external laws, regulations, contracts, or court judgments, together with the occurrence of an internal event that obligates a government to perform asset retirement activities. Laws and regulations may require governments to take specific actions to retire certain tangible capital assets at the end of the useful lives of those capital assets, such as decommissioning nuclear reactors and dismantling and removing sewage treatment plants. Other obligations to retire tangible capital assets may arise from contracts or court judgments. Internal obligating events include the occurrence of contamination, placing into operation a tangible capital asset that is required to be retired, abandoning a tangible capital asset before it is placed into operation, or acquiring a tangible capital asset that has an existing ARO.

This Statement requires the measurement of an ARO to be based on the best estimate of the current value of outlays expected to be incurred. The best estimate should include probability weighting of all potential outcomes, when such information is available or can be obtained at reasonable cost. If probability weighting is not feasible at reasonable cost, the most likely amount should be used. This Statement requires that a deferred outflow of resources associated with an ARO be measured at the amount of the corresponding liability upon initial measurement.

This Statement requires the current value of a government's AROs to be adjusted for the effects of general inflation or deflation at least annually. In addition, it requires a government to evaluate all relevant factors at least annually to determine whether the effects of one or more of the factors are expected to significantly change the estimated asset retirement outlays. A government should remeasure an ARO only when the result of the evaluation indicates there is a significant change in the estimated outlays. The deferred outflows of resources should be reduced and recognized as outflows of resources (for example, as an expense) in a systematic and rational manner over the estimated useful life of the tangible capital asset.

Future Accounting Standard Changes (Continued)

A government may have a minority share (less than 50 percent) of ownership interest in a jointly owned tangible capital asset in which a nongovernmental entity is the majority owner and reports its ARO in accordance with the guidance of another recognized accounting standards setter. Additionally, a government may have a minority share of ownership interest in a jointly owned tangible capital asset in which no joint owner has a majority ownership, and a nongovernmental joint owner that has operational responsibility for the jointly owned tangible capital asset reports the associated ARO in accordance with the guidance of another recognized accounting standards setter. In both situations, the government's minority share of an ARO should be reported using the measurement produced by the nongovernmental majority owner or the nongovernmental minority owner that has operational responsibility, without adjustment to conform to the liability measurement and recognition requirements of this Statement.

In some cases, governments are legally required to provide funding or other financial assurance for their performance of asset retirement activities. This Statement requires disclosure of how those funding and assurance requirements are being met by a government, as well as the amount of any assets restricted for payment of the government's AROs, if not separately displayed in the financial statements.

This Statement also requires disclosure of information about the nature of a government's AROs, the methods and assumptions used for the estimates of the liabilities, and the estimated remaining useful life of the associated tangible capital assets. If an ARO (or portions thereof) has been incurred by a government but is not yet recognized because it is not reasonably estimable, the government is required to disclose that fact and the reasons therefor. This Statement requires similar disclosures for a government's minority shares of AROs.

Effective Date

The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Earlier application is encouraged.

How the Changes in This Statement Will Improve Financial Reporting

This Statement will enhance comparability of financial statements among governments by establishing uniform criteria for governments to recognize and measure certain AROs, including obligations that may not have been previously reported. This Statement also will enhance the decision-usefulness of the information provided to financial statement users by requiring disclosures related to those AROs.

GASB Statement No. 84 - *Fiduciary Activities*

Summary

The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported.

This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities.

An activity meeting the criteria should be reported in a fiduciary fund in the basic financial statements. Governments with activities meeting the criteria should present a statement of fiduciary net position and a statement of changes in fiduciary net position. An exception to that requirement is provided for a business-type activity that normally expects to hold custodial assets for three months or less.

This Statement describes four fiduciary funds that should be reported, if applicable: (1) pension (and other employee benefit) trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. Custodial funds generally should report fiduciary activities that are not held in a trust or equivalent arrangement that meets specific criteria.

Future Accounting Standard Changes (Continued)

A fiduciary component unit, when reported in the fiduciary fund financial statements of a primary government, should combine its information with its component units that are fiduciary component units and aggregate that combined information with the primary government's fiduciary funds.

This Statement also provides for recognition of a liability to the beneficiaries in a fiduciary fund when an event has occurred that compels the government to disburse fiduciary resources. Events that compel a government to disburse fiduciary resources occur when a demand for the resources has been made or when no further action, approval, or condition is required to be taken or met by the beneficiary to release the assets.

Effective Date

The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged.

How the Changes in This Statement Will Improve Financial Reporting

The requirements of this Statement will enhance consistency and comparability by (1) establishing specific criteria for identifying activities that should be reported as fiduciary activities and (2) clarifying whether and how business-type activities should report their fiduciary activities. Greater consistency and comparability enhances the value provided by the information reported in financial statements for assessing government accountability and stewardship.

GASB Statement No. 85 - *Omnibus 2017*

Summary

The objective of this Statement is to address practice issues that have been identified during implementation and application of certain GASB Statements. This Statement addresses a variety of topics including issues related to blending component units, goodwill, fair value measurement and application, and postemployment benefits (pensions and other postemployment benefits [OPEB]). Specifically, this Statement addresses the following topics:

- Blending a component unit in circumstances in which the primary government is a business-type activity that reports in a single column for financial statement presentation
- Reporting amounts previously reported as goodwill and "negative" goodwill
- Classifying real estate held by insurance entities
- Measuring certain money market investments and participating interest-earning investment contracts at amortized cost
- Timing of the measurement of pension or OPEB liabilities and expenditures recognized in financial statements prepared using the current financial resources measurement focus
- Recognizing on-behalf payments for pensions or OPEB in employer financial statements
- Presenting payroll-related measures in required supplementary information for purposes of reporting by OPEB plans and employers that provide OPEB
- Classifying employer-paid member contributions for OPEB
- Simplifying certain aspects of the alternative measurement method for OPEB
- Accounting and financial reporting for OPEB provided through certain multiple-employer defined benefit OPEB plans.

Effective Date

The requirements of this Statement are effective for reporting periods beginning after June 15, 2017. Earlier application is encouraged.

Future Accounting Standard Changes (Continued)

How the Changes in This Statement Will Improve Financial Reporting

The requirements of this Statement will enhance consistency in the application of accounting and financial reporting requirements. Consistent reporting will improve the usefulness of information for users of state and local government financial statements.

GASB Statement No. 86 - *Certain Debt Extinguishment Issues*

Summary

The primary objective of this Statement is to improve consistency in accounting and financial reporting for in-substance defeasance of debt by providing guidance for transactions in which cash and other monetary assets acquired with only existing resources - resources other than the proceeds of refunding debt - are placed in an irrevocable trust for the sole purpose of extinguishing debt. This Statement also improves accounting and financial reporting for prepaid insurance on debt that is extinguished and notes to financial statements for debt that is defeased in substance.

Effective Date

The requirements of this Statement are effective for reporting periods beginning after June 15, 2017. Earlier application is encouraged.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will increase consistency in accounting and financial reporting for debt extinguishments by establishing uniform guidance for derecognizing debt that is defeased in substance, regardless of how cash and other monetary assets placed in an irrevocable trust for the purpose of extinguishing that debt were acquired. The requirements of this Statement also will enhance consistency in financial reporting of prepaid insurance related to debt that has been extinguished. In addition, this Statement will enhance the decision-usefulness of information in notes to financial statements regarding debt that has been defeased in substance.

GASB Statement No. 87 - *Leases*

Summary

The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged.

Leases should be recognized and measured using the facts and circumstances that exist at the beginning of the period of implementation (or, if applied to earlier periods, the beginning of the earliest period restated). However, lessors should not restate the assets underlying their existing sales-type or direct financing leases. Any residual assets for those leases become the carrying values of the underlying assets.

Future Accounting Standard Changes (Continued)

How the Changes in This Statement Will Improve Accounting and Financial Reporting

This Statement will increase the usefulness of governments' financial statements by requiring reporting of certain lease liabilities that currently are not reported. It will enhance comparability of financial statements among governments by requiring lessees and lessors to report leases under a single model. This Statement also will enhance the decision-usefulness of the information provided to financial statement users by requiring notes to financial statements related to the timing, significance, and purpose of a government's leasing arrangements.

(1) *Note.* From GASB Pronouncements Summaries. Copyright 2017 by the Financial Accounting Foundation, 401 Merritt 7, Norwalk, CT 06856, USA, and is reproduced with permission.

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Restriction on Use

This communication is intended solely for the information and use of the City Council, management and the Minnesota Office of the State Auditor and is not intended and should not be used by anyone other than those specified parties.

Our audit would not necessarily disclose all weaknesses in the system because it was based on selected tests of the accounting records and related data. The comments and recommendations in the report are purely constructive in nature, and should be read in this context.

If you have any questions or wish to discuss any of the items contained in this letter, please feel free to contact us at your convenience. We wish to thank you for the continued opportunity to be of service and for the courtesy and cooperation extended to us by your staff.

Abdo Eick & Meyers, LLP

ABDO, EICK & MEYERS, LLP
Minneapolis, Minnesota
April 6, 2018

People + Process. Going Beyond the Numbers

Annual Financial Report

City of Isanti

Isanti, Minnesota

For the Year Ended
December 31, 2017

ABDO
EICK &
MEYERS LLP
Certified Public Accountants & Consultants

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City of Isanti, Minnesota
Annual Financial Report
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INTRODUCTORY SECTION

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2017

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City of Isanti, Minnesota
Elected and Appointed Officials
For the Year Ended December 31, 2017

ELECTED

Name	Title	Term Expires December 31,
George Wimmer	Mayor	2018
Ross Lorinser	Council Member	2020
Steve Lundeen	Council Member	2020
Paul Bergley	Council Member	2018
Dan Collison	Council Member	2018

APPOINTED

Donald Lorsung	Administrator
Mike Betker	Finance Director

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FINANCIAL SECTION

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2017

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ABDO
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MEYERS LLP
Certified Public Accountants & Consultants

INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and City Council
City of Isanti, Minnesota

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Isanti, Minnesota (the City), as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. 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 believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City as of December 31, 2017, and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparison for the General fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

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Edina, MN 55436
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Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis starting on page 17 and the Schedules of Employer's Share of the Net Pension Liability and the Schedules of Employer's Contributions on page 78 be presented to supplement the 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. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquires, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do 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.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The introductory section and combining and individual fund financial statements and schedules are presented for purposes of additional analysis and are not a required part of the financial statements.

The combining and individual fund financial statements and schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to basic the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements and schedules are fairly stated in all material respects in relation to the basic financial statements as a whole.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 6, 2018 on our consideration of the City's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Abdo Eick & Meyers, LLP

ABDO, EICK & MEYERS, LLP
Minneapolis, Minnesota
April 6, 2018

People + Process
Going Beyond the Numbers

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Management's Discussion and Analysis

As management of the City of Isanti, Minnesota, (the City), we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended December 31, 2017.

Financial Highlights

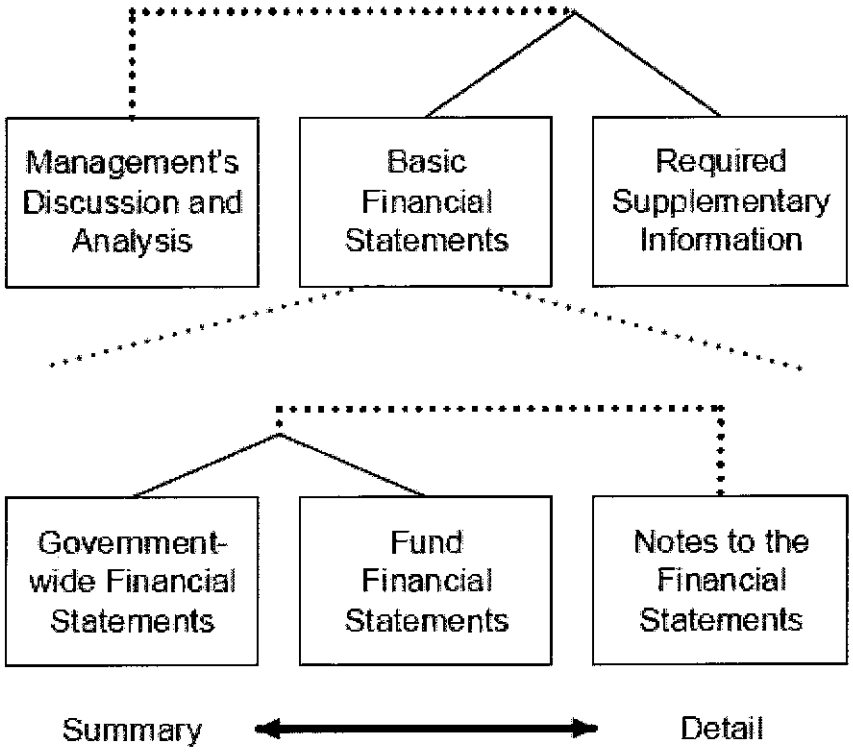
- The assets and deferred outflows of the City exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by $44,358,243. Of this amount, $5,608,590 (unrestricted net position) may be used to meet the City's ongoing obligations to citizens and creditors.
- The City's total net position increased by $1,100,256. This was largely a result of operating income within business-type activities of $535,601 as well as capital contributions of $964,257.
- As of the close of the current fiscal year, the City's governmental funds reported combined ending fund balances of $4,361,480, a decrease of $23,909, in comparison with the prior year.
- At the end of the current fiscal year, unrestricted fund balance for the General fund was $2,076,531.
- The City's total noncurrent liabilities decreased $1,580,276 (18.8 percent) during the current fiscal year.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplemental information in addition to the basic financial statements themselves.

The following chart shows how the required parts of this annual report are arranged and relate to one another. In addition to these required elements, we have included a section with combining and individual fund financial statements and schedules that provide details about nonmajor governmental funds, which are added together and presented in single columns in the basic financial statements.

Organization of the City's Annual Financial Report



The following chart summarizes the major features of the City's financial statements, including the portion of the City's activities they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

Major features of the Government-wide and Fund Financial Statements

		Fund Financial Statements		
	Government-wide Statements	**Governmental Funds**	**Proprietary Funds**	**Fiduciary Funds**
Scope	Entire City government (except fiduciary funds) and the City's component units	The activities of the City that are not proprietary or fiduciary, such as police, fire and parks	Activities the City operates similar to private businesses, such as the water and sewer system	Instances in which the City administers resources on behalf of someone else, such as developers
Required financial statements	• Statement of Net Position • Statement of Activities	• Balance Sheet • Statement of Revenues, Expenditures and Changes in Fund Balances	• Statements of Net Position • Statements of Revenues, Expenses and Changes in Fund Net Position • Statements of Cash Flows	• Statement of fiduciary net position
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus	Accrual accounting and economic resources focus
Type of asset/liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included	All assets and liabilities, both financial and capital, and short-term and long-term	All assets and liabilities, both short-term and long-term; fund do not currently contain capital assets, although they can
Type of deferred outflows/inflows of resources information	All deferred outflows/inflows of resources, regardless of when cash is received or paid	Only deferred outflows of resources expected to be used up and deferred inflows of resources that come due during the year or soon thereafter; no capital assets included	All deferred outflows/inflows of resources, regardless of when cash is received or paid	
Type of inflow/out flow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and the related liability is due and payable	All revenues and expenses during the year, regardless of when cash is received or paid	All additions and deductions during the year, regardless of when cash is received or paid

Government-wide Financial Statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the City's assets and deferred inflows and liabilities and deferred outflows, with the difference between the four reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The *statement of activities* presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenue (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the City include general government, public safety, public works, culture and recreation, economic development and interest on long-term debt. The business-type activities of the City include water, sewer, storm water and a liquor store.

The government-wide financial statements start on page 31 of this report.

Fund Financial Statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds and the fiduciary fund.

Governmental Funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a City's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact by the City's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The City maintains 34 individual governmental funds, 7 of which are Debt Service funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the General fund and Debt Service fund, both of which are considered to be major funds. Data from the other governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of *combining statements or schedules* elsewhere in this report.

The City adopts an annual appropriated budget for its General fund. A budgetary comparison statement has been provided for the General fund to demonstrate compliance with this budget.

The basic governmental fund financial statements start on page 36 of this report.

Proprietary Funds. The City maintains one type of proprietary fund. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City uses enterprise funds to account for its water, sewer, liquor store, and storm water.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for each of the enterprise funds, all of which are considered to be major funds of the City.

The basic proprietary fund financial statements start on page 42 of this report.

Fiduciary Fund. The fiduciary fund is used to account for resources held for the benefit of parties outside the City. The fiduciary fund is *not* reflected in the government-wide financial statements because the resources of this fund are not available to support the City's own programs.

The basic fiduciary fund financial statement can be found on page 48 of this report.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements start on page 49 of this report.

Other Information. In addition to the basic financial statements and accompanying notes, this report also presents *required supplementary information* concerning the City's progress in funding its obligation to provide pension benefits to its employees. Required supplementary information can be found on page 78 of this report.

The combining statements referred to earlier in connection with nonmajor governmental funds are presented following the notes to the financial statements. Combining and individual fund financial statements and schedules start on page 84 of this report.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City, assets and deferred outflows exceeded liabilities and deferred inflows of resources by $44,358,243 at the close of the most recent fiscal year.

By far, the largest portion of the City's net position (79.6 percent) reflects its investment in capital assets (e.g., land, buildings, machinery and equipment); less any related debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

City of Isanti's Summary of Net Position

	Governmental Activities			Business-type Activities		
	2017	2016	Increase (Decrease)	2017	2016	Increase (Decrease)
Assets						
Current and other assets	$ 6,060,970	$ 6,285,428	$ (224,458)	$ 6,229,514	$ 7,126,155	$ (896,641)
Capital assets, net of depreciation	18,999,082	19,349,670	(350,588)	29,419,467	28,671,465	748,002
Total Assets	25,060,052	25,635,098	(575,046)	35,648,981	35,797,620	(148,639)
Deferred Outflows of Resources						
Deferred pension resource	1,704,525	2,300,959	(596,434)	133,949	218,053	(84,104)
Liabilities						
Noncurrent liabilities outstanding	6,361,814	8,907,806	(2,545,992)	9,346,470	10,433,623	(1,087,153)
Other liabilities	125,367	166,088	(40,721)	145,093	300,554	(155,461)
Total Liabilities	6,487,181	9,073,894	(2,586,713)	9,491,563	10,734,177	(1,242,614)
Deferred Inflows of Resources						
Resources received in advance	207,556	383,759	(176,203)	-	-	-
Deferred pension resource	1,882,760	437,451	1,445,309	120,204	64,462	55,742
Total Deferred Inflows of Resources	2,090,316	821,210	1,269,106	120,204	64,462	55,742
Net Position						
Net investment in capital assets	14,636,421	14,413,507	222,914	20,652,977	19,675,184	977,793
Restricted	3,287,731	3,362,465	(74,734)	172,524	159,403	13,121
Unrestricted	262,928	264,981	(2,053)	5,345,662	5,382,447	(36,785)
Total Net Position	$ 18,187,080	$ 18,040,953	$ 146,127	$ 26,171,163	$ 25,217,034	$ 954,129

An additional portion of the City's net position (7.8 percent) represents resources that are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net position,* $5,608,590, may be used to meet the City's ongoing obligations to citizens and creditors.

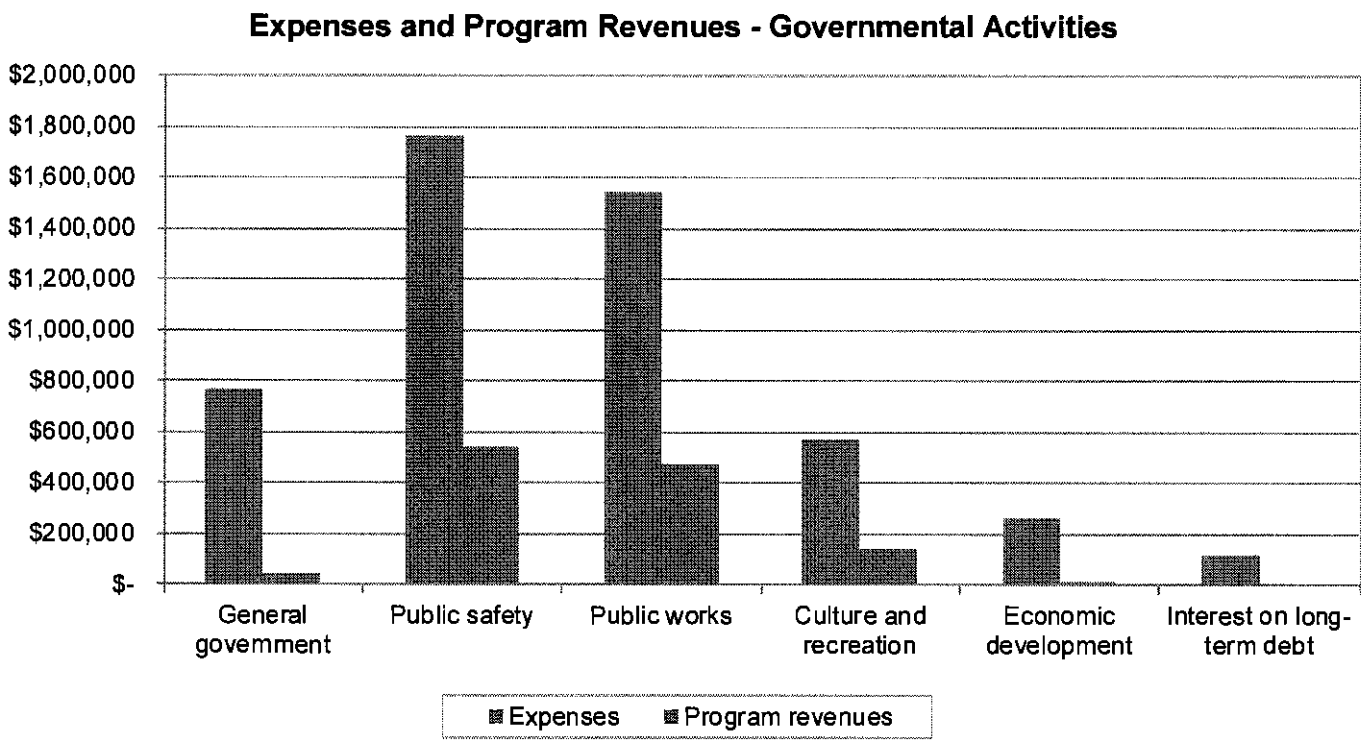
At the end of the current fiscal year, the City is able to report positive balances in all three categories of net position, both for the City as a whole, as well as for its separate governmental and business-type activities.

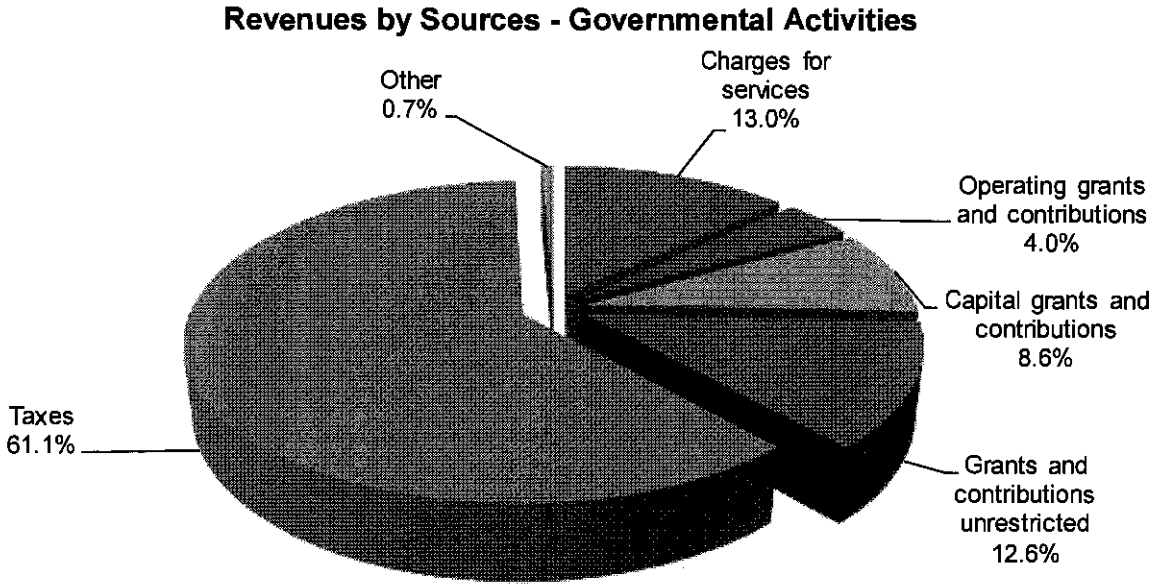
Governmental Activities. The City's net position increased $1,100,256 during the current fiscal year. Governmental activities decreased the City's net position by $146,127 thereby accounting for 13.3 percent of the total growth in the net position of the City. Significant changes from the prior year are noted below:

City of Isanti's Changes in Net Position

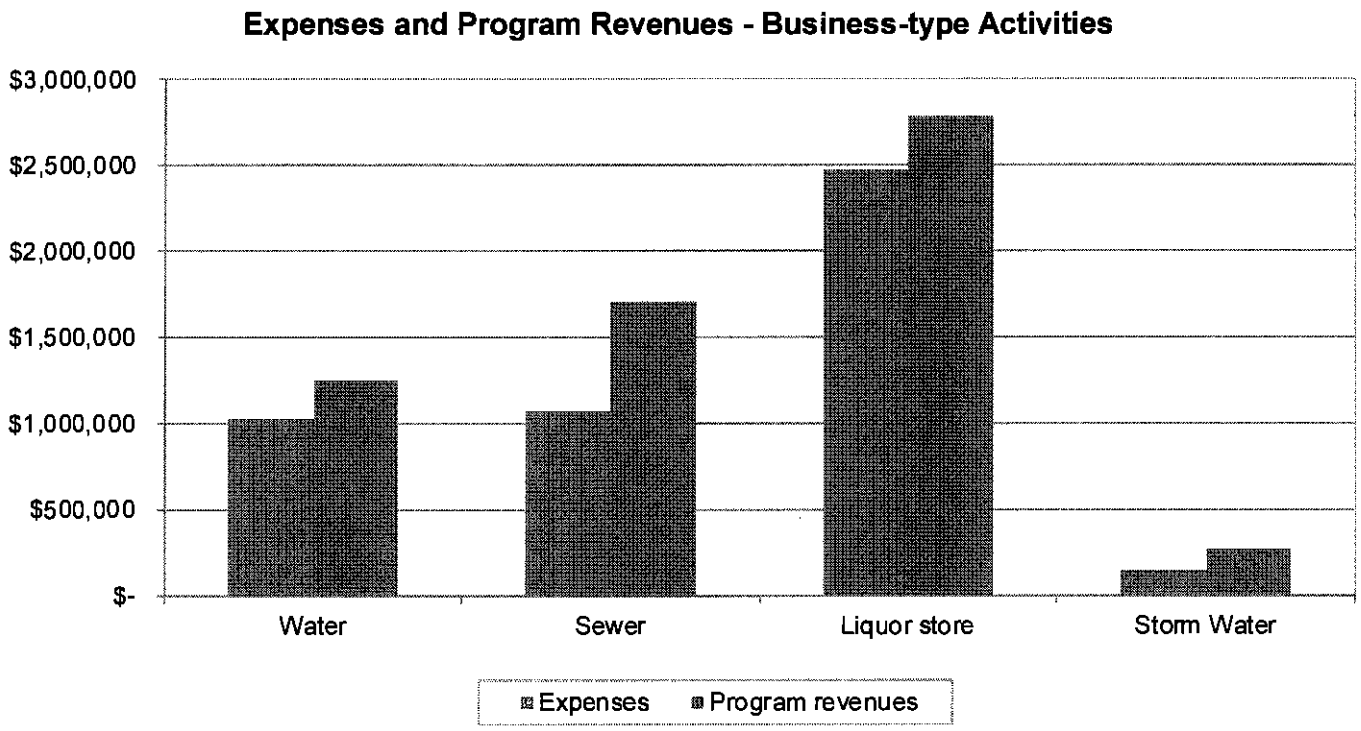
	Governmental Activities			Business-type Activities		
	2017	2016	Increase (Decrease)	2017	2016	Increase (Decrease)
Revenues						
Program Revenues						
Charges for services	$ 621,573	$ 616,744	$ 4,829	$ 5,046,100	$ 5,260,642	$ (214,542)
Operating grants and contributions	190,268	221,222	(30,954)	12,133	27,357	(15,224)
Capital grants and contributions	413,260	211,562	201,698	964,569	921,501	43,068
General Revenues						
Taxes						
Property taxes	2,590,526	2,537,342	53,184	-	-	-
Tax increment	19,403	46,861	(27,458)	-	-	-
Other taxes	313,276	300,329	12,947	-	-	-
Grants and contributions not restricted to specific programs	605,002	617,805	(12,803)	-	-	-
Unrestricted investment earnings	33,215	37,074	(3,859)	47,804	62,410	(14,606)
Gain on sale of capital assets	-	2,500	(2,500)	-	-	-
Total Revenues	4,786,523	4,591,439	195,084	6,070,606	6,271,910	(201,304)
Expenses						
General government	765,063	743,942	21,121	-	-	-
Public safety	1,762,192	1,955,754	(193,562)	-	-	-
Public works	1,546,982	1,632,844	(85,862)	-	-	-
Culture and recreation	572,223	513,744	58,479	-	-	-
Economic development	262,028	219,733	42,295	-	-	-
Interest on long-term debt	120,909	149,542	(28,633)	-	-	-
Water	-	-	-	1,023,601	956,289	67,312
Sewer	-	-	-	1,076,496	1,155,284	(78,788)
Storm Water	-	-	-	149,826	160,245	(10,419)
Liquor store	-	-	-	2,477,553	2,324,085	153,468
Total Expenses	5,029,397	5,215,559	(186,162)	4,727,476	4,595,903	131,573
Changes in Net Position Before Transfers	(242,874)	(624,120)	381,246	1,343,130	1,676,007	(332,877)
Transfers - Internal Activities	389,001	369,361	19,640	(389,001)	(369,361)	(19,640)
Change in Net Position	146,127	(254,759)	400,886	954,129	1,306,646	(352,517)
Net Position, January 1	18,040,953	18,295,712	(254,759)	25,217,034	23,910,388	1,306,646
Net Position, December 31	$ 18,187,080	$ 18,040,953	$ 146,127	$ 26,171,163	$ 25,217,034	$ 954,129

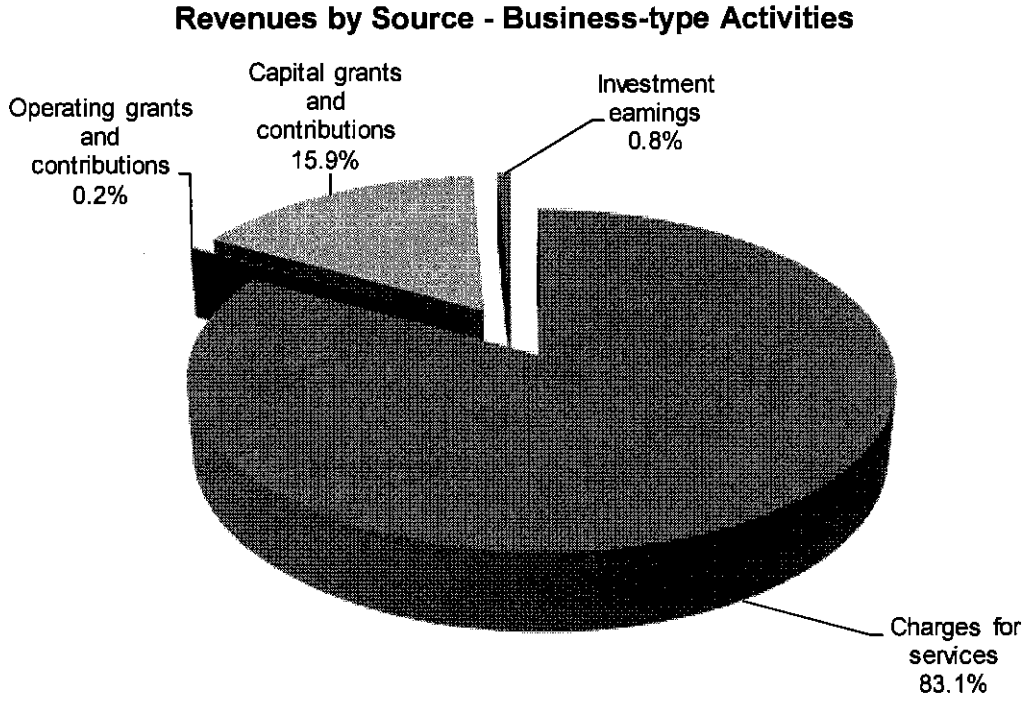
The following graph depicts various governmental activities and shows the revenues and expenses directly related to those activities.





Business-type Activities. Business-type activities increased the City's net position by $954,129. Key elements of this increase are as follows:





Financial Analysis of the City's Funds

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. The focus of the City's *governmental funds* is to provide information on near-term inflows, outflows and balances of *spendable* resources. Such information is useful in assessing the City's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the City's governmental funds reported combined ending fund balances of $4,361,480, a decrease of $23,909 in comparison with the prior year. Of this total amount, 19.5 percent, or $851,213, constitutes unassigned fund balance, which is available for spending at the City's discretion. The remainder of fund balance of $3,510,267 is not available for new spending because it is either 1) nonspendable ($6,201), 2) restricted ($2,067,560), or 3) committed ($1,436,506). For further classification, refer to Note 3F on page 66 of this report.

Major funds	Fund Balance December 31, 2017	Fund Balance December 31, 2016	Increase (Decrease)
General	$ 2,081,587	$ 1,697,940	$ 383,647
The General fund is the chief operating fund of the City. As a measure of the General fund's liquidity, it may be useful to compare fund balance to total fund expenditures and transfers out. Fund balance represents 58 percent of budgeted 2018 expenditures and transfers out. Of the fund balance, $2,076,561 is unassigned and will be used for cash flow for general operations and will be used to support operations until funds are received in June from the first tax settlement.			
Debt Service	$ 1,384,791	$ 1,329,979	$ 54,812
The Debt Service funds had an increase in fund balance due to an increase in property taxes received for 2017.			
2017 Palomino Road Southeast Improvements	$ (687,938)	$ (7,130)	$ (680,808)
The 2017 Palomino Road Southeast Improvements fund balance decreases due to expenditures relating to the ongoing Palomino Road Project.			

Proprietary Funds. The City's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail. Unrestricted net position of the enterprise funds at the end of the year amounted to $5,345,662. Other factors concerning the finances of this fund have already been addressed in the discussion of the City's business-type activities.

General Fund Budgetary Highlights

The City's original General fund budget was amended during the year, increasing expenditures $11,258 and identifying a decrease in fund balance of $14,253. Revenues were $259,579 over budget. This is primarily due to licenses and permits being more than budgeted by $228,430. Expenditures were under budget by $65,743. The majority of departments were under budget and the largest variance was within the general government department, which was over budget by $52,026.

Capital Assets and Debt Administration

Capital Assets. The City's investment in capital assets for its governmental and business type activities as of December 31, 2017, amounts to $48,418,549 (net of accumulated depreciation). This investment in capital assets includes land, structures, improvements, machinery and equipment, park facilities, roads and highways.

Major capital asset events during the current fiscal year included the following:

- The 2017 Pavement Management Project was completed and capitalized for $158,771.
- During 2017, the City purchased five new vehicles and disposed of four vehicles.
- The City started the 2017 Palomino Project and is expected to be completed during 2018.
- The Wastewater Treatment Improvement Project is expected to be completed during 2018.

City of Isanti's Capital Asset
(Net of Depreciation)

	Governmental Activities			Business-type Activities		
	2017	2016	Increase (Decrease)	2017	2016	Increase (Decrease)
Land	$ 2,424,266	$ 2,424,266	$ -	$ 94,237	$ 94,237	$ -
Construction in Progress	688,270	-	688,270	3,333,909	1,758,147	1,575,762
Land Improvements	6,279	6,279	-	87,660	87,660	-
Buildings	3,794,005	3,937,155	(143,150)	166,537	182,078	(15,541)
Infrastructure	11,488,854	12,387,695	(898,841)	25,169,863	25,997,967	(828,104)
Machinery and Equipment	445,261	513,916	(68,655)	504,028	533,476	(29,448)
Vehicles	152,147	80,359	71,788	63,233	17,900	45,333
Total	$ 18,999,082	$ 19,349,670	$ (350,588)	$ 29,419,467	$ 28,671,465	$ 748,002

Additional information on the City's capital assets can be found in Note 3D starting on page 62 of this report.

Long-term Debt. At the end of the current fiscal year, the City had total bonded debt outstanding of $13,014,945. While all of the City's bonds have revenue streams, they are all backed by the full faith and credit of the City.

City of Isanti's Outstanding Debt

	Governmental Activities			Business-type Activities		
	2017	2016	Increase (Decrease)	2017	2016	Increase (Decrease)
G.O. Bonds	$ 2,585,000	$ 2,780,000	$ (195,000)	$ -	$ -	$ -
G.O. Improvement Bonds	1,735,000	2,110,000	(375,000)	400,000	435,000	(35,000)
G.O. Revenue Bonds	-	-	-	8,294,945	9,260,701	(965,756)
Bond Premium	42,661	46,163	(3,502)	71,545	77,563	(6,018)
Total	$ 4,362,661	$ 4,936,163	$ (573,502)	$ 8,766,490	$ 9,773,264	$ (1,006,774)

Minnesota statutes limit the amount of net general obligation debt a City may issue to three percent of the market value of taxable property within the City. Net debt is payable solely from ad valorem taxes and, therefore, excludes debt financed partially or entirely by special assessments, enterprise fund revenues, or tax increments. As of December 31, 2017, the City is under the legal debt margin.

Additional information on the City's long-term debt can be found in Note 3E starting on page 64 of this report.

Economic Factors and Next Year's Budgets and Rates

- Property tax valuations within the City increased in 2017 and have continued to increase for 2018.
- The 2018 budget includes a property tax levy of $2,759,731 which is 6.65% greater than the 2017 levy.
- The 2018 budget includes an amount for Local Government Aid in the amount of $631,808.
- Franchise fees were implemented in 2016 to offset capital improvements, specifically pavement management costs.
- Isanti County has an average unemployment rate for 2017 of 4.5%. This compares with unemployment rates of 3.7% for the State of Minnesota and 4.4% for the United States.

All of these factors were considered in preparing the City's budget for the 2018 fiscal year.

Requests for Information

This financial report is designed to provide a general overview of the City's finances for all those with an interest in the City's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Finance Director, City of Isanti, 110 1st Avenue Northwest, PO Box 428, Isanti, Minnesota 55040.

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GOVERNMENT-WIDE FINANCIAL STATEMENTS

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2017

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City of Isanti, Minnesota
Statement of Net Position
December 31, 2017

	Governmental Activities	Business-type Activities	Total
Assets			
Cash and temporary investments	$ 4,062,328	$ 5,463,774	$ 9,526,102
Receivables			
Accrued interest	8,248	12,240	20,488
Taxes	114,474	-	114,474
Accounts	117,931	254,308	372,239
Loans	461,395	-	461,395
Special assessments	1,300,949	56,388	1,357,337
Internal balances	(139,966)	139,966	-
Due from other governments	3,273	-	3,273
Inventories	-	302,093	302,093
Prepaid items	6,201	745	6,946
Land held for resale	126,137	-	126,137
Capital assets			
Land and construction in progress	3,112,536	3,428,146	6,540,682
Depreciable assets (net of accumulated depreciation)	15,886,546	25,991,321	41,877,867
Total Assets	25,060,052	35,648,981	60,709,033
Deferred Outflows of Resources			
Deferred pension resources	1,704,525	133,949	1,838,474
Liabilities			
Accounts payable	81,602	62,764	144,366
Due to other governments	1,524	25,558	27,082
Accrued salaries payable	28,511	10,629	39,140
Accrued interest payable	7,426	45,933	53,359
Unearned revenue	6,304	209	6,513
Noncurrent liabilities			
Due within one year	705,838	852,278	1,558,116
Due in more than one year	5,655,976	8,494,192	14,150,168
Total Liabilities	6,487,181	9,491,563	15,978,744
Deferred Inflows of Resources			
Resources received in advance	207,556	-	207,556
Deferred pension resources	1,882,760	120,204	2,002,964
Total Deferred Inflows of Resources	2,090,316	120,204	2,210,520
Net Position			
Net investment in capital assets	14,636,421	20,652,977	35,289,398
Restricted for			
Debt service	2,584,210	172,524	2,756,734
Public safety	3,171	-	3,171
Community center improvements	10,000	-	10,000
Economic development	690,350	-	690,350
Unrestricted	262,928	5,345,662	5,608,590
Total Net Position	$ 18,187,080	$ 26,171,163	$ 44,358,243

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota
Statement of Activities
For the Year Ended December 31, 2017

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions
Governmental Activities				
General government	$ 765,063	$ 42,037	$ -	$ -
Public safety	1,762,192	452,042	93,267	-
Public works	1,546,982	31,211	58,734	384,910
Culture and recreation	572,223	92,892	24,650	28,350
Economic development	262,028	3,391	13,617	-
Interest on long-term debt	120,909	-	-	-
Total Governmental Activities	5,029,397	621,573	190,268	413,260
Business-type Activities				
Water	1,023,601	885,168	9,627	360,480
Sewer	1,076,496	1,100,705	1,621	604,089
Liquor store	2,477,553	2,787,316	885	-
Stormwater	149,826	272,911	-	-
Total Business-type Activities	4,727,476	5,046,100	12,133	964,569
Total	$ 9,756,873	$ 5,667,673	$ 202,401	$ 1,377,829
General Revenues				
Taxes				
Property taxes, levied for general purposes				
Property taxes, levied for debt service				
Tax increments				
Franchise taxes				
Grants and contributions not restricted to specific programs				
Unrestricted investment earnings				
Transfers - Internal Activities				
Total General Revenues and Transfers				
Change in Net Position				
Net Position, January 1				
Net Position, December 31				

The notes to the financial statements are an integral part of this statement.

Net (Expenses) Revenues and Changes in Net Position		
Governmental Activities	Business-type Activities	Total
$ (723,026)	$ -	$ (723,026)
(1,216,883)	-	(1,216,883)
(1,072,127)	-	(1,072,127)
(426,331)	-	(426,331)
(245,020)	-	(245,020)
(120,909)	-	(120,909)
(3,804,296)	-	(3,804,296)
-	231,674	231,674
-	629,919	629,919
-	310,648	310,648
-	123,085	123,085
-	1,295,326	1,295,326
(3,804,296)	1,295,326	(2,508,970)
2,012,051	-	2,012,051
578,475	-	578,475
19,403	-	19,403
313,276	-	313,276
605,002	-	605,002
33,215	47,804	81,019
389,001	(389,001)	-
3,950,423	(341,197)	3,609,226
146,127	954,129	1,100,256
18,040,953	25,217,034	43,257,987
$ 18,187,080	$ 26,171,163	$ 44,358,243

The notes to the financial statements are an integral part of this statement.

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FUND FINANCIAL STATEMENTS

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2017

City of Isanti, Minnesota
Balance Sheet
Governmental Funds
December 31, 2017

	101 General	900's Debt Service	441 2017 Palomino Road Southeast Improvements	Other Governmental Funds	Total Governmental Funds
Assets					
Cash and temporary investments	$ 2,061,315	$ 1,382,806	$ (658,634)	$ 1,276,841	$ 4,062,328
Receivables					
Accrued interest	5,028	3,130	(1,528)	1,618	8,248
Taxes	93,722	-	-	20,752	114,474
Accounts	37,552	-	-	80,379	117,931
Loan	-	-	-	461,395	461,395
Special assessments	3,706	1,207,201	69,262	20,780	1,300,949
Due from other governments	3,273	-	-	-	3,273
Advances to other funds	25,060	-	-	-	25,060
Prepaid items	5,056	-	-	1,145	6,201
Land held for resale	107,237	-	-	18,900	126,137
Total Assets	$ 2,341,949	$ 2,593,137	$ (590,900)	$ 1,881,810	$ 6,225,996
Liabilities					
Accounts payable	$ 29,302	$ 1,501	$ 27,776	$ 23,023	$ 81,602
Due to other governments	1,524	-	-	-	1,524
Accrued salaries payable	26,912	-	-	1,599	28,511
Advances from other funds	139,966	-	-	25,060	165,026
Unearned revenue	6,304	-	-	-	6,304
Total Liabilities	204,008	1,501	27,776	49,682	282,967
Deferred Inflows of Resources					
Unavailable revenue - delinquent taxes	52,788	-	-	20,752	73,540
Unavailable revenue - special assessments	3,566	1,206,845	69,262	20,780	1,300,453
Resources received in advance	-	-	-	207,556	207,556
Total Deferred Inflows of Resources	56,354	1,206,845	69,262	249,088	1,581,549
Fund Balances					
Nonspendable	5,056	-	-	1,145	6,201
Restricted	-	1,384,791	-	682,769	2,067,560
Committed	-	-	-	1,436,506	1,436,506
Unassigned	2,076,531	-	(687,938)	(537,380)	851,213
Total Fund Balances	2,081,587	1,384,791	(687,938)	1,583,040	4,361,480
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 2,341,949	$ 2,593,137	$ (590,900)	$ 1,881,810	$ 6,225,996

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota
Reconciliation of the Balance Sheet
to the Statement of Net Position
Governmental Funds
December 31, 2017

Amounts reported for the governmental activities in the statement of net position are different because

Total Fund Balances - Governmental Funds	$ 4,361,480
Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds.	
Cost of capital assets	33,785,423
Less: accumulated depreciation	(14,786,341)
Noncurrent liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported as liabilities in the funds.	
Noncurrent liabilities at year-end consist of	
Bond principal payable	(4,320,000)
Plus bond premium	(42,661)
Compensated absences payable	(199,789)
Pension liability	(1,799,364)
Some receivables are not available soon enough to pay for the current period's expenditures, and therefore are reported as unavailable revenue in the funds.	
Delinquent taxes receivable	73,540
Special assessments receivable	1,300,453
Governmental funds do not report long-term amounts related to pensions.	
Deferred outflows of pension resources	1,704,525
Deferred inflows of pension resources	(1,882,760)
Governmental funds do not report a liability for accrued interest until due and payable.	(7,426)
Total Net Position - Governmental Activities	$ 18,187,080

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Year Ended December 31, 2017

	101 General	900's Debt Service	441 2017 Palomino Road Southeast Improvements	Other Governmental Funds	Total Governmental Funds
Revenues					
Taxes	$ 2,018,262	$ 578,475	$ -	$ 332,679	$ 2,929,416
Licenses and permits	361,430	-	-	-	361,430
Intergovernmental	731,449	-	-	176,203	907,652
Charges for services	205,370	-	-	31,741	237,111
Fines and forfeitures	47,217	-	-	5,065	52,282
Special assessments	-	127,549	16,491	3,171	147,211
Investment earnings (loss)	13,640	10,313	(1,904)	11,166	33,215
Miscellaneous	15,970	-	-	86,637	102,607
Total Revenues	3,393,338	716,337	14,587	646,662	4,770,924
Expenditures					
Current					
General government	682,050	-	-	1,500	683,550
Public safety	1,656,388	-	-	11,389	1,667,777
Public works	452,609	-	-	-	452,609
Culture and recreation	320,634	-	-	34,629	355,263
Economic development	5,084	-	-	243,335	248,419
Capital outlay					
General government	3,801	-	-	5,324	9,125
Public safety	62,523	-	-	-	62,523
Public works	30,593	-	695,395	213,464	939,452
Culture and recreation	43,831	-	-	7,500	51,331
Economic development	-	-	-	12,298	12,298
Debt service					
Principal	-	570,000	-	-	570,000
Interest and other	961	130,526	-	-	131,487
Total Expenditures	3,258,474	700,526	695,395	529,439	5,183,834
Excess (Deficiency) of Revenues Over (Under) Expenditures	134,864	15,811	(680,808)	117,223	(412,910)
Other Financing Sources (Uses)					
Transfers in	396,183	39,001	-	533,927	969,111
Transfers out	(147,400)	-	-	(432,710)	(580,110)
Total Other Financing Sources (Uses)	248,783	39,001	-	101,217	389,001
Net Change in Fund Balances	383,647	54,812	(680,808)	218,440	(23,909)
Fund Balances, January 1	1,697,940	1,329,979	(7,130)	1,364,600	4,385,389
Fund Balances, December 31	$ 2,081,587	$ 1,384,791	$ (687,938)	$ 1,583,040	$ 4,361,480

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances to the Statement of Activities
Governmental Funds
For the Year Ended December 31, 2017

Amounts reported for governmental activities in the statement of activities are different because

Total Net Change in Fund Balances - Governmental Funds	$	(23,909)
Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over the estimated useful lives as depreciation expense.		
Capital outlays		976,649
Depreciation expense		(1,331,237)
Governmental funds report a gain (loss) on sale of capital assets to the extent of cash exchanged, whereas the disposition of the assets book value is included in the total gain (loss) in the statement of activities.		
Gain on trade in		4,000
The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position.		
Principal repayments		570,000
Amortization of bond premium		3,502
Interest on long-term debt in the statement of activities differs from the amount reported in the governmental funds because interest is recognized as an expenditure in the funds when it is due, and thus requires the use of current financial resources. In the statement of activities, however, interest expense is recognized as the interest accrues, regardless of when it is due.		7,076
Long-term pension activity is not reported in governmental funds.		
Pension expense		(91,551)
Pension revenue from state contributions		6,300
Certain revenues are recognized as soon as they are earned. Under the modified accrual basis of accounting, certain revenues cannot be recognized until they are available to liquidate liabilities of the current period.		
Property taxes		(6,211)
Special assessments		15,510
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.		
Compensated absences		15,998
Change in Net Position - Governmental Activities	$	146,127

The notes to the financial statements are an integral part of this statement.

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City of Isanti, Minnesota

Statement of Revenues, Expenditures and Changes in Fund Balances -
Budget and Actual
General Fund
For the Year Ended December 31, 2017

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
Revenues				
Taxes	$ 2,009,086	$ 2,009,086	$ 2,018,262	$ 9,176
Licenses and permits	133,000	133,000	361,430	228,430
Intergovernmental	718,523	718,523	731,449	12,926
Charges for services	189,850	189,850	205,370	15,520
Fines and forfeitures	32,300	32,300	47,217	14,917
Investment earnings	25,000	25,000	13,640	(11,360)
Miscellaneous	26,000	26,000	15,970	(10,030)
Total Revenues	3,133,759	3,133,759	3,393,338	259,579
Expenditures				
Current				
General government	630,024	630,024	682,050	(52,026)
Public safety	1,680,508	1,680,508	1,656,388	24,120
Public works	482,134	482,134	452,609	29,525
Culture and recreation	334,637	345,895	320,634	25,261
Economic development	9,920	9,920	5,084	4,836
Capital outlay	175,736	175,736	140,748	34,988
Debt service				
Interest and other	-	-	961	(961)
Total Expenditures	3,312,959	3,324,217	3,258,474	65,743
Excess (Deficiency) of Revenues Over (Under) Expenditures	(179,200)	(190,458)	134,864	325,322
Other Financing Sources (Uses)				
Transfers in	369,150	369,150	396,183	27,033
Transfers out	(144,405)	(147,400)	(147,400)	-
Total Other Financing Sources (Uses)	224,745	221,750	248,783	27,033
Net Change in Fund Balances	45,545	31,292	383,647	352,355
Fund Balances, January 1	1,697,940	1,697,940	1,697,940	-
Fund Balances, December 31	$ 1,743,485	$ 1,729,232	$ 2,081,587	$ 352,355

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota
Statement of Net Position
Proprietary Funds
December 31, 2017

	Business-type Activities - Enterprise Funds				
	601 Water	**439, 602** Sewer	**609** Liquor Store	Nonmajor **603** Storm Water	Total
Assets					
Current Assets					
Cash and temporary investments	$ 2,096,839	$ 2,625,962	$ 598,083	$ 142,890	$ 5,463,774
Receivables					
Accrued interest	4,589	5,723	1,597	331	12,240
Accounts	98,236	127,255	676	28,141	254,308
Special assessments	4,787	1,291	-	5,973	12,051
Inventories	-	-	302,093	-	302,093
Prepaid items	45	505	150	45	745
Total Current Assets	2,204,496	2,760,736	902,599	177,380	6,045,211
Noncurrent Assets					
Special assessments receivable	-	44,337	-	-	44,337
Advances to other funds	6,359	26,370	107,237	-	139,966
Capital assets					
Land	11,078	5,000	57,159	21,000	94,237
Construction in progress	-	3,333,909	-	-	3,333,909
Buildings	37,156	-	337,305	-	374,461
Improvements other than buildings	-	-	268,238	-	268,238
Machinery and equipment	533,079	300,780	41,357	290,601	1,165,817
Infrastructure	14,607,138	19,749,269	-	323,455	34,679,862
Less accumulated depreciation	(3,841,067)	(6,131,996)	(420,306)	(103,688)	(10,497,057)
Total Capital Assets (Net of Accumulated Depreciation)	11,347,384	17,256,962	283,753	531,368	29,419,467
Total Noncurrent Assets	11,353,743	17,327,669	390,990	531,368	29,603,770
Total Assets	13,558,239	20,088,405	1,293,589	708,748	35,648,981
Deferred Outflows of Resources					
Deferred pension resources	32,392	42,187	51,577	7,793	133,949

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota
Statement of Net Position (Continued)
Proprietary Funds
December 31, 2017

	Business-type Activities - Enterprise Funds				
	601 Water	**439, 602** Sewer	**609** Liquor Store	Nonmajor **603** Storm Water	Total
Liabilities					
Current Liabilities					
Accounts payable	$ 3,398	$ 13,025	$ 46,237	$ 104	$ 62,764
Due to other governments	1,202	-	24,356	-	25,558
Accrued salaries payable	2,318	3,062	4,496	753	10,629
Accrued interest payable	40,659	5,274	-	-	45,933
Unearned revenue	-	-	209	-	209
Current portion of compensated absences payable	9,665	13,315	13,997	3,412	40,389
Current portion of bonds payable	383,000	428,889	-	-	811,889
Total Current Liabilities	440,242	463,565	89,295	4,269	997,371
Noncurrent Liabilities					
Compensated absences payable	3,576	4,926	5,178	1,262	14,942
Pension liability	126,873	165,237	202,014	30,525	524,649
Bonds payable	4,398,056	3,556,545	-	-	7,954,601
Total Noncurrent Liabilities	4,528,505	3,726,708	207,192	31,787	8,494,192
Total Liabilities	4,968,747	4,190,273	296,487	36,056	9,491,563
Deferred Inflows of Resources					
Deferred pension resources	29,068	37,858	46,284	6,994	120,204
Net Position					
Net investment in capital assets	6,566,328	13,271,528	283,753	531,368	20,652,977
Restricted for debt service	-	172,524	-	-	172,524
Unrestricted	2,026,488	2,458,409	718,642	142,123	5,345,662
Total Net Position	$ 8,592,816	$ 15,902,461	$ 1,002,395	$ 673,491	$ 26,171,163

The notes to the financial statements are an integral part of this statement.

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City of Isanti, Minnesota
Statement of Revenues, Expenses and Changes in Net Position
Proprietary Funds
For the Year Ended December 31, 2017

	Business-type Activities - Enterprise Funds				
	601 Water	**439, 602** Sewer	**609** Liquor Store	Nonmajor **603** Storm Water	Total
Operating Revenues					
Sales	$ -	$ -	$ 2,787,316	$ -	$ 2,787,316
Cost of sales	-	-	(2,021,151)	-	(2,021,151)
Gross Profit	-	-	766,165	-	766,165
Charges for services	885,533	1,100,652	-	272,806	2,258,991
Total Operating Revenues	885,533	1,100,652	766,165	272,806	3,025,156
Operating Expenses					
Personnel services	203,342	272,629	347,780	47,076	870,827
Supplies	85,539	74,502	4,874	3,916	168,831
Professional services	56,588	33,682	9,182	33,149	132,601
Communications	3,668	3,075	1,676	(553)	7,866
Insurance	17,138	17,506	6,791	1,145	42,580
Utilities	57,900	78,524	12,506	3,653	152,583
Repairs and maintenance	80,479	42,262	4,419	21,024	148,184
Depreciation	379,418	477,075	20,662	40,416	917,571
Other	-	-	48,512	-	48,512
Total Operating Expenses	884,072	999,255	456,402	149,826	2,489,555
Operating Income	1,461	101,397	309,763	122,980	535,601
Nonoperating Revenues (Expenses)					
Other revenues	9,627	1,621	885	105	12,238
Investment earnings	18,195	22,929	5,794	886	47,804
Interest expense and other	(139,529)	(77,241)	-	-	(216,770)
Total Nonoperating Revenues (Expenses)	(111,707)	(52,691)	6,679	991	(156,728)
Income (Loss) Before Contributions and Transfers	(110,246)	48,706	316,442	123,971	378,873
Capital Contributions	360,115	604,142	-	-	964,257
Transfers Out	(4,333)	(34,668)	(350,000)	-	(389,001)
Change in Net Position	245,536	618,180	(33,558)	123,971	954,129
Net Position, January 1	8,347,280	15,284,281	1,035,953	549,520	25,217,034
Net Position, December 31	$ 8,592,816	$ 15,902,461	$ 1,002,395	$ 673,491	$ 26,171,163

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota
Statement of Cash Flows
Proprietary Funds
For the Year Ended December 31, 2017

	Business-type Activities - Enterprise Funds				
	601 Water	439, 602 Sewer	609 Liquor Store	Nonmajor 603 Storm Water	Total
Cash Flows from Operating Activities					
Receipts from customers and users	$ 900,267	$ 1,145,447	$ 2,786,640	$ 270,226	$ 5,102,580
Other receipts	9,627	1,621	885	105	12,238
Payments to suppliers	(302,554)	(252,248)	(2,118,283)	(65,808)	(2,738,893)
Payments to employees	(197,380)	(258,191)	(308,445)	(46,051)	(810,067)
Net Cash Provided by Operating Activities	409,960	636,629	360,797	158,472	1,565,858
Cash Flows from Noncapital Financing Activities					
Receipt on advance to other funds	1,589	11,131	-	-	12,720
Advance to other fund	-	-	(107,237)	-	(107,237)
Transfers to other funds	(4,333)	(34,668)	(350,000)	-	(389,001)
Net Cash Used by Noncapital Financing Activities	(2,744)	(23,537)	(457,237)	-	(483,518)
Cash Flows from Capital and Related Financing Activities					
Connection fees received	360,115	430,249	-	-	790,364
Acquisition of capital assets	(58,198)	(1,756,925)	-	-	(1,815,123)
Interest paid on bonds	(142,673)	(87,094)	-	-	(229,767)
Principal paid on bonds	(380,000)	(446,863)	-	-	(826,863)
Net Cash Used by Capital and Related Financing Activities	(220,756)	(1,860,633)	-	-	(2,081,389)
Cash Flows from Investing Activities					
Investment received	16,606	23,308	5,268	536	45,718
Net Increase (Decrease) in Cash and Cash Equivalents	203,066	(1,224,233)	(91,172)	159,008	(953,331)
Cash and Cash Equivalents, January 1	1,893,773	3,850,195	689,255	(16,118)	6,417,105
Cash and Cash Equivalents, December 31	$ 2,096,839	$ 2,625,962	$ 598,083	$ 142,890	$ 5,463,774

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota
Statement of Cash Flows (Continued)
Proprietary Funds
For the Year Ended December 31, 2017

	Business-type Activities - Enterprise Funds				
	601 Water	439, 602 Sewer	609 Liquor Store	Nonmajor 603 Storm Water	Total
Reconciliation of Operating Income to Net Cash Provided by Operating Activities					
Operating income	$ 1,461	$ 101,397	$ 309,763	$ 122,980	$ 535,601
Adjustments to reconcile operating income to net cash provided by operating activities					
Depreciation	379,418	477,075	20,662	40,416	917,571
Other receipts	9,627	1,621	885	105	12,238
(Increase) decrease in assets					
Accounts receivable	12,938	42,156	(676)	925	55,343
Special assessments	1,796	2,639	-	(3,505)	930
Inventories	-	-	(19,060)	-	(19,060)
Prepaid items	989	585	1,112	14	2,700
(Increase) in deferred outflows of resources					
Deferred pension resources	23,878	27,749	26,048	6,429	84,104
Increase (decrease) in liabilities					
Accounts payable	(3,433)	(3,282)	6,874	(3,488)	(3,329)
Due to other governments	1,202	-	1,693	-	2,895
Accrued salaries payable	209	158	566	360	1,293
Compensated absences payable	(1,034)	(1,509)	3,121	449	1,027
Unearned revenue	-	-	209	-	209
Pension liability	(29,524)	(29,143)	(13,736)	(9,003)	(81,406)
Increase (decrease) in deferred inflows of resources					
Deferred pension resources	12,433	17,183	23,336	2,790	55,742
Net Cash Provided by Operating Activities	$ 409,960	$ 636,629	$ 360,797	$ 158,472	$ 1,565,858
Schedule of Noncash Capital and Related Financing Activities					
Forgiveness of loan principal	$ -	$ 173,893	$ -	$ -	$ 173,893
Amortiation of bond premium	-	6,018	-	-	6,018

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota
Statement of Fiduciary Net Position
Fiduciary Fund
December 31, 2017

	Agency 505 Escrow
Assets	
Cash and temporary investments	$ 62,852
Accounts receivable	1,387
Total Assets	$ 64,239
Liabilities	
Accounts payable	$ 64,239

The notes to the financial statements are an integral part of this statement.

Note 1: Summary of Significant Accounting Policies

A. Reporting Entity

The City of Isanti, Minnesota (the City) operates under "Optional Plan A" form of government as defined in the State of Minnesota statutes. The City is governed by an elected Mayor and four-member City Council. The City Council exercises legislative authority and determines all matters of policy. The City Council appoints personnel responsible for the proper administration of all affairs relating to the City.

The City has considered all potential units for which it is financially accountable, and other organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the City's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board (GASB) has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body, and (1) the ability of the primary government to impose its will on that organization or (2) the potential for the organization to provide specific benefits to, or impose specific financial burdens on the primary government. The blended component units, although legally separate entities are, in substance, part of the City's operations and so data from these units are combined with data of the City. The City has the following component unit:

Blended Component Unit. The Economic Development Authority (EDA) of the City was created pursuant to Minnesota statutes 469.090 through 469.108 to carry out economic and industrial development and redevelopment consistent with policies established by the City Council. The City has the authority to approve and modify the EDA's budget, and the City Council has the ability to veto, overrule, or modify the decisions of the EDA Board of Commissioners. The EDA is governed by a total of seven commissioners, two of which are residents and five are City Council members. The EDA activities are blended and reported as a special revenue fund due to substantively the same governing board and due to the City having operation responsibility. Separate financial statements are not issued for this component unit.

B. Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government. *Governmental activities,* which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities,* which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Amounts reported as *program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues.*

Separate financial statements are provided for governmental funds, proprietary funds, and the fiduciary fund, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting,* as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Note 1: Summary of Significant Accounting Policies (Continued)

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting.* Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the City.

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the year in which the resources are measurable and become available.

Non-exchange transactions, in which the City receives value without directly giving equal value in return, include property taxes, grants, entitlement and donations. On an accrual basis, revenue from property taxes is recognized in the year for which the tax is levied. Revenue from grants, entitlements and donations is recognized in the year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted, matching requirements, in which the City must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the City on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Unearned revenue arises when assets are recognized before revenue recognition criteria have been satisfied. Grants and entitlements received before eligibility requirements are met are also recorded as unearned revenue.

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

The City reports the following major governmental funds:

The *General fund* is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *Debt Service funds* accounts for the accumulation of resources and payment of general obligation bond principal and interest from governmental resources and special assessment bond principal and interest from special assessment levies when the City is obligated in some manner for the payment.

The *2017 Palomino Road Southeast Improvements fund* is a capital project fund that accounts for improvement revenues and expenditures set aside for capital improvements.

The City reports the following major proprietary funds:

The *Water fund* accounts for the costs associated with the City's water system and ensure that user charges are sufficient to pay for those costs.

The *Sewer fund* accounts for the costs associated with the City's sewer system and ensure that user charges are sufficient to pay for those costs.

The *Liquor Store fund* accounts for the costs associated with the City's liquor operations.

Note 1: Summary of Significant Accounting Policies (Continued)

Additionally, the City reports the following fund types:

Fiduciary fund accounts for assets held by the City in a trustee capacity or as an agent on behalf of others.

The *agency fund* is custodial in nature and does not present results of operations or have a measurement focus. Agency funds are accounted for using the modified accrual basis of accounting. This fund is used to account for assets that the City holds for others in an agency capacity.

As a general rule the effect of interfund activity has been eliminated from government-wide financial statements.

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's enterprise funds are charges to customers for sales and services. The City also recognizes as operating revenue the portion of tap fees intended to recover the cost of connecting new customers to the system. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position/Fund Balance

Deposits and Investments

The City's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. The proprietary funds' portion in the government-wide cash and temporary investments pool is considered to be cash and cash equivalents for purposes of the statement of cash flows.

Cash balances from all funds are pooled and invested, to the extent available, in certificates of deposit and other authorized investments. It is the City's policy to refrain from investing in banks, savings and loan associations or credit unions whose equity to asset ratio is less than 10 percent. Earnings from such investments are allocated on the basis of applicable participation by each of the funds.

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The City's recurring fair value measurements are listed in detail on page 59.

The City has the following recurring fair value measurements as of December 31, 2017:

- US Treasury securities of $782,489 are valued using quoted market prices (Level 1 inputs)
- Negotiable certificates of deposit of $4,105,821 are valued using a matrix pricing model (Level 2 inputs)

Note 1: Summary of Significant Accounting Policies (Continued)

The City may invest idle funds as authorized by Minnesota statutes, as follows:

1. Direct obligations or obligations guaranteed by the United States or its agencies.

2. Shares of investment companies registered under the Federal Investment Company Act of 1940 and received the highest credit rating, rated in one of the two highest rating categories by a statistical rating agency, and have a final maturity of thirteen months or less.

3. General obligations of a state or local government with taxing powers rated "A" or better; revenue obligations rated "AA" or better.

4. General obligations of the Minnesota Housing Finance Agency rated "A" or better.

5. Obligation of a school district with an original maturity not exceeding 13 months and (i) rated in the highest category by a national bond rating service or (ii) enrolled in the credit enhancement program pursuant to statute section 126C.55.

6. Bankers' acceptances of United States banks eligible for purchase by the Federal Reserve System.

7. Commercial paper issued by United States banks corporations or their Canadian subsidiaries, of highest quality category by at least two nationally recognized rating agencies, and maturing in 270 days or less.

8. Repurchase or reverse repurchase agreements and securities lending agreements with financial institutions qualified as a "depository" by the government entity, with banks that are members of the Federal Reserve System with capitalization exceeding $10,000,000, a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York, or certain Minnesota securities broker-dealers.

9. Guaranteed investment contracts (GIC's) issued or guaranteed by a United States commercial bank, a domestic branch of a foreign bank, a United States insurance company, or its Canadian subsidiary, whose similar debt obligations were rated in one of the top two rating categories by a nationally recognized rating agency.

Property Taxes

The City Council annually adopts a tax levy in December and certifies it to the County for collection in the following year. The County is responsible for collecting all property taxes for the City. These taxes attach an enforceable lien on taxable property within the City on January 1 and are payable by the property owners in two installments. The taxes are collected by the County Auditor and tax settlements are made to the City during January, July and December each year.

Delinquent taxes receivable include the past six years' uncollected taxes. Delinquent taxes have been offset by a deferred inflow of resources for taxes not received within 60 days after year end in the governmental fund financial statements.

Accounts Receivable

Accounts receivable include amounts billed for services provided before year end. Unbilled utility enterprise fund receivables are also included for services provided in 2017. The City annually certifies delinquent water and sewer accounts to the County for collection in the following year. Therefore, there has been no allowance for doubtful accounts established.

Special Assessments

Special assessments represent the financing for public improvements paid for by benefiting property owners. These assessments are recorded as receivables upon certification to the County. Special assessments are recognized as revenue when they are received in cash or within 60 days after year end. All special assessments receivable are offset by a deferred inflow of resources in the governmental fund financial statements.

Note 1: Summary of Significant Accounting Policies (Continued)

Interfund Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds." Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

Inventories and Prepaid Items

Inventories are valued at lower of cost or market, using the first-in, first-out (FIFO) method. Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Land Held for Resale

Land held for resale is valued at the lower of the cost or the market value of the property.

Capital Assets

Capital assets, which include property, plant, equipment and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items) are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the City as assets with an initial, individual cost of more than $5,000 (amount not rounded) and an estimated useful life in excess of one year.

In the case of initial capitalization of general infrastructure assets (i.e., those reported by governmental activities) the City chose to include items dating back to June 30, 1980. The City was able to estimate the historical cost for the initial reporting of these assets through backtrending (i.e., estimating the current replacement cost of the infrastructure to be capitalized and using an appropriate price-level index to deflate the cost to the acquisition year or estimated acquisition year). As the City constructs or acquires capital assets each period, including infrastructure assets, they are capitalized and reported at historical cost. The reported value excludes normal maintenance and repairs which are essentially amounts spent in relation to capital assets that do not increase the capacity or efficiency of the item or extend its useful life beyond the original estimate. In the case of donations the City values these capital assets at the acquisition value of the item at the date of its donation.

Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.

Property, plant and equipment are depreciated using the straight-line method over the following estimated useful lives:

Assets	Useful Lives in Years
Buildings and Structures	40
Infrastructure	10 to 50
Furniture and Equipment	3 to 20
Improvements other than Buildings	10 to 20

Note 1: Summary of Significant Accounting Policies (Continued)

Deferred Outflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The City has only one item that qualifies for reporting in this category. Accordingly, the item, deferred pension resources, is reported only in the statements of net position. This item results from actuarial calculations and current year pension contributions made subsequent to the measurement date.

Pensions

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and additions to/deductions from PERA's fiduciary net position have been determined on the same basis as they are reported by PERA except that PERA's fiscal year end is June 30. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. The General fund is typically used to liquidate the governmental net pension liability.

Compensated Absences

It is the City's policy to permit employees to accumulate a limited amount of earned but unused vacation, which is paid to the employee upon separation. A portion of unused sick leave may also be paid upon separation from City service. In governmental fund types the cost of these benefits is recognized when payments are made to the employees. The General fund is typically used to liquidate governmental compensated absences payable.

Long-term Obligations

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. The recognition of bond premiums and discounts are amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as an expense in the period incurred.

In the fund financial statements, governmental fund types recognized bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Note 1: Summary of Significant Accounting Policies (Continued)

Deferred Inflows of Resources

In addition to liabilities, the statement of net position and fund financial statements will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources,* represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City has three types of items, *unavailable revenue* and *resources received in advance,* and *deferred pension resources.*

- *Unavailable revenue* arises only under a modified accrual basis of accounting that qualifies as needing to be reported in this category. Accordingly, the item, *unavailable revenue,* is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from two sources: property taxes and special assessments. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

- *Resources received in advance* is reported in both the governmental fund financial statements and within the government-wide financial statements. This item is reported for amounts that have been received before time requirements are met, but after all other eligibility requirements have been met.

- *Deferred pension resources* is reported only in the statements of net position and results from actuarial calculations.

Fund Balance

In the fund financial statements, fund balance is divided into five classifications based primarily on the extent to which the City is bound to observe constraints imposed upon the use of resources reported in the governmental funds. These classifications are defined as follows:

Nonspendable - Amounts that cannot be spent because they are not in spendable form, such as prepaid items.

Restricted - Amounts related to externally imposed constraints established by creditors, grantors or contributors; or constraints imposed by state statutory provisions.

Committed - Amounts constrained for specific purposes that are internally imposed by formal action (resolution) of the City Council, which is the City's highest level of decision-making authority. Committed amounts cannot be used for any other purpose unless the City Council modifies or rescinds the commitment by resolution.

Assigned - Amounts constrained for specific purposes that are internally imposed. In governmental funds other than the General fund, assigned fund balance represents all remaining amounts that are not classified as nonspendable and are neither restricted nor committed. In the General fund, assigned amounts represent intended uses established by the City Council itself or by an official to which the governing body delegates the authority. The City Council has adopted a fund balance policy which delegates the authority to assign amounts for specific purposes to the Finance Committee.

Unassigned - The residual classification for the General fund and also negative residual amounts in other funds.

The City considers restricted amounts to be spent first when both restricted and unrestricted fund balance is available. Additionally, the City would first use committed, then assigned, and lastly unassigned amounts of unrestricted fund balance when expenditures are made. The City has formally adopted a fund balance policy for the General fund. The City's policy is to maintain a minimum unassigned fund balance of 50 percent of the following year's budgeted expenditures and transfers out.

Note 1: Summary of Significant Accounting Policies (Continued)

Net Position

Net position represents the difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources. Net position is displayed in three components:

a. Net investment in capital assets - Consists of capital assets, net of accumulated depreciation reduced by any outstanding debt attributable to acquire capital assets.

b. Restricted net position - Consists of net position balances restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, laws or regulations of other governments.

c. Unrestricted net position - All other net position balances that do not meet the definition of "restricted" or "net investment in capital assets".

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

Note 2: Stewardship, Compliance and Accountability

A. Budgetary Information

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for the following funds:

- General
- Economic Development Authority
- Water
- Sewer
- Storm Water
- Liquor

All annual appropriations lapse at year end. The City does not use encumbrance accounting.

In May of each year, all departments of the City submit requests for appropriations to the City Administrator so that a budget may be prepared. Before September 30th, the proposed budget is presented to the City Council for review. The City Council holds public hearings and a final budget is prepared and adopted in early December.

The appropriated budget is prepared by fund, function and department. The City's department heads may make transfers of appropriations within a department. Transfers of appropriations between departments require the approval of the City Council. The legal level of budgetary control is the department level. The original budget was amended in 2017 to increase expenditures $11,258 for a total budgeted decrease in fund balance of $14,253.

Note 2: Stewardship, Compliance and Accountability (Continued)

B. Deficit Fund Equity

The following funds had deficit fund equity at December 31, 2017.

Fund	Amount
Major	
2017 Palomino Road Street Southeast Improvements	$ 687,938
Nonmajor	
Economic Development Authority	8,914
Park	67,262
2013 Railroad Avenue & Walk Improvements	202,959
BMX & Bluebird Improvements	-
Public Works 2014 Site Improvements	5,819
City Parking Improvements	74,554

These deficits will be eliminated with future state aid, franchise taxes, and transfers from other funds.

Note 3: Detailed Notes on All Funds

A. Deposits and Investments

Deposits

Custodial credit risk for deposits and investments is the risk that in the event of a bank failure, the City's deposits and investments may not be returned or the City will not be able to recover collateral securities in the possession of an outside party. In accordance with Minnesota statutes and as authorized by the City Council, the City maintains deposits at those depository banks, all of which are members of the Federal Reserve System.

Minnesota statutes require that all City deposits be protected by insurance, surety bond or collateral. The market value of collateral pledged must equal 110 percent of the deposits not covered by insurance, bonds, or irrevocable standby letters of credit from Federal Home Loan Banks. Authorized collateral in lieu of a corporate surety bond includes:

- United States government Treasury bills, Treasury notes, Treasury bonds;
- Issues of United States government agencies and instrumentalities as quoted by a recognized industry quotation service available to the government entity;
- General obligation securities of any state or local government with taxing powers which is rated "A" or better by a national bond rating service, or revenue obligation securities of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service;
- General obligation securities of a local government with taxing powers may be pledged as collateral against funds deposited by that same local government entity;
- Irrevocable standby letters of credit issued by Federal Home Loan Banks to a municipality accompanied by written evidence that the bank's public debt is rated "AA" or better by Moody's Investors Service, Inc., or Standard & Poor's Corporation; and
- Time deposits that are fully insured by any federal agency.

Minnesota statutes require that all collateral shall be placed in safekeeping in a restricted account at a Federal Reserve Bank, or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral. The selection should be approved by the City.

At year end, the City's carrying amount of deposits was $4,011,057 and the bank balance was $4,458,891. Of the bank balance, $360,918 was covered by federal depository insurance and $2,034 was covered by the national credit union share insurance fund. The remaining balance was covered by collateral held by the City's agent in the City's name.

Note 3: Detailed Notes on All Funds (Continued)

Investments

The investments of the City are subject to the following risks:

- *Credit Risk* is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Ratings provided by various credit rating agencies where applicable indicate associated credit risk. The City's investments in Government Agencies are fully backed by the U.S. Government and are rated AAA.

- *Custodial Credit Risk* for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. The City limits its exposure to custodial credit risk by purchasing insured or registered investments.

- *Interest Rate Risk* is the risk that changes in interest rates will adversely affect the fair value of an investment. Using the segmented time distribution method, the interest rate risk of these investments ranges from less than 6 months to more than 3 years.

- *Concentration of Credit Risk* is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The City places no limit on the amount that may be invested in any one issuer. The City has invested more than 5 percent of investments in the following issuer: Federal Home Loan Bank System - 14.1 percent.

At year end, the City's investment balances were as follows:

Types of Investments	Credit Quality/ Ratings (1)	Segmented Time Distribution (2)	Amount	Fair Value Measurement Using Level 1	Level 2	Level 3
Pooled Investments at Amortized Cost						
Broker Money Markets	N/A	less than 6 months	$ 686,637			
Non-pooled Investments at Fair Value						
Negotiable CDs		less than 6 months	491,883	$ -	$ 491,883	$ -
Negotiable CDs	N/A	6 months to 1 year	490,478	-	490,478	-
Negotiable CDs	N/A	1 to 3 years	1,370,352	-	1,370,352	-
Negotiable CDs	N/A	more than 3 years	1,753,108	-	1,753,108	-
U.S. Government Agency Securitie	Aaa	more than 3 years	782,489	782,489	-	-
Total Investments			$ 5,574,947	$ 782,489	$ 4,105,821	$ -

(1) Ratings are provided by various credit rating agencies where applicable to indicate associated credit risk.
(2) Interest rate risk is disclosed using the segmented time distribution method.
N/A Indicates not applicable or available.

Note 3: Detailed Notes on All Funds (Continued)

A reconciliation of cash and investments as shown on the statement of net position for the City follows:

	Primary Government	Agency Fund	Totals
Carrying Amount of Deposits	$ 3,948,205	$ 62,852	$ 4,011,057
Investments	5,574,947	-	5,574,947
Cash on Hand	2,950	-	2,950
Total	$ 9,526,102	$ 62,852	$ 9,588,954
Cash and Temporary Investments Unrestricted	$ 9,526,102	$ 62,852	$ 9,588,954

B. Loans Receivables

In 2008, the City's Revolving Loan fund loaned $194,000 to EverCat Fuels for 10 years at 3 percent interest. The monthly payment is $1,873 with the final payment being due in 2018. The loan was originated through the Minnesota Investment Fund and the City has agreed to remit 80 percent of the loan received back to the state. As of December 31, 2017, the loan receivable was $16,650.

In 2011, the City's Revolving Loan fund loaned $50,000 to H.M. Chris, LLC for 10 years at 3 percent interest. The monthly payment is $529. As of December 31, 2017, the loan receivable was $20,584.

In 2012, the City's Revolving Loan fund loaned $22,500 to K & D Investments for 10 years at 3 percent interest. The monthly payment is $298. As of December 31, 2017, the loan receivable was $5,480.

In 2013, the City's Revolving Loan fund loaned $25,000 to JAC Properties for 7 years at 3 percent interest. The monthly payment is $331. The loan was paid off in 2017.

In 2013, the City's Revolving Loan fund loaned $25,000 to the Isanti Parkway Center for 7 years at 3 percent interest. The monthly payment is $331. As of December 31, 2017, the loan receivable was $9,840.

In 2015, the City's Revolving Loan fund loaned $17,500 to Mom's Food Co-op Inc. for 5 years at 3 percent interest. The monthly payment is $315. As of December 31, 2017, the loan receivable was $7,612.

In 2015, the City's Revolving Loan fund loaned $427,000 to Mom's Food Co-op Inc. for 7 years at zero percent interest. The monthly payment is $321. As of December 31, 2017, the loan receivable was $389,167.

In 2016, the City's Revolving Loan fund loaned $15,000 to RPF, LLC for 7 years at 3 percent interest. The monthly payment is $199. As of December 31, 2017, the loan receivable was $12,062.

Note 3: Detailed Notes on All Funds (Continued)

C. Interfund Receivables, Payables and Transfers

In 2009, the Sewer enterprise fund advanced funds to the General fund to cover the City portion of the 2009 Street Improvements. Future General fund property tax levies will be utilized to repay the advance. Repayments will include interest of 3.25 percent. An additional $23,274 was borrowed between the funds in 2010. The outstanding balance at December 31, 2017 is $20,012.

In 2011, the Water and Sewer enterprise funds each loaned $15,897 to the General fund to cover the City portion of the Deer Haven Improvements. General fund property tax levies will be utilized to repay these advances. Repayments are interest free. The outstanding balance at December 31, 2017 is $12,717.

In 2016, the General fund loaned $25,060 to the TIF 9 nonmajor governmental fund to cover demolition costs. Future tax increment or land sale proceeds will be utilized to repay these advances. Repayments are interest free. The outstanding balance at December 31, 2017 is $25,060.

In 2017, the Liquor fund loaned $107,237 to the General fund to cover land purchase costs. Future land sale proceeds will be utilized to repay these advances. Repayments are interest free. The outstanding balance at December 31, 2017 is $107,237.

Interfund Transfers

The following interfund transfers were made during 2017:

	Transfer in			
Fund	General	Debt Service	Nonmajor Governmental	Total
Transfer Out				
General	$ -	$ -	$ 147,400	$ 147,400
Nonmajor Governmental	46,183	-	386,527	432,710
Water	-	4,333	-	4,333
Sewer	-	34,668	-	34,668
Liquor Store	350,000	-	-	350,000
Total Transfers In	$ 396,183	$ 39,001	$ 533,927	$ 969,111

During the year, transfers are used to 1) move General fund resources to other funds to cover interfund loan payments, 2) move General fund resources to provide an annual contribution for economic development, 3) transfer water and sewer resources to cover a portion of debt payments and 4) move liquor store resources to the General fund for operations. Further, during the year ended December 31, 2017, the City made the following one-time transfer:

1) Transfers of $238,192 from nonmajor governmental funds to nonmajor governmental funds to provide funding for the 2017 pavement management project to come from utility franchise fees.

2) Transfers of $148,335 from nonmajor governmental funds to nonmajor governmental funds to fund costs associated with the maintenance of the indoor arena.

3) Transfers of $27,032 from nonmajor governmental funds to the General fund to fund costs associated with the maintenance of the indoor arena.

Note 3: Detailed Notes on All Funds (Continued)

D. Capital Assets

Capital asset activity for the year ended December 31, 2017 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities				
Capital Assets not being Depreciated				
Land	$ 2,424,266	$ -	$ -	$ 2,424,266
Construction in progress	-	688,270	-	688,270
Total Capital Assets not being Depreciated	2,424,266	688,270	-	3,112,536
Capital Assets, being Depreciated				
Land improvements	440,300	-	-	440,300
Buildings	5,616,339	-	-	5,616,339
Infrastructure	22,665,283	197,928	-	22,863,211
Machinery and equipment	1,355,549	-	-	1,355,549
Vehicles	339,713	94,451	(36,676)	397,488
Total Capital Assets being Depreciated	30,417,184	292,379	(36,676)	30,672,887
Less Accumulated Depreciation for				
Land improvements	(434,021)	-	-	(434,021)
Buildings	(1,679,184)	(143,150)	-	(1,822,334)
Infrastructure	(10,277,588)	(1,096,769)	-	(11,374,357)
Machinery and equipment	(841,633)	(68,655)	-	(910,288)
Vehicles	(259,354)	(22,663)	36,676	(245,341)
Total Accumulated Depreciation	(13,491,780)	(1,331,237)	36,676	(14,786,341)
Total Capital Assets being Depreciated, Net	16,925,404	(1,038,858)	-	15,886,546
Governmental Activities Capital Assets, Net	$ 19,349,670	$ (350,588)	$ -	$ 18,999,082

Depreciation expense was charged to functions of the governmental activities as follows:

General Government	$ 74,756
Public Safety	24,967
Public Works	1,050,989
Culture and Recreation	180,525
Total Depreciation Expense - Governmental Activities	$ 1,331,237

Note 3: Detailed Notes on All Funds (Continued)

	Beginning Balance	Increases	Decreases	Ending Balance
Business-type Activities				
Capital Assets not being Depreciated				
Land	$ 94,237	$ -	$ -	$ 94,237
Construction in progress	1,758,147	1,575,762	-	3,333,909
Total Capital Assets not being Depreciated	1,852,384	1,575,762	-	3,428,146
Capital Assets being Depreciated				
Land improvements	268,238	-	-	268,238
Buildings	374,461	-	-	374,461
Infrastructure	34,679,862	-	-	34,679,862
Machinery and equipment	1,032,893	41,985	-	1,074,878
Vehicles	43,113	47,826	-	90,939
Total Capital Assets being Depreciated	36,398,567	89,811	-	36,488,378
Less Accumulated Depreciation for				
Land improvements	(180,578)	-	-	(180,578)
Buildings	(192,383)	(15,541)	-	(207,924)
Infrastructure	(8,681,895)	(828,104)	-	(9,509,999)
Machinery and equipment	(499,417)	(71,433)	-	(570,850)
Vehicles	(25,213)	(2,493)	-	(27,706)
Total Accumulated Depreciation	(9,579,486)	(917,571)	-	(10,497,057)
Total Capital Assets being Depreciated, Net	26,819,081	(827,760)	-	25,991,321
Business-type Activities Capital Assets, Net	$ 28,671,465	$ 748,002	$ -	$ 29,419,467

Depreciation expense was charged to programs of the business-type activities as follows:

Water	$ 379,418
Sewer	477,075
Storm Water	40,416
Liquor Store	20,662
Total Depreciation Expense - Business-type Activities	$ 917,571

Note 3: Detailed Notes on All Funds (Continued)

Construction Commitments

As of December 31, 2017, the City has a signed contract in place for the following construction projects. The following summarizes those commitments:

Project	Spent-to-Date	Remaining Commitment
Waste Water Treatment Plant Improvement	$ 2,917,752	$ 24,648
2017 Palomino	516,880	74,433
	$ 3,434,632	$ 99,081

E. Long-term Debt

General Obligation (G.O.) Bonds

The City issues G.O. bonds to provide funds for the acquisition and construction of major capital facilities. G.O. bonds have been issued for both general government and business-type activities. These bonds are reported in the proprietary funds if they are expected to be repaid from proprietary fund revenues. In addition, bonds have been issued to refund G.O. bonds.

G.O. bonds are direct obligations and pledge the full faith and credit of the government. G.O. bonds currently outstanding are as follows:

Description	Authorized and Issued	Interest Rate	Issue Date	Maturity Date	Balance at Year End
G.O. Tax Abatement Bonds, Series 2014A	$ 2,560,000	0.50-2.50 %	10/01/14	02/01/30	$ 2,275,000
G.O. Bonds, Series 2014B	1,420,000	0.50-2.50	10/01/14	02/01/24	310,000
Total G.O. Bonds					$ 2,585,000

Annual debt service requirements to maturity for the G.O. bonds are as follows:

Year Ending December 31,	Governmental Activities		
	Principal	Interest	Total
2018	$ 195,000	$ 30,416	$ 225,416
2019	200,000	59,013	259,013
2020	205,000	55,266	260,266
2021	210,000	51,319	261,319
2022	210,000	47,220	257,220
2023-2027	965,000	161,719	1,126,719
2028-2030	600,000	30,250	630,250
Total	$ 2,585,000	$ 435,203	$ 3,020,203

Note 3: Detailed Notes on All Funds (Continued)

G.O. Revenue Bonds

The following bonds were issued to finance capital improvements in the enterprise funds. They will be repaid from future net revenues pledged from the Water and Sewer funds and are backed by the taxing power of the City. Annual principal and interest payments on the bonds and enterprise G.O. improvement bonds are expected to require over 87 and 51 percent of net revenues from the Water and Sewer funds, respectively. Principal and interest paid for 2017 and total customer net revenues for the Water fund were $522,673 and $885,533, respectively. Principal and interest paid for 2017 and total customer net revenues for the Sewer fund were $533,957 and $1,100,652 respectively.

Description	Authorized and Issued	Interest Rate	Issue Date	Maturity Date	Balance at Year End
MPFA - Sewer Revenue Bonds, Series 1996A	$ 3,477,855	- %	10/17/96	08/20/18	$ 173,889
MPFA - Water Revenue Bonds, Series 2007A	965,000	2.63	07/10/08	08/20/26	520,000
MPFA - Water Revenue Bonds, Series 2008	4,975,427	3.04	10/07/08	08/20/28	3,199,056
G.O. Crossover Refunding Bonds, Series 2009A	510,000	1.75-3.50	02/26/09	12/01/19	110,000
G.O. Utility Revenue Bonds, Series 2010A	835,000	2.00-3.70	07/01/10	12/01/24	420,000
MPFA - Water Revenue Bonds, Series 2011	479,047	1.533	11/23/11	08/20/31	502,000
G.O. Utility Revenue Bonds, Series 2014B	1,030,000	0.50-2.50	10/01/14	02/01/25	845,000
MPFA-Sewer Revenue Bonds, Series 2016A	2,525,000	2.00	07/15/16	12/01/29	2,525,000
Total G.O. Revenue Bonds					$ 8,294,945

- The 1996A Bonds are forgivable due to provisions of an agreement with the State of Minnesota. The forgiveness is recognized annually as each installment is due. The total forgiven in 2017 was $173,893.

Annual debt service requirements to maturity for the G.O. revenue bonds are as follows:

Year Ending December 31,	Business-type Activities		
	Principal	Interest	Total
2018	$ 781,889	$ 194,548	$ 976,437
2019	623,000	186,687	809,687
2020	728,000	170,504	898,504
2021	753,000	152,684	905,684
2022	774,000	133,922	907,922
2023-2027	3,630,000	374,683	4,004,683
2028-2031	1,005,056	31,655	1,036,711
Total	$ 8,294,945	$ 1,244,683	$ 9,539,628

Note 3: Detailed Notes on All Funds (Continued)

G.O. Improvement (Special Assessment) Bonds

The following bonds were issued to finance various improvements and will be repaid from special assessments levied on the properties benefiting from the improvements and/or ad valorem tax levies. All special assessment debt is backed by the full faith and credit of the City. Each year the combined assessment and tax levy equals 105 percent of the amount required for debt service. The excess of 5 percent is to cover any delinquencies in tax or assessment payments. The business-type bonds will be repaid from special assessments and future net revenues pledged from the Water and Sewer funds and are backed by the taxing power of the City.

Description	Authorized and Issued	Interest Rate	Issue Date	Maturity Date	Balance at Year End
G.O. Improvement Bonds, Series 2008A	$ 1,275,000	2.50-4.25 %	12/23/08	12/01/18	$ 90,000
G.O. Improvement Refunding Bonds, Series 2010B	1,825,000	2.00-3.20	12/01/10	12/01/21	1,225,000
G.O. Improvement Bonds, Series 2011A	790,000	0.60-2.70	09/29/11	02/01/22	420,000
G.O. Refunding Bonds, Series 2013A	2,160,000	0.35-2.50	02/01/13	12/01/28	400,000
Total G.O. Improvement Bonds					$ 2,135,000

Annual debt service requirements to maturity for the G.O. improvement bonds are as follows:

Year Ending December 31,	Governmental Activities			Business-type Activities		
	Principal	Interest	Total	Principal	Interest	Total
2018	$ 365,000	$ 49,053	$ 414,053	$ 30,000	$ 7,640	$ 37,640
2019	370,000	38,753	408,753	35,000	7,340	42,340
2020	450,000	28,631	478,631	35,000	6,990	41,990
2021	460,000	15,578	475,578	35,000	6,430	41,430
2022	90,000	1,214	91,214	35,000	5,870	40,870
2023-2027	-	-	-	190,000	18,515	208,515
2028	-	-	-	40,000	1,000	41,000
Total	$ 1,735,000	$ 133,229	$ 1,868,229	$ 400,000	$ 53,785	$ 453,785

Note 3: Detailed Notes on All Funds (Continued)

Changes in Long-term Liabilities

Long-term liability activity for the year ended December 31, 2017 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Due Within One Year
Governmental Activities					
Bonds Payable					
General obligation bonds	$ 2,780,000	$ -	$ (195,000)	$ 2,585,000	$ 195,000
G.O. improvement bonds	2,110,000	-	(375,000)	1,735,000	365,000
Unamortized premium on bonds	46,163	-	(3,502)	42,661	-
Total bonds payable	4,936,163	-	(573,502)	4,362,661	560,000
Pension Liability					
GERF	1,107,161	104,244	(357,124)	854,281	-
PEPFF	2,648,695	299,400	(2,003,012)	945,083	-
Compensated Absences Payable	215,787	183,887	(199,885)	199,789	145,838
Governmental Activities Long-term Liabilities	$ 8,907,806	$ 587,531	$ (3,133,523)	$ 6,361,814	$ 705,838
Business-type Activities					
Bonds Payable					
G.O. revenue bonds	$ 9,260,701	$ -	$ (965,756)	$ 8,294,945	$ 781,889
G.O. improvement bonds	435,000	-	(35,000)	400,000	30,000
Unamortized premium on bonds	77,563	-	(6,018)	71,545	
Total bonds payable	9,773,264	-	(1,006,774)	8,766,490	811,889
Pension Liability					
GERF	606,055	38,138	(119,544)	524,649	-
Compensated Absences Payable	54,304	51,329	(50,302)	55,331	40,389
Business-type Activities Long-term Liabilities	$ 10,433,623	$ 89,467	$ (1,176,620)	$ 9,346,470	$ 852,278

Note 3: Detailed Notes on All Funds (Continued)

F. Components of Fund Balance

At December 31, 2017, portions of the City's fund balance are not available for appropriation due to not being in spendable form (Nonspendable), legal restrictions (Restricted), City Council action (Committed), policy and/or intent (Assigned). The following is a summary of the components of fund balance:

	General	Debt Service	Other Governmental Funds	Total Governmental Funds
Nonspendable				
Prepaid items	$ 5,056	$ -	$ 1,145	$ 6,201
Restricted for				
Debt service	$ -	$ 1,384,791	$ -	$ 1,384,791
Public safety	-	-	3,171	3,171
Community center improvements	-	-	10,000	10,000
Economic development	-	-	669,598	669,598
Total Restricted	$ -	$ 1,384,791	$ 682,769	$ 2,067,560
Committed to				
Capital projects	$ -	$ -	$ 1,049,831	$ 1,049,831
Street maintenance	-	-	313,460	313,460
Culture and recreation	-	-	12,277	12,277
Economic development	-	-	55,736	55,736
City technology improvements	-	-	5,202	5,202
Total Committed	$ -	$ -	$ 1,436,506	$ 1,436,506

Note 4: Defined Benefit Pension Plans - Statewide

A. Plan Description

The City participates in the following cost-sharing multiple-employer defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA's defined benefit pension plans are established and administered in accordance with Minnesota statutes, chapters 353 and 356. PERA's defined benefit pension plans are tax qualified plans under Section 401(a) of the Internal Revenue Code.

General Employees Retirement Fund (GERF)

All full-time and certain part-time employees of the City, are covered by the General Employees Retirement Fund (GERF). GERF members belong to either the Coordinated Plan or the Basic Plan. Coordinated Plan members are covered by Social Security and Basic Plan members are not. The Basic Plan was closed to new members in 1967. All new members must participate in the Coordinated Plan.

Public Employees Police and Fire Fund (PEPFF)

The PEPFF, originally established for police officers and firefighters not covered by a local relief association, now covers all police officers and firefighters hired since 1980. Effective July 1, 1999, the PEPFF also covers police officers and firefighters belonging to a local relief association that elected to merge with and transfer assets and administration to PERA.

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

B. Benefits Provided

PERA provides retirement, disability and death benefits. Benefit provisions are established by Minnesota statute and can only be modified by the state legislature.

Benefit increases are provided to benefit recipients each January. Increases are related to the funding ratio of the plan. Members in plans that are at least 90 percent funded for two consecutive years are given 2.5 percent increases. Members in plans that have not exceeded 90 percent funded, or have fallen below 80 percent, are given 1 percent increases.

The benefit provisions stated in the following paragraphs of this section are current provisions and apply to active plan participants. Vested, terminated employees who are entitled to benefits but are not receiving them yet are bound by the provisions in effect at the time they last terminated their public service.

GERF Benefits

Benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for PERA's Coordinated and Basic Plan members. The retiring member receives the higher of a step-rate benefit accrual formula (Method 1) or a level accrual formula (Method 2). Under Method 1, the annuity accrual rate for a Basic Plan member is 2.2 percent of average salary for each of the first ten years of service and 2.7 percent for each remaining year. The annuity accrual rate for a Coordinated Plan member is 1.2 percent of average salary for each of the first ten years and 1.7 percent for each remaining year. Under Method 2, the annuity accrual rate is 2.7 percent of average salary for Basic Plan members and 1.7 percent for Coordinated Plan members for each year of service. For members hired prior to July 1, 1989, a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989, normal retirement age is the age for unreduced Social Security benefits capped at 66.

PEPFF Benefits

Benefits for the PEPFF members first hired after June 30, 2010, but before July 1, 2014, vest on a prorated basis from 50 percent after five years up to 100 percent after ten years of credited service. Benefits for PEPFF members first hired after June 30, 2014, vest on a prorated basis from 50 percent after ten years up to 100 percent after twenty years of credited service. The annuity accrual rate is 3 percent of average salary for each year of service.

For PEPFF members who were first hired prior to July 1, 1989, a full annuity is available when age plus years of service equal at least 90.

C. Contributions

Minnesota statutes chapter 353 sets the rates for employer and employee contributions. Contribution rates can only be modified by the state legislature.

GERF Contributions

Basic Plan members and Coordinated Plan members were required to contribute 9.10 percent and 6.50 percent, respectively, of their annual covered salary in calendar year 2017. The City was required to contribute 11.78 percent of pay for Basic Plan members and 7.50 percent for Coordinated Plan members in calendar year 2017. The City's contributions to the GERF for the years ending December 31, 2017, 2016 and 2015 were $104,864, $105,054 and $97,034, respectively. The City's contributions were equal to the contractually required contributions for each year as set by Minnesota statute.

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

PEPFF Contributions

Plan members were required to contribute 10.8 percent of their annual covered salary in calendar year 2017. The City was required to contribute 16.20 percent of pay for PEPFF members in calendar year 2017. The City's contributions to the PEPFF for the years ending December 31, 2017, 2016 and 2015 were $113,975, $110,692 and $98,214, respectively. The City's contributions were equal to the contractually required contributions for each year as set by Minnesota statute.

D. Pension Costs

GERF Pension Costs

At December 31, 2017, the City reported a liability of $1,378,930 for its proportionate share of the GERF's net pension liability. The City's net pension liability reflected a reduction due to the State of Minnesota's contribution of $6 million to the fund in 2016. The State of Minnesota is considered a non-employer contributing entity and the State's contribution meets the definition of a special funding situation. The State of Minnesota's proportionate share of the net pension liability associated with the City totaled $17,319. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportion of the net pension liability was based on the City's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2016 through June 30, 2017 relative to the total employer contributions received from all of PERA's participating employers. At June 30, 2017, the City's proportionate share was 0.0216 percent which was an increase of 0.0005 percent from its proportion measured as of June 30, 2016.

For the year ended December 31, 2017, the City recognized pension expense of $290,311 for its proportionate share of GERF's pension expense. In addition, the City recognized an additional $500 as pension expense (and grant revenue) for its proportionate share of the State of Minnesota's contribution of $6 million to the GERF.

At December 31, 2017, the City reported its proportionate share of GERF's deferred outflows of resources and deferred inflows of resources, and its contributions subsequent to the measurement date, from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between Expected and Actual Experience	$ 45,397	$ 86,930
Changes in Actuarial Assumptions	228,610	138,238
Net Difference between Projected and Actual Earnings on Plan Investments	-	61,864
Changes in Proportion	22,865	28,900
Contributions to GERF Subsequent to the Measurement Date	55,188	-
Total	$ 352,060	$ 315,932

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

Deferred outflows of resources totaling $55,188 related to pensions resulting from the City's contributions to GERF subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2018. Other amounts reported as deferred outflows and inflows of resources related to GERF pensions will be recognized in pension expense as follows:

2018	$ (17,724)
2019	76,055
2020	(18,856)
2021	(58,535)

PEPFF Pension Costs

At December 31, 2017, the City reported a liability of $945,083 for its proportionate share of the PEPFF's net pension liability. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportion of the net pension liability was based on the City's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2016 through June 30, 2017 relative to the total employer contributions received from all of PERA's participating employers. At June 30, 2017, the City's proportionate share was 0.0700 percent which was an increase of 0.004 percent from its proportion measured as of June 30, 2016.

For the year ended December 31, 2017, the City recognized pension expense of $200,202 for its proportionate share of PEPFF's pension expense. The City also recognized $6,300 for the year ended December 31, 2017, as pension revenue for its proportionate share of the State of Minnesota's on-behalf contributions to the PEPFF. Legislation passed in 2013 required the State of Minnesota to begin contributing $9 million to the PEPFF each year, starting in fiscal year 2014.

At December 31, 2017, the City reported its proportionate share of PEPFF's deferred outflows of resources and deferred inflows of resources, and its contributions subsequent to the measurement date, from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between Expected and Actual Experience	$ 22,193	$ 251,917
Changes in Actuarial Assumptions	1,314,139	1,341,784
Net Difference between Projected and Actual Earnings on Plan Investments	-	86,625
Changes in Proportion	93,337	6,706
Contributions to PEPFF Subsequent to the Measurement Date	56,745	-
Total	$ 1,486,414	$ 1,687,032

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

Deferred outflows of resources totaling $56,745 related to pensions resulting from the City's contributions to PEPFF subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2018. Other amounts reported as deferred outflows and inflows of resources related to GERF pensions will be recognized in pension expense as follows:

2018	$ (18,095)
2019	64,509
2020	26
2021	(51,505)
2022	(252,298)

E. Actuarial Assumptions

The total pension liability in the June 30, 2017 actuarial valuation was determined using the following actuarial assumptions:

Inflation	2.50% per year
Active Member Payroll Growth	3.25% per year
Investment Rate of Return	7.50%

Salary increases were based on a service-related table. Mortality rates for active members, retirees, survivors and disabilitants were based on RP-2014 tables for all plans for males or females, as appropriate, with slight adjustments to fit PERA's experience. Cost of living benefit increases for retirees are assumed to be: 1 percent per year for the GERF through 2044 and PEPFF though 2064 and then 2.5 percent thereafter for both plans.

Actuarial assumptions used in the June 30, 2017 valuation were based on the results of actuarial experience studies. The most recent four-year experience study in the GERF was completed in 2015. The most recent five-year experience study for PEPFF was completed in 2016.

The following changes in actuarial assumptions occurred in 2017:

GERF

- The Combined Service Annuity (CSA) loads were changed from 0.8 percent for active members and 60 percent for vested and non-vested deferred members. The revised CSA loads are now 0.0 percent for active member liability, 15.0 percent for vested deferred member liability and 3.0 percent for non-vested deferred member liability.

- The assumed post-retirement benefit increase rate was changed from 1.0 percent per year for all years to 1.0 percent per year through 2044 and 2.5 percent per year thereafter.

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

PEPFF

- Assumed salary increases were changed as recommended in the June 30, 2016 experience study. The net effect is proposed rates that average 0.34 percent lower than the previous rates.
- Assumed rates of retirement were changed, resulting in fewer retirements.
- The Combined Service Annuity (CSA) load was 30 percent for vested and non-vested deferred members. The CSA has been changed to 33 percent for vested members and 2 percent for non-vested members.
- The base mortality table for healthy annuitants was changed from the RP-2000 fully generational table to the RP-2014 fully generational table (with a base year of 2006), with male rates adjusted by a factor of 0.96. The mortality improvement scale was changed from Scale AA to Scale MP-2016. The base mortality table for disabled annuitants was changed from the RP-2000 disabled mortality table to the mortality tables assumed for healthy retirees.
- Assumed termination rates were decreased to 3.0 percent for the first three years of service. Rates beyond the select period of three years were adjusted, resulting in more expected terminations overall.
- Assumed percentage of married female members was decreased from 65 percent to 60 percent.
- Assumed age difference was changed from separate assumptions for male members (wives assumed to be three years younger) and female members (husbands assumed to be four years older) to the assumption that males are two years older than females.
- The assumed percentage of female members electing joint and survivor annuities was increased.
- The assumed post-retirement benefit increase rate was changed from 1.00 percent for all years to 1.00 percent per year through 2064 and 2.50 percent thereafter.
- The single discount rate was changed from 5.6 percent to 7.5 percent.

The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness on a regular basis of the long-term expected rate of return using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
Domestic Stocks	39.00 %	5.10 %
International Stocks	19.00	5.30
Bonds	20.00	0.75
Alternative Assets	20.00	5.90
Cash	2.00	-
Total	100.00 %	

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

F. Discount Rate

The discount rate used to measure the total pension liability in 2017 was 7.50 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at rates set in Minnesota statutes. Based on these assumptions, the fiduciary net position of the GERF and PEPFF was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

G. Pension Liability Sensitivity

The following presents the City's proportionate share of the net pension liability for all plans it participates in, calculated using the discount rate disclosed in the preceding paragraph, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate 1 percentage point lower or 1 percentage point higher than the current discount rate:

	City Proportionate Share of NPL		
	1 Percent Decrease (6.50%)	Current (7.50%)	1 Percent Increase (8.50%)
GERF	$ 2,138,822	$ 1,378,930	$ 756,820

	1 Percent Decrease (6.50%)	Current (7.50%)	1 Percent Increase (8.50%)
PEPFF	$ 1,779,868	$ 945,083	$ 255,923

H. Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in a separately-issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained on the Internet at www.mnpera.org.

Note 5: Other Information

A. Legal Debt Margin

In accordance with Minnesota statutes, the City may not incur or be subject to net debt in excess of three percent of the estimated market value of taxable property within the City. Net debt is payable solely from ad valorem taxes and, therefore, excludes debt financed partially or entirely by special assessments, enterprise fund revenues, or tax increments. As of December 31, 2017, the City is under the legal debt margin.

Note 5: Other Information (Continued)

B. Risk Management

The City is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters for which the City carries insurance. The City obtains insurance through participation in the League of Minnesota Cities Insurance Trust (LMCIT), which is a risk sharing pool with approximately 800 other governmental units. The City pays an annual premium to LMCIT for its workers compensation and property and casualty insurance. The LMCIT is self-sustaining through member premiums and will reinsure for claims above a prescribed dollar amount for each insurance event. Settled claims have not exceeded the City's coverage in any of the past three fiscal years.

Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities, if any, include an amount for claims that have been incurred but not reported (IBNRs). The City's management is not aware of any incurred but not reported claims.

C. Isanti Area Joint Operating Fire Board District

In October of 2002, the City and the towns of Athens, Bradford, Isanti, Oxford, Spencer Brook and Stanford, entered a joint powers agreement to acquire and pay for new fire department substations in the townships. The City shall deposit in advance quarterly contributions with the treasurer of the Isanti Area Joint Operating Fire fund. The amount of the quarterly contributions to the fund shall be according to the proportions established in the fire protection contract. Upon termination of the agreement, any real property or buildings owned by the Board shall become the sole property of the City or Township in which the property lies. The City contributed $209,043 to the Board in 2017. The City's equity interest and its share of the net income (loss) of the District is not measurable and it is not explicit; therefore, no equity interest is reported in the government-wide financial statements.

D. Cambridge-Isanti Bike-Walk Trail

On September 8, 2008, the City entered into a joint and cooperative agreement with Isanti County, Isanti Township, and the City of Cambridge for the construction, operation, and maintenance of a bike-walk trail that connects the cities of Cambridge and Isanti. The trail was constructed with Federal and State grants received by Isanti County and the City of Cambridge. Isanti is responsible for maintaining and operating the part of the trail lying south of the centerline of the right of way of 301st Avenue. The agreement will terminate after 20 years. The City contributed $11,200 to the cooperative during 2017.

E. North Trunk Highway 65 Corridor Coalition

On September 19, 2006, the City of Isanti joined the North Trunk Highway 65 Corridor Coalition. The Coalition consists of cities, counties, and towns from Highway 10 in Blaine to the northern reaches of Kanabec County. The agreement states that the City must support the preservation and upgrade of the corridor to meet future transportation needs for various modes including, but not limited to, highway improvements, bus improvements, commuter, freight rail, multi-use paths, and Intelligent Transportation Systems (ITS).

F. Minnesota Department of Transportation Partnership Agreement

On June 3, 2008, the City entered into a partnership agreement with the Minnesota Department of Transportation to undertake collaborative efforts for the design, construction, maintenance, and operation of state and local roads. The agreement allows both parties to write work orders against a master contract without prior City Council consent to ensure the greatest speed and flexibility in responding to identified needs. This agreement was renewed by the City Council on December 18, 2012 and will remain in effect for five years.

Note 6: Commitments and Contingencies

A. Concentrations

The City receives a significant amount of its annual General fund revenue from the State of Minnesota from the Local Government Aid (LGA). The amount received in 2017 was $585,309 for LGA. This accounted for 17 percent of General fund revenues.

B. Tax Increment Districts

The City's tax increment districts are subject to review by the State of Minnesota Office of the State Auditor (OSA). Any disallowed claims or misuse of tax increments could become a liability of the applicable fund. Management has indicated that they are not aware of any instances of noncompliance which would have a material effect on the financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2017

City of Isanti, Minnesota
Required Supplementary Information
For the Year Ended December 31, 2017

Schedule of Employer's Share of PERA Net Pension Liability - General Employees Retirement Fund

	Required Supplementary Information						
Fiscal Year Ending	City's Proportion of the Net Pension Liability	City's Proportionate Share of the Net Pension Liability (a)	State's Proportionate Share of the Net Pension Liability Associated with the City (b)	Total (a+b)	City's Covered-Employee Payroll (c)	City's Proportionate Share of the Net Pension Liability as a Percentage of Covered-Employee Payroll ((a+b)/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
06/30/17	0.0216 %	$ 1,378,930	$ 17,319	$ 1,396,249	$ 1,389,926	100.5 %	75.9 %
06/30/16	0.0211	1,713,216	-	1,713,216	1,332,954	128.5	68.9
06/30/15	0.0219	1,134,972	-	1,134,972	1,284,497	88.4	78.2

Note: Schedule is intended to show 10-year trend. Additional years will be reported as they become available.

Schedule of Employer's PERA Contributions - General Employees Retirement Fund

	Required Supplementary Information				
Year Ending	Statutorily Required Contribution (a)	Contributions in Relation to the Statutorily Required Contribution (b)	Contribution Deficiency (Excess) (a-b)	City's Covered-Employee Payroll (c)	Contributions as a Percentage of Covered-Employee Payroll (b/c)
12/31/17	$ 104,864	$ 104,864	$ -	$ 1,398,187	7.5 %
12/31/16	105,054	105,054	-	1,400,720	7.5
12/31/15	97,034	97,034	-	1,293,787	7.5

Note: Schedule is intended to show 10-year trend. Additional years will be reported as they become available.

Notes to the Required Supplementary Information - General Employee Retirement Fund

Changes in Actuarial Assumptions

2017 - The Combined Service Annuity (CSA) loads were changed from 0.8 percent for active members and 60 percent for vested and non-vested deferred members. The revised CSA loads are now 0.0 percent for active member liability, 15.0 percent for vested deferred member liability and 3.0 percent for non-vested deferred member liability. The assumed post-retirement benefit increase rate was changed from 1.0 percent per year for all years to 1.0 percent per year through 2044 and 2.5 percent per year thereafter.

2016 - The assumed post-retirement benefit increase rate was changed from 1.0 percent per year through 2035 and 2.5 percent per year thereafter to 1.0 percent per year for all future years. The assumed investment return was changed from 7.9 percent to 7.5 percent. The single discount rate was changed from 7.9 percent to 7.5 percent. Other assumptions were changed pursuant to the experience study dated June 30, 2015. The assumed future salary increases, payroll growth and inflation were decreased by 0.25 percent to 3.25 percent for payroll growth and 2.50 percent for inflation.

2015 - The assumed post-retirement benefit increase rate was changed from 1.0 percent per year through 2030 and 2.5 percent per year thereafter to 1.0 percent per year through 2035 and 2.5 percent per year thereafter.

Changes in Plan Provisions

2015 - On January 1, 2015, the Minneapolis Employees Retirement Fund was merged into the General Employees Fund, which increased the total pension liability by $1.1 billion and increased the fiduciary plan net position by $892 million. Upon consolidation, state and employer contributions were revised.

Schedule of Employer's Share of PERA Net Pension Liability - Public Employees Police and Fire Fund

	Required Supplementary Information						
Fiscal Year Ending	City's Proportion of the Net Pension Liability	City's Proportionate Share of the Net Pension Liability (a)	State's Proportionate Share of the Net Pension Liability Associated with the City (b)	Total (a+b)	City's Covered-Employee Payroll (c)	City's Proportionate Share of the Net Pension Liability as a Percentage of Covered-Employee Payroll (a/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
06/30/17	0.0700 %	$ 945,083	$ -	$ 945,083	$ 723,699	130.6 %	85.4 %
06/30/16	0.0660	2,648,695	-	2,648,695	656,570	403.4	63.9
06/30/15	0.0620	704,465	-	704,465	563,393	125.0	86.6

Note: Schedule is intended to show 10-year trend. Additional years will be reported as they become available.

Schedule of Employer's PERA Contributions - Public Employees Police And Fire Fund

	Required Supplementary Information				
Year Ending	Statutorily Required Contribution (a)	Contributions in Relation to the Statutorily Required Contribution (b)	Contribution Deficiency (Excess) (a-b)	City's Covered-Employee Payroll (c)	Contributions as a Percentage of Covered-Employee Payroll (b/c)
12/31/17	$ 113,975	$ 113,975	$ -	$ 703,552	16.2 %
12/31/16	110,692	110,692	-	683,284	16.2
12/31/15	98,214	98,214	-	606,259	16.2

Note: Schedule is intended to show 10-year trend. Additional years will be reported as they become available.

Notes to the Required Supplementary Information - Public Employees Police and Fire Fund

Changes in Actuarial Assumptions

2017 - Assumed salary increases were changed as recommended in the June 30, 2016 experience study. The net effect is proposed rates that average 0.34 percent lower than the previous rates. Assumed rates of retirement were changed, resulting in fewer retirements. The Combined Service Annuity (CSA) load was 30 percent for vested and non-vested deferred members. The CSA has been changed to 33 percent for vested members and 2 percent for non-vested members. The base mortality table for healthy annuitants was changed from the RP-2000 fully generational table to the RP-2014 fully generational table (with a base year of 2006), with male rates adjusted by a factor of 0.96. The mortality improvement scale was changed from Scale AA to Scale MP-2016. The base mortality table for disabled annuitants was changed from the RP-2000 disabled mortality table to the mortality tables assumed for healthy retirees. Assumed termination rates were decreased to 3.0 percent for the first three years of service. Rates beyond the select period of three years were adjusted, resulting in more expected terminations overall. Assumed percentage of married female members was decreased from 65 percent to 60 percent. Assumed age difference was changed from separate assumptions for male members (wives assumed to be three years younger) and female members (husbands assumed to be four years older) to the assumption that males are two years older than females. The assumed percentage of female members electing joint and survivor annuities was increased. The assumed post-retirement benefit increase rate was changed from 1.00 percent for all years to 1.00 percent per year through 2064 and 2.50 percent thereafter. The single discount rate was changed from 5.6 percent to 7.5 percent.

2016 - The assumed post-retirement benefit increase rate was changed from 1.0 percent per year through 2037 and 2.5 percent per year thereafter to 1.0 percent per year for all future years. The assumed investment return was changed from 7.9 percent to 7.5 percent. The single discount rate was changed from 7.9 percent to 5.6 percent. The assumed future salary increases, payroll growth and inflation were decreased by 0.25 percent to 3.25 percent for payroll growth and 2.50 percent for inflation.

2015 - The assumed post-retirement benefit increase rate was changed from 1.0 percent per year through 2030 and 2.5 percent per year thereafter to 1.0 percent per year through 2037 and 2.5 percent per year thereafter.

Changes in Plan Provisions

2015 - The post-retirement benefit increase to be paid after attainment of the 90 percent funding threshold was changed, from inflation up to 2.5 percent, to a fixed rate of 2.5 percent.

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COMBINING AND INDIVIDUAL FUND FINANCIAL STATEMENTS AND SCHEDULES

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2017

City of Isanti, Minnesota
Nonmajor Governmental Funds
Combining Balance Sheet
December 31, 2017

	Special Revenue	Capital Projects	Total Nonmajor Governmental Funds
Assets			
Cash and temporary investments	$ 294,471	$ 982,370	$ 1,276,841
Receivables			
Accrued interest	(67)	1,685	1,618
Taxes	20,752	-	20,752
Accounts	80,379	-	80,379
Loans	461,395	-	461,395
Special assessments	-	20,780	20,780
Prepaid items	1,145	-	1,145
Land held for resale	18,900	-	18,900
Total Assets	$ 876,975	$ 1,004,835	$ 1,881,810
Liabilities			
Accounts payable	$ 23,023	$ -	$ 23,023
Accrued salaries payable	1,599	-	1,599
Advances from other funds	25,060	-	25,060
Total Liabilities	49,682	-	49,682
Deferred Inflows of Resources			
Unavailable revenue - delinquent taxes	20,752	-	20,752
Unavailable revenue - special assessments	-	20,780	20,780
Resources received in advance	-	207,556	207,556
Total Deferred Inflows of Resources	20,752	228,336	249,088
Fund Balances			
Nonspendable	1,145	-	1,145
Restricted	672,769	10,000	682,769
Committed	386,675	1,049,831	1,436,506
Unassigned	(254,048)	(283,332)	(537,380)
Total Fund Balances	806,541	776,499	1,583,040
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 876,975	$ 1,004,835	$ 1,881,810

City of Isanti, Minnesota
Nonmajor Governmental Funds
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
For the Year Ended December 31, 2017

	Special Revenue	Capital Projects	Total Nonmajor Governmental Funds
Revenues			
Taxes	$ 332,679	$ -	$ 332,679
Intergovernmental	-	176,203	176,203
Charges for services	31,741	-	31,741
Fines and forfeitures	5,065	-	5,065
Special assessments	-	3,171	3,171
Investment earnings	2,951	8,215	11,166
Miscellaneous			
Refunds and reimbursements	53	-	53
Contributions and donations	30,375	119	30,494
Other	11,123	44,967	56,090
Total Revenues	413,987	232,675	646,662
Expenditures			
Current			
General government	1,500	-	1,500
Public safety	11,389	-	11,389
Culture and recreation	34,629	-	34,629
Economic development	243,335	-	243,335
Capital outlay			
General government	5,324	-	5,324
Public works	-	213,464	213,464
Culture and recreation	-	7,500	7,500
Economic development	12,298	-	12,298
Total Expenditures	308,475	220,964	529,439
Excess of Revenues Over Expenditures	105,512	11,711	117,223
Other Financing Sources (Uses)			
Transfers in	147,400	386,527	533,927
Transfers out	(432,710)	-	(432,710)
Total Other Financing Sources (Uses)	(285,310)	386,527	101,217
Net Change in Fund Balances	(179,798)	398,238	218,440
Fund Balances, January 1	986,339	378,261	1,364,600
Fund Balances, December 31	$ 806,541	$ 776,499	$ 1,583,040

City of Isanti, Minnesota
Nonmajor Special Revenue Funds
Combining Balance Sheet
December 31, 2017

	104 Redbirds Maintenance	108 Economic Development Authority	214 Park	219 Revolving Loan	220 Forfeiture Fund
Assets					
Cash and temporary investments	$ 7,759	$ 6,606	$ (67,110)	$ 93,454	$ 3,214
Receivables					
Accrued interest	18	(235)	(152)	212	7
Taxes	-	-	-	-	-
Accounts	-	5,119	-	-	-
Loans	-	-	-	461,395	-
Prepaid items	-	1,145	-	-	-
Land held for resale	-	-	-	-	-
Total Assets	$ 7,777	$ 12,635	$ (67,262)	$ 555,061	$ 3,221
Liabilities					
Accounts payable	$ 100	$ 19,950	$ -	$ -	$ 50
Accrued salaries payable	-	1,599	-	-	-
Advance from other funds	-	-	-	-	-
Total Liabilities	100	21,549	-	-	50
Deferred Inflows of Resources					
Unavailable revenue - delinquent taxes	-	-	-	-	-
Fund Balances					
Nonspendable	-	1,145	-	-	-
Restricted	-	-	-	499,325	3,171
Committed	7,677	-	-	55,736	-
Unassigned	-	(10,059)	(67,262)	-	-
Total Fund Balances	7,677	(8,914)	(67,262)	555,061	3,171
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 7,777	$ 12,635	$ (67,262)	$ 555,061	$ 3,221

223 Youth Rec Education Safety	224 Cambridge Isanti Joint Event	225 Utility Franchise Fund	226 Isanti Indoor Arena	409 TIF 9	410 TIF 10	411 TIF 11	614 City Technology Improvement	Total
$ 3,121	$ 1,472	$ 239,352	$ (176,389)	$ 117,431	$ 61,391	$ 129	$ 4,041	$ 294,471
7	-	-	(338)	266	139	-	9	(67)
-	-	-	-	14,332	-	6,420	-	20,752
-	-	74,108	-	-	-	-	1,152	80,379
-	-	-	-	-	-	-	-	461,395
-	-	-	-	-	-	-	-	1,145
-	-	-	-	18,900	-	-	-	18,900
$ 3,128	$ 1,472	$ 313,460	$ (176,727)	$ 150,929	$ 61,530	$ 6,549	$ 5,202	$ 876,975
$ -	$ -	$ -	$ -	$ 2,923	$ -	$ -	$ -	$ 23,023
-	-	-	-	-	-	-	-	1,599
-	-	-	-	25,060	-	-	-	25,060
-	-	-	-	27,983	-	-	-	49,682
-	-	-	-	14,332	-	6,420	-	20,752
-	-	-	-	-	-	-	-	1,145
-	-	-	-	108,614	61,530	129	-	672,769
3,128	1,472	313,460	-	-	-	-	5,202	386,675
-	-	-	(176,727)	-	-	-	-	(254,048)
3,128	1,472	313,460	(176,727)	108,614	61,530	129	5,202	806,541
$ 3,128	$ 1,472	$ 313,460	$ (176,727)	$ 150,929	$ 61,530	$ 6,549	$ 5,202	$ 876,975

City of Isanti, Minnesota
Nonmajor Special Revenue Funds
Combining Statement of Revenues, Expenditures and
Changes in Fund Balances
For the Year Ended December 31, 2017

	104 Redbirds Maintenance	108 Economic Development Authority	214 Park	219 Revolving Loan	220 Forfeiture Fund
Revenues					
Taxes					
Tax increments	$ -	$ -	$ -	$ -	$ -
Franchise taxes	-	20,127	-	-	-
Charges for services	-	3,391	28,350	-	-
Fines and forfeitures	-	-	-	-	5,065
Investment earnings (loss)	97	(237)	(669)	749	49
Miscellaneous					
Refunds and reimbursements	-	53	-	-	-
Contributions and donations	29,500	5,725	(4,850)	-	-
Other	-	6,320	-	1,519	3,284
Total Revenues	29,597	35,379	22,831	2,268	8,398
Expenditures					
Current					
General government	-	-	-	-	-
Public safety	-	-	-	-	11,389
Culture and recreation	34,368	-	261	-	-
Economic development	-	177,711	-	55,817	-
Capital outlay					
General government	-	-	-	-	-
Economic development	-	11,798	-	-	-
Total Expenditures	34,368	189,509	261	55,817	11,389
Excess (Deficiency) of Revenues Over (Under) Expenditures	(4,771)	(154,130)	22,570	(53,549)	(2,991)
Other Financing Sources (Uses)					
Transfers in	-	147,400	-	-	-
Transfers out	-	(19,150)	-	-	-
Total Other Financing Sources (Uses)	-	128,250	-	-	-
Net Change in Fund Balances	(4,771)	(25,880)	22,570	(53,549)	(2,991)
Fund Balances, January 1	12,448	16,966	(89,832)	608,610	6,162
Fund Balances, December 31	$ 7,677	$ (8,914)	$ (67,262)	$ 555,061	$ 3,171

223 Youth Rec Education Safety	224 Cambridge Isanti Joint Event	225 Utility Franchise Fund	226 Isanti Indoor Arena	409 TIF 9	410 TIF 10	411 TIF 11	614 City Technology Improvement	Total
$ -	$ -	$ -	$ -	$ 19,403	$ -	$ -	$ -	$ 19,403
-	-	279,731	-	-	-	-	13,418	313,276
-	-	-	-	-	-	-	-	31,741
-	-	-	-	-	-	-	-	5,065
28	-	2,674	(1,359)	1,002	587	3	27	2,951
-	-	-	-	-	-	-	-	53
-	-	-	-	-	-	-	-	30,375
-	-	-	-	-	-	-	-	11,123
28	-	282,405	(1,359)	20,405	587	3	13,445	413,987
-	-	-	-	-	-	-	1,500	1,500
-	-	-	-	-	-	-	-	11,389
-	-	-	-	-	-	-	-	34,629
-	-	-	-	5,846	3,461	500	-	243,335
-	-	-	-	-	-	-	5,324	5,324
-	-	-	-	500	-	-	-	12,298
-	-	-	-	6,346	3,461	500	6,824	308,475
28	-	282,405	(1,359)	14,059	(2,874)	(497)	6,621	105,512
-	-	-	-	-	-	-	-	147,400
-	-	(238,192)	(175,368)	-	-	-	-	(432,710)
-	-	(238,192)	(175,368)	-	-	-	-	(285,310)
28	-	44,213	(176,727)	14,059	(2,874)	(497)	6,621	(179,798)
3,100	1,472	269,247	-	94,555	64,404	626	(1,419)	986,339
$ 3,128	$ 1,472	$ 313,460	$ (176,727)	$ 108,614	$ 61,530	$ 129	$ 5,202	$ 806,541

City of Isanti, Minnesota
Nonmajor Capital Projects Funds
Combining Balance Sheet
December 31, 2017

	420 Signal Light Improvement	427 Fairway Blvd/ County 5 Signal	432 Railroad Avenue Improvements	434 2013 Railroad Avenue & Walk Improvements	435 BMX & Bluebird Improvements
Assets					
Cash and temporary investments	$ 339,578	$ 191,552	$ 44,056	$ 4,587	$ -
Receivables					
Accrued interest	769	434	100	10	-
Special assessments	-	-	20,780	-	-
Total Assets	$ 340,347	$ 191,986	$ 64,936	$ 4,597	$ -
Deferred Inflows of Resources					
Unavailable revenue - special assessments	$ -	$ -	$ 20,780	$ -	$ -
Resources received in advance	-	-	-	207,556	-
Total Deferred Inflows of Resources	-	-	20,780	207,556	-
Fund Balances					
Restricted	-	-	-	-	-
Committed	340,347	191,986	44,156	-	
Unassigned	-	-	-	(202,959)	-
Total Fund Balances	340,347	191,986	44,156	(202,959)	-
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 340,347	$ 191,986	$ 64,936	$ 4,597	$ -

436 Public Works 2014 Site Improvements	437 Pavement Management Improvements	438 City Parking Improvements	440 2017 Pavement Management Improvements	920 Capital Replacement	Total
$ (5,806)	$ 31,142	$ (74,386)	$ 538	$ 451,109	$ 982,370
(13)	70	(168)	(538)	1,021	1,685
-	-	-	-	-	20,780
$ (5,819)	$ 31,212	$ (74,554)	$ -	$ 452,130	$ 1,004,835
$ -	$ -	$ -	$ -	$ -	$ 20,780
-	-	-	-	-	207,556
-	-	-	-	-	228,336
-	-	-	-	10,000	10,000
-	31,212	-	-	442,130	1,049,831
(5,819)	-	(74,554)	-	-	(283,332)
(5,819)	31,212	(74,554)	-	452,130	776,499
$ (5,819)	$ 31,212	$ (74,554)	$ -	$ 452,130	$ 1,004,835

City of Isanti, Minnesota
Nonmajor Capital Projects Funds
Combining Statement of Revenues, Expenditures and
Changes in Fund Balances
For the Year Ended December 31, 2017

	420 Signal Light Improvement	427 Fairway Blvd/ County 5 Signal	432 Railroad Avenue Improvements	434 2013 Railroad Avenue & Walk Improvements	435 BMX & Bluebird Improvements
Revenues					
Intergovernmental	$ -	$ -	$ -	$ 176,203	$ -
Special assessments	-	-	3,171	-	-
Investment earnings (loss)	2,951	1,743	381	41	-
Miscellaneous					
Contributions and donations	-	119	-	-	-
Other	44,967	-	-	-	-
Total Revenues	47,918	1,862	3,552	176,244	-
Expenditures					
Capital outlay					
Public works	-	-	10	-	
Culture and recreation	-	-	-	-	-
Total Expenditures	-	-	10	-	-
Excess (Deficiency) of Revenues Over (Under) Expenditures	47,918	1,862	3,542	176,244	-
Other Financing Sources (Uses)					
Transfers in	-	-	-	-	148,335
Net Change in Fund Balances	47,918	1,862	3,542	176,244	148,335
Fund Balances, January 1	292,429	190,124	40,614	(379,203)	(148,335)
Fund Balances, December 31	$ 340,347	$ 191,986	$ 44,156	$ (202,959)	$ -

436 Public Works 2014 Site Improvements	437 Pavement Management Improvements	438 City Parking Improvements	440 2017 Pavement Management Improvements	920 Capital Replacement	Total
$ -	$ -	$ -	$ -	$ -	$ 176,203
-	-	-	-	-	3,171
(53)	283	(655)	(575)	4,099	8,215
-	-	-	-	-	119
-	-	-	-	-	44,967
(53)	283	(655)	(575)	4,099	232,675
-	-	46	213,408	-	213,464
-	-	-	-	7,500	7,500
-	-	46	213,408	7,500	220,964
(53)	283	(701)	(213,983)	(3,401)	11,711
-	-	-	238,192	-	386,527
(53)	283	(701)	24,209	(3,401)	398,238
(5,766)	30,929	(73,853)	(24,209)	455,531	378,261
$ (5,819)	$ 31,212	$ (74,554)	$ -	$ 452,130	$ 776,499

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City of Isanti, Minnesota
General Fund
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual (Continued on the Following Pages)
For the Year Ended December 31, 2017
(With Comparative Actual Amounts for the Year Ended December 31, 2016)

	2017				2016
	Budget Amounts		Actual	Variance with	Actual
	Original	Final	Amounts	Final Budget	Amounts
Revenues					
Property taxes	$ 2,009,086	$ 2,009,086	$ 2,018,262	$ 9,176	$ 1,921,734
Licenses and permits					
Business	13,000	13,000	12,138	(862)	14,200
Nonbusiness	120,000	120,000	349,292	229,292	355,124
Total Licenses and Permits	133,000	133,000	361,430	228,430	369,324
Intergovernmental					
Federal					
Other	9,000	9,000	10,906	1,906	8,057
State					
Local government aid	585,318	585,318	585,309	(9)	581,099
Property tax credits	-	-	18	18	(274)
Police aid	63,000	63,000	72,777	9,777	69,277
Municipal state aid					
street maintenance	60,000	60,000	58,734	(1,266)	59,117
Other	1,205	1,205	1,205	-	2,205
Regional					
Other	-	-	2,500	2,500	-
Total Intergovernmental	718,523	718,523	731,449	12,926	719,481
Charges for services					
General government	35,400	35,400	37,663	2,263	43,737
Public safety	62,750	62,750	65,287	2,537	63,377
Public works	4,650	4,650	9,528	4,878	6,057
Culture and recreation	87,050	87,050	92,892	5,842	85,597
Total Charges for Services	189,850	189,850	205,370	15,520	198,768
Fines and forfeitures	32,300	32,300	47,217	14,917	41,181
Investment earnings	25,000	25,000	13,640	(11,360)	11,862
Miscellaneous					
Refunds and reimbursements	25,000	25,000	13,149	(11,851)	29,499
Other	1,000	1,000	2,821	1,821	5,988
Total Miscellanious	26,000	26,000	15,970	(10,030)	35,487
Total Revenues	3,133,759	3,133,759	3,393,338	259,579	3,297,837

City of Isanti, Minnesota
General Fund
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual (Continued)
For the Year Ended December 31, 2017
(With Comparative Actual Amounts for the Year Ended December 31, 2016)

	2017				2016
	Budget Amounts		Actual	Variance with	Actual
	Original	Final	Amounts	Final Budget	Amounts
Expenditures					
Current expenditures					
General government					
Mayor and City Council					
Personnel services	$ 26,834	$ 26,834	$ 24,062	$ 2,772	$ 23,923
Supplies	4,900	4,900	919	3,981	416
Other services and charges	10,818	10,818	9,456	1,362	2,563
Total Mayor and City Council	42,552	42,552	34,437	8,115	26,902
Elections					
Personnel services	-	-	-	-	4,863
Supplies	100	100	-	100	1,131
Other services and charges	7,250	7,250	1,138	6,112	1,794
Total Elections	7,350	7,350	1,138	6,212	7,788
Financial administration					
Personnel services	344,694	344,694	368,371	(23,677)	318,935
Supplies	14,360	14,360	12,290	2,070	11,077
Other services and charges	85,496	85,496	101,262	(15,766)	135,918
Total Finance Administration	444,550	444,550	481,923	(37,373)	465,930
Planning and zoning					
Personnel services	88,196	88,196	70,872	17,324	82,807
Supplies	4,178	4,178	3,086	1,092	2,584
Other services and charges	11,771	11,771	60,689	(48,918)	16,066
Total Planning and Zoning	104,145	104,145	134,647	(30,502)	101,457
Municipal building					
Personnel services	215	215	-	215	-
Supplies	1,575	1,575	759	816	2,635
Other services and charges	29,637	29,637	29,146	491	34,549
Total Municipal Building	31,427	31,427	29,905	1,522	37,184
Total General Government	630,024	630,024	682,050	(52,026)	639,261

City of Isanti, Minnesota
General Fund
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual (Continued)
For the Year Ended December 31, 2017
(With Comparative Actual Amounts for the Year Ended December 31, 2016)

	2017				2016
	Budget Amounts		Actual	Variance with	Actual
	Original	Final	Amounts	Final Budget	Amounts
Expenditures (Continued)					
Current expenditures (continued)					
Public safety					
Police					
Personnel services	$ 1,089,995	$ 1,089,995	$ 1,111,136	$ (21,141)	$ 1,045,854
Supplies	26,750	26,750	19,400	7,350	22,334
Other services and charges	141,594	141,594	132,696	8,898	142,809
Total Police	1,258,339	1,258,339	1,263,232	(4,893)	1,210,997
Fire protection					
Other services and charges	233,593	233,593	209,043	24,550	203,125
Building inspection					
Personnel services	112,815	112,815	104,729	8,086	117,556
Supplies	4,528	4,528	2,432	2,096	3,244
Other services and charges	28,300	28,300	39,302	(11,002)	44,555
Total Building Inspection	145,643	145,643	146,463	(820)	165,355
Code enforcement					
Personnel services	29,467	29,467	26,541	2,926	26,733
Supplies	550	550	33	517	72
Other services and charges	7,195	7,195	6,356	839	4,044
Total Code Enforcement	37,212	37,212	32,930	4,282	30,849
Animal control					
Supplies	500	500	200	300	96
Other services and charges	5,221	5,221	4,520	701	4,609
Total Animal Control	5,721	5,721	4,720	1,001	4,705
Total Public Safety	1,680,508	1,680,508	1,656,388	24,120	1,615,031
Public works					
Streets and highways					
Personnel services	187,216	187,216	191,844	(4,628)	177,001
Supplies	106,400	106,400	67,819	38,581	73,995
Other services and charges	50,557	50,557	74,133	(23,576)	84,181
Total Streets and Highways	344,173	344,173	333,796	10,377	335,177

City of Isanti, Minnesota
General Fund
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual (Continued)
For the Year Ended December 31, 2017
(With Comparative Actual Amounts for the Year Ended December 31, 2016)

	2017				2016
	Budget Amounts		Actual	Variance with	Actual
	Original	Final	Amounts	Final Budget	Amounts
Expenditures (Continued)					
Current expenditures (continued)					
Public works (continued)					
Street lighting					
Other services and charges	$ 63,400	$ 63,400	$ 50,391	$ 13,009	$ 59,132
Sanitation and waste control					
Personnel services	13,190	13,190	13,163	27	11,646
Supplies	1,500	1,500	766	734	675
Other services and charges	3,959	3,959	2,572	1,387	20,663
Total Sanitation and Waste Control	18,649	18,649	16,501	2,148	32,984
General city maintenance					
Personnel services	25,226	25,226	29,068	(3,842)	24,784
Supplies	8,950	8,950	4,561	4,389	6,846
Other services and charges	21,736	21,736	18,292	3,444	13,835
Total General City Maintenance	55,912	55,912	51,921	3,991	45,465
Total Public Works	482,134	482,134	452,609	29,525	472,758
Culture and recreation					
Parks and recreation					
Personnel services	185,023	185,023	181,169	3,854	163,477
Supplies	17,903	17,903	8,552	9,351	12,142
Other services and charges	131,711	142,969	130,913	12,056	103,243
Total Culture and Recreation	334,637	345,895	320,634	25,261	278,862
Economic development					
Other services and charges	9,920	9,920	5,084	4,836	11,631
Total Current Expenditures	3,137,223	3,148,481	3,116,765	31,716	3,017,543

City of Isanti, Minnesota
General Fund
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual (Continued)
For the Year Ended December 31, 2017
(With Comparative Actual Amounts for the Year Ended December 31, 2016)

	2017				2016
	Budget Amounts		Actual	Variance with	Actual
	Original	Final	Amounts	Final Budget	Amounts
Expenditures (Continued)					
Capital outlay					
General government	$ 10,912	$ 10,912	$ 3,801	$ 7,111	$ 17,498
Public safety	62,000	62,000	62,523	(523)	66,666
Public works	41,834	41,834	30,593	11,241	23,744
Culture and recreation	60,990	60,990	43,831	17,159	2,993
Total Capital Outlay	175,736	175,736	140,748	34,988	110,901
Debt service					
Interest and other	-	-	961	(961)	1,261
Total Expenditures	3,312,959	3,324,217	3,258,474	65,743	3,129,705
Excess (Deficiency) of Revenues Over (Under) Expenditures	(179,200)	(190,458)	134,864	325,322	168,132
Other Financing Sources (Uses)					
Sale of capital assets	-	-	-	-	2,500
Transfers in	369,150	369,150	396,183	27,033	346,510
Transfers out	(144,405)	(147,400)	(147,400)	-	(146,563)
Total Other Financing Sources (Uses)	224,745	221,750	248,783	27,033	202,447
Net Change in Fund Balances	45,545	31,292	383,647	352,355	370,579
Fund Balances, January 1	1,697,940	1,697,940	1,697,940	-	1,327,361
Fund Balances, December 31	$ 1,743,485	$ 1,729,232	$ 2,081,587	$ 352,355	$ 1,697,940

City of Isanti, Minnesota
Debt Service Funds
Combining Balance Sheet
December 31, 2017

	918 2006A Improvement Bonds	919 2008A Improvement Bonds	928 2009A Crossover Refunding Bonds	929 2010B G.O. Improvement Refunding Bonds
Assets				
Cash and temporary investments	$ 59,936	$ 84,736	$ 44,983	$ 736,060
Receivables				
Accrued interest	136	192	102	1,666
Special assessments	146,394	346,965	319,837	305,477
Total Assets	$ 206,466	$ 431,893	$ 364,922	$ 1,043,203
LIABILITIES				
Accounts payable	$ 268	$ 268	$ 161	$ 268
Deferred Inflows of Resources				
Unavailable revenue - special assessments	146,394	346,965	319,837	305,477
Fund Balances				
Restricted for debt service	59,804	84,660	44,924	737,458
Total Deferred Inflows of Resources, Liabilities and Fund Balances	$ 206,466	$ 431,893	$ 364,922	$ 1,043,203

930 2011A G.O. Improvement Bonds	931 2014A G.O. Tax Abatement Bonds	932 2014B G.O. Improvement Bonds	Total
$ 190,111	$ 217,055	$ 49,925	$ 1,382,806
430	491	113	3,130
88,528	-	-	1,207,201
$ 279,069	$ 217,546	$ 50,038	$ 2,593,137
$ 268	$ -	$ 268	$ 1,501
88,172	-	-	1,206,845
190,629	217,546	49,770	1,384,791
$ 279,069	$ 217,546	$ 50,038	$ 2,593,137

City of Isanti, Minnesota
Debt Service Funds
Combining Schedule of Revenues, Expenditures
and Changes in Fund Balances
For the Year Ended December 31, 2017

	918 2006A Improvement Bonds	919 2008A Improvement Bonds	928 2009A Crossover Refunding Bonds	929 2010B G.O. Improvement Refunding Bonds
Revenues				
Property taxes	$ -	$ 48,327	$ -	$ 250,000
Special assessments	28,706	22,900	20,294	11,295
Investment earnings	389	1,476	868	5,712
Total Revenues	29,095	72,703	21,162	267,007
Expenditures				
Debt service				
Principal	-	160,000	85,000	50,000
Interest and other	449	11,249	3,205	38,134
Total Expenditures	449	171,249	88,205	88,134
Excess (Deficiency) of Revenues Over (Under) Expenditures	28,646	(98,546)	(67,043)	178,873
Other Financing Sources				
Transfers in	-	-	-	-
Net Change in Fund Balances	28,646	(98,546)	(67,043)	178,873
Fund Balances, January 1	31,158	183,206	111,967	558,585
Fund Balances, December 31	$ 59,804	$ 84,660	$ 44,924	$ 737,458

930 2011A G.O. Improvement Bonds	931 2014A G.O. Tax Abatement Bonds	932 2014B G.O. Improvement Bonds	Total
$ 7,870	$ 224,871	$ 47,407	$ 578,475
44,354	-	-	127,549
1,235	505	128	10,313
53,459	225,376	47,535	716,337
80,000	155,000	40,000	570,000
11,037	60,713	5,739	130,526
91,037	215,713	45,739	700,526
(37,578)	9,663	1,796	15,811
39,001	-	-	39,001
1,423	9,663	1,796	54,812
189,206	207,883	47,974	1,329,979
$ 190,629	$ 217,546	$ 49,770	$ 1,384,791

City of Isanti, Minnesota
Agency Fund
Schedule of Changes in Assets and Liabilities
For the Year Ended December 31, 2017

	Balance January 1	Additions	Deductions	Balance December 31
Developer Escrow Accounts				
Assets				
Cash and temporary investments	$ 57,458	$ 151,194	$ (145,800)	$ 62,852
Accounts receivable	5,907	325,207	(329,727)	1,387
Total Assets	$ 63,365	$ 476,401	$ (475,527)	$ 64,239
Liabilities				
Accounts payable	$ 63,365	$ (178,533)	$ 179,407	$ 64,239

City of Isanti, Minnesota
Summary Financial Report
Revenues and Expenditures For General Operations
Governmental Funds
For the Years Ended December 31, 2017 and 2016

	Total		Percent Increase
	2017	2016	(Decrease)
Revenues			
Taxes	$ 2,929,416	$ 2,888,925	1.40 %
Licenses and permits	361,430	369,324	(2.14)
Intergovernmental	907,652	896,830	1.21
Charges for services	237,111	215,268	10.15
Fines and forfeits	52,282	48,652	7.46
Special assessments	147,211	130,000	13.24
Investment earnings	33,215	37,074	(10.41)
Miscellaneous	102,607	113,613	(9.69)
Total Revenues	$ 4,770,924	$ 4,699,686	1.52 %
Per Capita	$ 850	$ 855	(0.60) %
Expenditures			
Current			
General government	$ 683,550	$ 639,261	6.93 %
Public safety	1,667,777	1,623,997	2.70
Public works	452,609	472,758	(4.26)
Culture and recreation	355,263	309,761	14.69
Economic development	248,419	183,444	35.42
Capital outlay			
General government	9,125	36,297	(74.86)
Public safety	62,523	69,504	(10.04)
Public works	939,452	78,293	1,099.92
Culture and recreation	51,331	125,335	(59.04)
Economic development	12,298	29,191	(57.87)
Debt service			
Principal	570,000	820,000	(30.49)
Interest and other	131,487	154,403	(14.84)
Total Expenditures	$ 5,183,834	$ 4,542,244	14.12 %
Per Capita	$ 923	$ 826	11.75 %
Total Long-term Indebtedness	$ 4,320,000	$ 4,890,000	(11.66) %
Per Capita	770	890	(13.50)
General Fund Balance - December 31	$ 2,081,587	$ 1,697,940	22.59 %
Per Capita	371	309	20.04

The purpose of this report is to provide a summary of financial information concerning the City of Isanti to interested citizens. The complete financial statements may be examined at City Hall, 110 1st Avenue Northwest, PO Box 428, Isanti, MN 55040. Questions about this report should be directed to the Finance Director at (763) 444-5512.

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OTHER REQUIRED REPORTS

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2017

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ABDO
EICK &
MEYERS LLP
Certified Public Accountants & Consultants

INDEPENDENT AUDITOR'S REPORT
ON MINNESOTA LEGAL COMPLIANCE

Honorable Mayor and City Council
City of Isanti, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Isanti, Minnesota (the City) as of and for the year ended December 31, 2017, and the related notes to the financial statements, and have issued our report thereon dated April 6, 2018.

The *Minnesota Legal Compliance Audit Guide for Cities*, promulgated by the State Auditor pursuant to Minnesota Statute §6.65, contains seven categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment financing. Our audit considered all of the listed categories.

In connection with our audit, nothing came to our attention that caused us to believe that the City failed to comply with the provisions of the *Minnesota Legal Compliance Audit Guide for Cities*. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the City's noncompliance with the above referenced provisions.

The purpose of this report is solely to describe the scope of our testing of compliance and the result of that testing, and not to provide an opinion on compliance. Accordingly, this communication is not suitable for any other purpose.

Abdo Eick & Meyers, LLP

ABDO, EICK & MEYERS, LLP
Minneapolis, Minnesota
April 6, 2018

5201 Eden Avenue, Suite 250
Edina, MN 55436
952.835.9090 | Fax 952.835.3261

ABDO
EICK &
MEYERS LLP
Certified Public Accountants & Consultants

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Honorable Mayor and City Council
City of Isanti, Minnesota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Isanti, Minnesota (the City), as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated April 6, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified However, as described in the accompanying Schedule of Findings and Responses, we identified certain deficiencies in internal control that we consider to be a material weakness and a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying Schedule of Findings and Responses as item 2017-001 to be a significant deficiency.

5201 Eden Avenue, Suite 250
Edina, MN 55436
952.835.9090 | Fax 952.835.3261

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.*

The City's Response to the Finding

The City's response to the finding identified in our audit are described in the accompanying Schedule of Findings and Responses. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our 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 or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Abdo Eick & Meyers, LLP

ABDO, EICK & MEYERS, LLP
Minneapolis, Minnesota
April 6, 2018

People + Process. Going Beyond the Numbers

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City of Isanti, Minnesota
Schedule of Findings and Responses
For the Year Ended December 31, 2017

Finding	Description
2017-001	**Preparation of Financial Statements**
Condition:	We were requested to draft the audited financial statements and related footnote disclosures as part of our regular audit services. Ultimately, it is management's responsibility to provide for the preparation of your statements and footnotes, and the responsibility of the auditor to determine the fairness of presentation of those statements. It is our responsibility to inform you that this deficiency could result in a material misstatement to the financial statements that could have been prevented or detected by your management. Essentially, the auditors cannot be part of your internal control process.
Criteria:	Internal controls should be in place to provide reasonable assurance over the reliability of financial records and reporting.
Cause:	From a practical standpoint, we both prepare your statements and determine the fairness of that presentation at the same time in connection with our audit. This is not unusual for us to do with organizations of your size.
Effect:	The effectiveness of the internal control system relies on enforcement by management. The effect of deficiencies in internal controls can result in undetected errors in financial reporting. We have instructed management to review a draft of the auditor prepared financials in detail for accuracy; we have answered any questions that management might have, and have encouraged research of any accounting guidance in connection with the adequacy and appropriateness of classification of disclosures in your statements. We are satisfied that the appropriate steps have been taken to provide you with the completed financial statements.
Recommendation:	Under these circumstances, the most effective controls lie in management's knowledge of the City's financial operations. It is the responsibility of management and those charged with governance to make the decision whether to accept the degree of risk associated with this condition because of cost and other considerations. Regarding the specific situations listed above, we would offer the following specific recommendations: 1) Utilize a disclosure checklist to ensure all required disclosures are present and agree to work papers, and 2) Agree your accounting information from your accounting software to the amounts reported in the financial statements.

Management Response:

For now, the City accepts the degree of risk associated with this condition and thoroughly reviews a draft of the financial statements.

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 4/6/2018 - 4/6/2018

Apr 06, 2018 12:08PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/18	04/06/2018	48542	953	ALL AMERICAN TITLE CO,INC.	601-20200	63.61
04/18	04/06/2018	48543	2504	ANCONA TITLE & ESCROW	601-20200	164.18
04/18	04/06/2018	48544	2594	ARROW FENCE CO	101-20200	1,350.00
04/18	04/06/2018	48545	2335	BCBSM	101-20200	21.39
04/18	04/06/2018	48546	53	BELLBOY CORPORATION	609-20200	4,388.18
04/18	04/06/2018	48547	9	BERNICKS PEPSI-COLA	609-20200	710.95
04/18	04/06/2018	48548	1198	CENTER POINT ENERGY	602-20200	460.30
04/18	04/06/2018	48549	1629	CITY OF ISANTI	101-20200	234.26
04/18	04/06/2018	48550	1736	COMM OF MMB, TREAS DIV	101-20200	820.00
04/18	04/06/2018	48551	8	DAHLHEIMER DISTRIBUTING CO	609-20200	16,545.50
04/18	04/06/2018	48552	55	ECM PUBLISHERS INC	609-20200	461.00
04/18	04/06/2018	48553	693	EMERGENCY AUTOMOTIVE	101-20200	24.95
04/18	04/06/2018	48554	385	FEDERATED CO-OPS INC	101-20200	967.46
04/18	04/06/2018	48555	2002	FERGUSON ENTERPRISES	601-20200	50.45
04/18	04/06/2018	48556	1048	HENRYS WATERWORKS,INC.	601-20200	195.41
04/18	04/06/2018	48557	2209	INNOVATIVE OFFICE	101-20200	24.74
04/18	04/06/2018	48558	1891	ISANTI AREA JOINT	101-20200	56,128.35
04/18	04/06/2018	48559	186	ISANTI COUNTY SHERIFF	101-20200	500.00
04/18	04/06/2018	48560	1563	ISANTI ELECTRIC INC	101-20200	1,651.00
04/18	04/06/2018	48561	113	ISANTI TIRE & AUTO CARE	101-20200	402.93
04/18	04/06/2018	48562	7	JOHNSON BROTHERS LIQUOR CO	609-20200	9,680.43
04/18	04/06/2018	48563	1857	JOSLIN & MOORE	101-20200	5,353.80
04/18	04/06/2018	48564	5	KAWALEK TRUCKING	609-20200	102.00
04/18	04/06/2018	48565	1338	KNIFE RIVER	603-20200	670.70
04/18	04/06/2018	48566	1170	LAND TITLE INC	601-20200	18.61
04/18	04/06/2018	48567	131	MACQUEEN EQUIPMENT INC	101-20200	36.57
04/18	04/06/2018	48568	871	MARTIN-MCALLISTER	101-20200	500.00
04/18	04/06/2018	48569	17	MCDONALD DISTRIBUTING CO	609-20200	10,872.20
04/18	04/06/2018	48570	616	MENARDS - CAMBRIDGE	101-20200	56.61
04/18	04/06/2018	48571	2208	MINNESOTA EQUIPMENT	101-20200	50.01
04/18	04/06/2018	48572	194	MN DEPT OF HEALTH	601-20200	3,146.00
04/18	04/06/2018	48573	2266	MN POST BOARD	101-20200	360.00
04/18	04/06/2018	48574	2588	MOLITOR, CALEB	101-20200	10.00
04/18	04/06/2018	48575	2080	MVTL LABORATORIES INC	602-20200	130.96
04/18	04/06/2018	48576	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,333.95
04/18	04/06/2018	48577	2341	RED BULL DISTRIBUTION	609-20200	317.00
04/18	04/06/2018	48578	1113	RJM DISTRIBUTING INC	609-20200	164.85
04/18	04/06/2018	48579	2028	SELECTACCOUNT	861-20200	30.00
04/18	04/06/2018	48580	2001	SHRED-N-GO INC	101-20200	77.23
04/18	04/06/2018	48581	2595	SOUTH METRO PUBLIC SAFETY TRNG	101-20200	49.00
04/18	04/06/2018	48582	1361	STAPLES ADVANTAGE	101-20200	71.58
04/18	04/06/2018	48583	2156	SUMMIT COMPANIES	101-20200	30.00
04/18	04/06/2018	48584	1290	THE AMBLE GROUP	101-20200	121.26
04/18	04/06/2018	48585	1820	URBANS HARDWARE	101-20200	75.52
04/18	04/06/2018	48586	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
04/18	04/06/2018	48587	686	VERIZON WIRELESS	101-20200	604.26
04/18	04/06/2018	48588	686	VERIZON WIRELESS	101-20200	504.41
04/18	04/06/2018	48589	42	VIKING COCA-COLA BOTTLING CO	609-20200	283.85
04/18	04/06/2018	48590	874	WASTE MANAGEMENT -	101-20200	386.98
04/18	04/06/2018	48591	4	WATSON CO INC	609-20200	1,457.40
04/18	04/06/2018	48592	1922	WEX BANK	101-20200	3,087.92
04/18	04/06/2018	48593	2475	White Bear IT Solutions, LLC	101-20200	1,866.00
04/18	04/06/2018	48594	2036	WISE GUYS PLUMBING INC	601-20200	3,787.71

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						134,464.47

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	83,179.94
Social Security & Medicare	4,687.44
Public Employees Retirement	7,921.93
Total City Expense	95,789.31

Pay Date 4/6/2018

Pay Period 7 (3/18-31/18)

K.2.

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
March 6, 2018
Isanti City Hall

1. Call To Order

The meeting was called to order by President George Wimmer at 7:20 p.m.

a. Pledge of Allegiance

b. Roll Call

Members Present:	Tara Hallberg, Steve Lundeen, Ross Lorinser, Paul Bergley, Jill Reller and George Wimmer
Members Absent:	Dan Collison (Excused)
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

2. Approval of Agenda

Motion by Commissioner Lundeen, seconded by Comissioner Lorinser to approve agenda as presented. Motion carried unanimously.

3. Approve Minutes of February 7, 2018 Regular Economic Development Meeting

Motion by Commissioner Bergley seconded by Commissioner Lorinser to approve the minutes for February 7, 2018. Motion carried unanimously.

4. 2018 Mayor's Employer Celebration Day

Economic Development Director Sullivan highlighted the June 19, 2018 date of the event for this year and the 17 businesses that are celebrating mile stone City of Isanti Anniversaries. He indicated that plaques for recognition are estimated to cost $357 which is well within the budgeted $1,000 for the event. He highlighted past years business specialists that attend and their ability to answer questions businesses might have. He stated that Isanti Retail Meats has committed to preparing the food for the event. The event has grown in size over the years and continues to be a great success.

President Wimmer highlighted the fact that local elected officials are present and assist with the serving of food and are there for questions from the Isanti businesses.

5. City Promotional Bag Program 2018

Economic Development Director Sullivan stated that the first event for the City Promo Bag program would be on April 14-15 at Isanti Indoor Arena – Home of Rum River BMX. He anticipated at least 200 bags being distributed at the event. Other events, including the Fireman's Rodeo during Jubilee are slated for participation in the program.

President Wimmer stated that based on the growing number of events and the limited number of bags, the city might have to consider expanding the program next year. Economic Development Director Sullivan will monitor this item and bring it back for consideration if needed.

6. Other Business / Updates

Economic Development Director Sullivan highlighted the Staff Memo specifically relating to the hotel status and housing starts.

Commissioner Bergley asked when the project would break ground.

Economic Development Director Sullivan stated that the Development Agreement has a closing date of on or before April 30, 2018 and that construction was likely once the frost was out, road restrictions are lifted and the spring construction season commences.

Commissioner Lundeen stated that this has been a winter with a lot of snow as witness by the large piles in parking lots throughout the city. This has delayed some construction projects from starting early this year.

a. Business Prospects
b. EDAM
c. GPS 45:93
d. Spring 2018 Isantian
e. Housing Starts in 2018
f. Business Arrivals and Departures in Isanti 2018

7. Adjournment

Motion by Commissioner Bergley, seconded by Commissioner Lorinser to adjourn at 7:30 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 6th day of March, 2018.

Respectively Submitted,

Sean M. Sullivan, Economic Development Director

A Community For Generations.

Isanti

Request for City Council Action

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

From: Finance Director Betker

Date: April 6th 2018

Subject: Consider Resolution Accepting Quote for 2018 Actuarial Valuation of Other Post-Employment Benefits and 2019 Reporting Disclosures

---

Background:

The Governmental Accounting Standards Board (GASB) issued Statement 75 in June of 2015. GASB 75 replaces GASB 45 and becomes effective for employer fiscal years beginning after June 15th 2017. GASB 75 examines the unfunded liability of Other Post-Employment Benefits (OPEB), requiring that the entire unfunded liability go on the face of the financial statements.

When retirees are allowed to stay on the City health insurance plan; even when they are paying the full cost of premiums, there is an implicit subsidy. The subsidy arises from the increased premiums that everyone pays as a result of having a retiree(s) on the plan who are likely to have a higher claims experience and hence drive premiums for the entire group higher than they would otherwise have been. This amount must be calculated using very specific actuarial guidelines.

GASB 75 affects the City in a way that GASB 45 did not because GASB 75 does away with the community rating exception to the implicit subsidy liability.

GASB 75 requires a full actuarial valuation at least every two years. During the "off" years between actuarial valuations the city will need a simplified GASB 75 accounting report to comply with the new liability measurement rules. The "off" year reports are considerably easier and less expensive to prepare.

Research:

Staff has obtained quotes from two vendors. The quotes include the initial valuation; to be done in 2018 as well as price to complete the required 2019 report.

Vendor	2018 Valuation	2019 Report Update
Hildi Inc.	$ 1,900	$ 300 - $ 500
Van Iwaarden Associates	$ 4,000	$ 1,500

Request:
Finance Committee is recommending that the Council approve the quote from Hildi Inc.

Attachments:

- Resolution Accepting Quote for 2018 Actuarial Valuation or Other Post-Employment Benefits and 2019 Reporting Disclosures
- Hildi Inc. Quote
- Van Iwaarden Associates Quote

RESOLUTION 2018-XXX

RESOLUTION ACCEPTING QUOTE FOR 2018 ACTUARIAL VALUATION OF OTHER POST-EMPLOYMENT BENEFITS AND 2019 REPORTING DISCLOSURES

WHEREAS, Governmental Accounting Standards Board Statement 75 requires an examination of the unfunded liability of Other Post-Employment Benefits; and

WHEREAS, GASB Statement 75 requires a full actuarial valuation at least every two years; and

WHEREAS, updated disclosures based on the actuarial valuation are required in the years following the required valuation; and

WHEREAS, two quotes were received for the service. The low quote was received from Hildi Inc.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the quote from Hildi Inc. for 2018 actuarial valuation of other post-employment benefits in the amount of $1,900.00 and 2019 reporting disclosures services in the amount of $500.00.

This Resolution is hereby approved by the Isanti City Council this 17th day of April, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

Fee Proposal and Timeline

This fee proposal assumes that the City of Isanti has approximately 30 Plan Members with Implicit Rate Subsidy Other Post-Employment Benefits (OPEBs).

GASB Statement No. 75 (OPEBs) says that plans must perform an actuarial valuation at least once every two years.

Upon receipt of all data needed for the project (see the Data Request), the actuarial valuation results can be prepared **within six to eight weeks**. Any additional information requested (for example, changes in plan design, actuarial cost projections) could possibly extend this timeline.

Basic Actuarial Valuation Fees

	2018 Fiscal Year	2019 Fiscal Year
GASB 75	$1,900	January 1, 2018 actuarial valuation to be used as base results in developing the GASB 75 disclosures for the year ending December 31, 2019. Approximately $300 - $500

These Basic Actuarial Fees include the following:

- Teleconferencing with the actuaries on pending or anticipated issues which may affect the actuarial valuation/report. If any work is needed based on one of the outcomes of a teleconference, a fee will be agreed upon before any work is initiated.
- A results meeting by conference call to discuss the results.
- An Actuarial Report including all information required by the GASB Statements. Hildi Inc. will provide an electronic copy and three hard copies.
- Periodic memos and telephone calls to provide updates on developments that may affect future actuarial reports.

The Basic Actuarial Fees are also based on the receipt of clean participant data in the format requested from the Hildi Inc. data request packet.

Fees for Additional Actuarial Services

Description	Fee
Auditor Requests	Based on Hourly Rates
Attendance at Meetings	Based on Hourly Rates
Contract Proposals	To be agreed upon after determination of scope

Hourly Rates for Additional Services

Description	Hourly Rate
Strategic Actuarial Consulting and Meeting time	$300
Actuarial Calculations	$100 - $275
Data and Administrative work	$100 – $200

Travel and lodging expenses are not included in the basic fee and will be invoiced separately, if requested.

VAN IWAARDEN
Retirement planning for employers

April 2, 2018

Mr. Mike Betker
Finance Director
City of Isanti
110 1st Avenue NW
Isanti, MN 55040

Re: **Engagement Letter for GASB 75 OPEB Actuarial Services – City of Isanti**

Dear Mike:

Thank you for this opportunity to provide Other Postemployment Benefit (OPEB) actuarial services to the City of Isanti (the City). This letter documents the services we will provide for the City's retiree health plan and our fees for those services.

Please note that the new GASB 75 accounting rules require more frequent and comprehensive actuarial reporting. An actuarial valuation is required every two years, while a simplified accounting report is required in the "off years". The off-year report must reflect changes in the discount rate and other significant events/assumptions, but can rely on the prior year data.

Scope of the Engagement

We will perform the following services, as chosen by the City:

1. FY2018 GASB 75 OPEB Valuation

For FY2018, we will perform a GASB 75 valuation. Since there are fewer than 100 retiree health members, the City can choose either an actuarial valuation or an Alternative Measurement Method (AMM) valuation which uses simplified actuarial techniques.

The report will include all OPEB results required for your FY2018 financial statements, including summaries of participants, plan provisions, and actuarial assumptions and methods.

2. FY2019 GASB 75 OPEB Valuation

For FY2019, we will prepare an "off-year" GASB 75 valuation. This report will reflect updated assumptions and plan provisions, but does not require us to collect new census data. The report will include all OPEB results required for your FY2019 financial statements.

3. Other

We will prepare other actuarial and consulting projects requested by you from time to time such as attending meetings, presentations, and miscellaneous consulting.

Fees and Hourly Billing Rates

The new GASB 75 OPEB accounting rules require more frequent actuarial reporting, including biennial actuarial reporting and updated actuarial results in the "off years". Our proposed engagement fees are outlined below. We have shown fees for both options: actuarial valuations or AMM valuations. Subsequent year fees will follow a similar on-year/off-year pattern.

Services Provided – Actuarial Valuation	Fee
FY2018 GASB 75 actuarial valuation report	[illegible]
FY2019 "off-year" GASB 75 roll-forward actuarial valuation report	$1,500
Conference call to review results	[illegible]

Services Provided – AMM Valuation	Fee
FY2018 GASB 75 AMM valuation report	[illegible]
FY2019 "off-year" GASB 75 roll-forward AMM valuation report	$1,500
Conference call to review results	[illegible]

The proposed FY2019 "off-year" fees assume no substantial changes to the plan census, assumptions, plan provisions, or funding arrangement. If any of these factors change significantly, then GASB 75 rules may require an actuarial valuation in the off year for a separate fee.

Out-of-scope projects are within the City's control, and time for them will be billed at our normal hourly rates. For 2018, our hourly rates are $135 to $185 for actuarial analysts and $225 to $335 for consulting actuaries. Out-of-scope projects include time spent on:

- additional meetings and preparation,
- significant changes in your plan, accounting or funding arrangements,
- cleanup of inaccurate data or data not provided in the form requested, and
- follow-up for information not provided within 45 days of our request.

We will notify you if any out-of-scope fees are to apply, and will be happy to estimate fees for additional projects as requested. Out-of-pocket expenses will be passed on to you without markup. Travel time, if it occurs, is billed at 50% of our normal rates. We will provide additional consulting services or changes in valuation scope upon request. Additional fees for such requests will be discussed and agreed upon by both parties prior to commencement.

You have the right to terminate our services at any time, subject to payment of accrued charges for work we have done through the date we receive notice. We will have the same right of termination (including termination for non-payment of fees and expenses), subject to our obligation to give the City reasonable notice.

K.4.

A Community For Generations.

Isanti

Request for City Council Action

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

From: Finance Director Betker

Date: April 9th 2018

Subject: Consider Resolution Setting Work Sessions for 2019 Budget

---

Background:
Below is the proposed 2019 Budget Timeline

Annual Budget Process Schedule

Date	Month	Action
1st Finance Committee Meeting	April	Memo to Finance Committee Outlining Budget Process/Timeline
2nd Council Meeting	April	Memo to Council Outlining Budget Process/Timeline
3rd Thurs.	April	Prepare Budget & Capital Outlay Request Templates
Last Thurs.	April	Distribute Budget & Capital Outlay Request Templates
First 3 weeks	May	Input Department Head Budget Requests
Last 1 week	May	Meet With Department Heads Regarding Budget and Capital Requests
1st Finance Committee Meeting	June	Review Capital Outlay Requests with Committee
2nd Finance Committee Meeting	June	Review Budget Items and Revised Capital Outlay Requests
2nd Council Meeting	July	Council Budget Workshop - Present Preliminary General Fund Budget
1st council Meeting	August	Council Budget Workshop - Present Preliminary Enterprise Fund Budgets & Capital Requests
2nd Council Meeting	August	Council Budget Workshop - If Deemed Necessary by Council
1st Council Meeting	September	Preliminary Levy is Approved
1st Council Meeting	December	Final Levy and Budget Adoption

Request: Staff is recommending that Budget workshops be held immediately following the regular Council Meetings on Tuesday July 17th and Wednesday August 8th. As well as Tuesday August 21st if deemed necessary by the Council.

Attachment:

- Resolution 2018-XXX – Setting Work Sessions for 2019 Budget

RESOLUTION NO 2018-XXX

RESOLUTION SETTING WORK SESSIONS FOR 2019 BUDGET

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 immediately after the regular City Council Meeting on the following dates:

1. Tuesday, July 17, 2018
2. Wednesday, August 8, 2018
3. Tuesday, August 21, 2018 (Optional Third Workshop – held only if needed)

This resolution was duly adopted by the Isanti City Council this 17th day of April 2018.

Attested:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

K.5.

RESOLUTION 2018-XXX

APPROVE TEMPORARY 3.2 BEER LICENSES FOR THE ISANTI LIONS CLUB FOR THE 2018 ISANTI STREET DANCES

WHEREAS, the City has received Temporary 3.2 Beer License applications from the Isanti Lions Club for the 2018 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 Isanti ions Club has provided a Certificate of Liquor Liability Insurance for this event; 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 that the Isanti Lions Club application for a Temporary 3.2 Beer Licenses for the Isanti Street Dances scheduled for June 23, 2018, July 14, 2018 and August 11, 2018 are approved.

This Resolution is hereby approved by the Isanti City Council this 17th day of April, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
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 3.2 ON-SALE MALT LIQUOR LICENSE

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION	DATE ORGANIZED	TAX EXEMPT NUMBER
Isanti Lions Club	7-1-74	3153884
STREET ADDRESS	**CITY**	**STATE** / **ZIP CODE**
	Isanti	MN / 55040
NAME OF APPLICATION [redacted]	**BUSINESS PHONE**	**HOME PHONE** [redacted]
	(763) 444-5070	

DATES & HOURS 3.2 BEER/NONINTOXICATING LIQUOR WILL BE SOLD (1 to 4 days)

June 23 2018 5PM - 11 PM
July 14 2018 5PM - 11 PM
Aug. 11 2018 10 AM - 11 PM

TYPE OF ORGANIZATION cell 612-790-9529

☒ CLUB ☐ CHARITABLE
☐ RELIGIOUS ☐ OTHER NONPROFIT

ORGANIZATION OFFICER'S NAME	ADDRESS
Joe Mau Treas	[illegible]
Tom Broeckert Pres	[illegible] MN
Kent Larsen Sec.	[illegible]

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 # AZ10066 - AZ10070

Signature: Joseph A. Mau Date: 3/7/18

APPROVAL

FOR OFFICE USE

CITY FEE AMOUNT _____
DATE FEE PAID _____
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 3.2% MALT LIQUOR LICENSE:

If Minors are to be present the following information is required:

Designate Area of Event:
Isanti Main street

Describe Designated Entry into the Event Area:

Describe What Controls will be Used at the Entrance (I.D. Bands etc):
Wrist Bands

K.6.

RESOLUTION 2018-XXX

RESOLUTION ACCEPTING FULL-TIME MAINTENANCE TECH II AND UTILITY LEAD JACOB PUDLICK'S LETTER OF RESIGNATION

WHEREAS, full-time Maintenance Tech II and Utility Lead Jacob Pudlick has submitted a letter of resignation to the City of Isanti and presented this to Public Services Director/Assistant City Administrator Josi Wood on April 10, 2018; and,

WHEREAS, the effective date of this resignation is April 24, 2018; and,

WHEREAS, Jacob Pudlick is leaving employment in good standing; 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 Jacob Pudlick is hereby accepted effective April 24, 2018.

2. That Human Resources/City Clerk and Public Services Director/Assistant City Administrator Josi Wood are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 17th day of April, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2018-XXX

K.7.

RESOLUTION OFFERING THE POSITION OF PART-TIME PUBLIC WORKS SEASONAL MAINTENANCE TO TIMOTHY DOYLE, GREGORY 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 three Part-Time PW Seasonal Maintenance Positions from Resolution 2018- 042; and

WHEREAS, the Interviewing Panel selected Timothy Doyle, Gregory Rambow and Gene West as the most qualified candidates for the open Part-Time PW Seasonal Maintenance position. A successful background check has been completed on all three candidates.

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 PW Seasonal Maintenance position to Timothy Doyle, Gregory Rambow and Gene West for the City of Isanti and that they shall be eligible to start in their positions on or after April 17th, 2018.
2. That Timothy Doyle shall start at Step 1 of the wage scale at $11.00 per hour.
3. That former City of Isanti seasonal employees Gene West and Gregory Rambow shall start at the wage scale of $11.50 per hour as they are re-hired from previous years.
4. That Timothy, Gregory and Gene shall not work over 67 days per the Union Contact in the position of the Part- Time PW Seasonal Maintenance position effective Spring through Fall 2018.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offers.
6. 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 17th day of April, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2018-XXX

RESOLUTION OFFERING THE POSITION OF PARKS INTERN TO BREE ERICKSON

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 Parks Internship budgeted at $4500.00 in Resolution 2018- 022; and

WHEREAS, the Interviewing Panel selected Bree Erickson 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 Parks Internship to Bree Erickson for the City of Isanti and that she shall start in that position effective May 2018 or later.
2. That Bree Erickson shall be paid $14.00/hour working around 300 hours for Summer 2018.
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 17th Day of April, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

K.9.

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 10, 2018

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 4, 2018.

The police department has a need for portable radios for its Volunteer Police Reserve Unit. In addition to these radios being used for the Reserves, they will also be used for Emergency Management Incidents that affect our region.

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 application to this grant funding opportunity for the purchase of safety / emergency related equipment.

Thank you for your time and consideration,

Chief Gene C. Hill

RESOLUTION 2018-XXX

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 4, 2018; and,

WHEREAS, the police department is seeking authorization to make application to purchase safety / emergency related equipment; and,

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 for this process.

This Resolution is hereby approved by the Isanti City Council this 17th day of April, 2018.

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 **MEMO**

Date: April 12, 2018

Subject: October 01, 2018 – September 30, 2019 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 we 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. 2018 - XXXX

A RESOLUTION AUTHORIZING THE APPLICATION TO ENTER INTO AN AGREEMENT WITH THE MINNESOTA OFFICE OF TRAFFIC SAFETY GRANT FOR SAFE AND SOBER HIGH VISIBILTY ENFORCEMNT

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 officers 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, 2018 through September 30, 2019.

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.

Adopted by the Isanti City Council this 17th day of April, 2018.

Attest: _____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

K.11.

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/ Assist. City Admin.

Date: April 17, 2018

Subject: Consider Resolution Accepting Engineering Inspection and Evaluation Report for Elevated Storage Tank

---

Background

The City's Elevated Storage Tank (Water Tower) was cleaned and inspected, both internally and externally, in June 2017 to assess the condition and longevity as well as any structural issues that should be addressed.

Request

Staff is seeking action on this item.

Attachments

- Resolution 2018-XXX
- Engineering Inspection and Evaluation Report by Bolton and Menk, Inc. _ dated 12.18.17

RESOLUTION NO. 2018-XXX

A RESOLUTION ACCEPTING ENGINEERING INSPECTION AND EVALUATION REPORT FOR ELEVATED STORAGE TANK

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 April 18, 2017 for services to clean and engineering services by Bolton and Menk, Inc. for inspection; and,

WHEREAS, Public Works Committee reviewed the inspection and evaluation report on April 3, 2018; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the engineering inspection and evaluation report by Bolton and Menk, Inc. for the City's Elevated Water Storage Tank, East Dual Blvd. Water Tower.

This Resolution was duly adopted by the Isanti City Council this 17th day of April, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources / City Clerk

BOLTON & MENK

Real People. Real Solutions.

December 2017 Preliminary Engineering Inspection and Evaluation Report

Elevated Storage Tank (Dual Blvd. Water Tower) Isanti, Minnesota

R13.113483

Submitted by:
Bolton & Menk, Inc.
1960 Premier Drive
Mankato, MN 56001
P: 507-625-4171
F: 507-625-4177

Certification

Preliminary Engineering Inspection and Evaluation Report

for

Elevated Storage Tank (Dual Blvd. Water Tower)
Isanti, Minnesota

City of Isanti, Minnesota
R13.113483

December 2017

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.

By: _____

John Graupman, P.E.
License No. 26868

Date: December 18, 2017

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Appendix

Appendix A: Photo Report
Appendix B: Water Storage Tank General Information Report
Appendix C: Midco Hydropillar Inspection Report, Dated August 31, 2017

I. INTRODUCTION

An inspection and evaluation was performed on the Isanti, Minnesota elevated storage tank (Dual Boulevard water tower) on both June 22 and June 29, 2017. The tower is a 750,000 gallon hydropillar style built in 2003 by Chicago Bridge & Iron. The tank color is off-white with blue logo/lettering. At the time of evaluation, the tank interior water level was approximately 95 percent tank capacity. This high level was necessary for diver entry to perform interior wet inspection and cleaning. Additional tower information was also provided by City staff.

II. INSPECTION METHODS

The inspection and evaluation performed on the interior wet portion was visually observed through the tank roof access hatch and by a diver.

The inspection and evaluation performed on the interior dry portion was observed from the interior ladders and landings.

The inspection and evaluation performed on the exterior was from ground level, telescoping lift basket, and by the tank roof access. Climbing to the tank roof was accessed through the pedestal door access and by ladders up to the roof.

Photos were taken by camera.

There was also a report provided by Midco Diving and Marine Services (tank cleaning and inspection performed on June 29, 2017). The report provides information and all photos of the conditions below the water level during the time of the inspection and evaluation.

III. EVALUATION SUMMARY

A. INTERIOR WET

Per information provided from City staff, the interior wet coatings are original from approximately 14 years ago (2003) when the tower was new. Viewing the interior from the roof access hatch, it reveals an overall coating condition of fair with some isolated areas of poor condition. Due to the high water level (approximately 95 percent tank capacity) necessary for diver entry, the interior wet tank shell wall was not visible through the roof access hatch; however, there are several photos taken from the video collected during the inspection and cleaning performed by Midco Diving and Marine Services. See Midco evaluation report in the appendix for additional information and photos.

1) The isolated areas of poor condition are mainly on the roof and roof structure. The visible coating failures to the substrate are mainly at the welds and roof structural supports (see photos #32 through #36).

2) Minor coating failures are visible to the substrate on both the interior wet dry riser pipe and overflow pipe weir box (see photos #30 and #31).

B. INTERIOR DRY

The City provided information that the coating in the interior dry area of the tank was the original from approximately 14 years ago (2003). The overall interior dry coating is in good to fair condition. Excluding the areas exposed to the harsh environments (condensation areas), the interior dry coatings are performing satisfactorily.

1) The pedestal shell wall on the interior dry is in good to fair condition with only minor spots of corrosion (see photos #37, 38, 43, 44, 46, 47, 48, and 49).

2) The tank bottom is also in good to fair condition with areas of dirt and mildew (see photos #49, 51, and 52).

3) The weld area at the pedestal shell wall to tank bottom reveals areas of minor corrosion (see photo #64).

4) The dry riser pipe is in good to fair condition. The lower portion of the dry riser pipe reveals visible rust staining and the initiation of coating failure (corrosion) through the coating (see photo #63).

5) The tower has a condensation tarp “diaper” installed at lower portion of the tower (see photos #46 and 47).

6) The dry riser pipe ladder is equipped with a cable type safety climb system. The remainder of the interior dry ladders were not equipped with a cable style ladder safety system at the time of inspection, but it has been communicated that the cable type safety systems have been installed on the remainder of the ladders since the inspection.

7) The inlet/outlet pipe is insulated with a metal jacket and is in good condition (see photos #38, 47, 48, and 50). The insulation was not removed to expose the pipe surface during the evaluation.

8) The interior dry tower base ring and anchors are in good to fair condition (see photo #42).

9) There is a wood constructed instrumentation control equipment shelter located in the tower base (see photos #38, 39, 40, and 41).

10) A painter's hatch is located at the upper pedestal shell wall just below the tank bottom (see photo #53).

11) A sump pit is located at the north side near the overflow pipe. There is no sump pump in the pit (see photo #45).

C. EXTERIOR

Per information provided from City staff, it was reported that the exterior area of the tank was last coated approximately 14 years ago (2003) when the tower was new. The exterior coating surfaces (excluding the tank roof) received a power wash cleaning on June 22, 2017. The overall exterior coating appearance is in fair condition with some small isolated areas in fair to poor condition (see photos #1 through 8, 24, 25, and 26).

1) On the tower's south face is an overhead "garage" door and an access personnel doorway. The personnel door appears to be designed with a duplex coating (paint over galvanizing). A portion of the coating (paint) has delaminated from the assumed galvanized substrate surface (see photos #8 and 10).

2) The overall tower pedestal is in fair condition with some isolated small areas of minor corrosion.

3) The tower base ring and overhead door structure present areas of corrosion evident by visible rust staining (see photos #9, 55, and 56).

4) The pedestal shell wall exhibits small and minor isolated spots of corrosion. These areas are visible both at shell wall weld seams and on the shell wall plate surfaces (see photos #11, 12, 13, 59, 61, and 62).

5) Visible at ground level is a fractured or cracking appearance in the coating; however, there was no visible rust staining where this appearance was revealed (see photos #57 and 58).

6) The pedestal shell wall is designed with eight (8) screened vents (see photo #16).

7) The overflow pipe exits the north side of the tower over a rock "bed" type splash pad. The overflow pipe discharge screen is stained but in fair condition (see photos #14 and 15).

8) The tower roof is in fair condition with isolated areas of corrosion. A portion of the surfaces present minor areas of dirt and mildew (see photos #18, 19, 22, 23, 24, 25, and 26). There is a moderate amount of telecommunication equipment mounted on the roof railing (see "Telecommunication Equipment" section 6.1 below).

D. STRUCTURAL

The "structural" items of the tower are in fair condition. There are a few items that may need to be added, modified, and/or replaced.

1) The roof vent is the "frost free" pressure relief type (see photo #20 and 21).

2) The roof access hatches on the roof present minor areas of corrosion (see photos #19, 22, and 23).

3) The overflow pipe is located on the north face of the tower with the discharge over the rock type splash pad.

4) There are eight (8) "pipe penetration" style tank vents located throughout base/pedestal steel shell wall of the tower. The vent screens are large enough to allow bugs and insects to enter the tower base cone.

5) There is no drain “mud” valve installed on the tank bottom.

6) The roof does not have aviation obstruction light fixtures.

7) The only ladder equipped with a ladder safety climb system during the inspection was the interior dry riser pipe ladder; however, it was later communicated that all of the interior ladders have since been equipped with the cable type ladder safety climb systems.

E. FOUNDATION

The exterior tower base ring concrete foundation is in fair condition. The foundation exhibits minor dirt and mildew in some locations. The grout is in fair condition (see photos #55 and 56).

F. TELECOMMUNICATION EQUIPMENT

The telecommunication equipment is installed and supported throughout the tower interior and exterior roof. The coax/cable exits through the pedestal shell wall on the west face of the tower. The equipment shelter is located west of the tower (see photos #7, 17, 18, 27, 28, 29, 37, 43, 44, and 49).

IV. RECOMMENDATIONS

A. INTERIOR WET

The interior protective coating appears to be performing satisfactorily below the normal operating water level; however, there are several areas of visible corrosion with a few areas of complete coating failure to the substrate at the roof and roof structure area. Excluding the coating failures at the roof areas, the coating appears to be protecting the structure as anticipated for the age of the coatings.

It is recommended that the interior wet coatings be regularly monitored for condition. The condition should be monitored within a three (3) to five (5) year time period. Not necessary, but an interior wet spot repair could be performed at the City's discretion.

B. INTERIOR DRY

Given the estimated age and condition, the majority of the present coating system appears to be performing to the anticipated life expectancy. The majority of the interior dry coatings do not need any attention at present; however, with the harsh environment (excessive condensation), the lower portion of the dry riser pipe is starting to show signs of "through" coating failure.

It is recommended that the interior dry coatings be regularly monitored for condition during the other portions of the tower evaluations.

C. EXTERIOR

The exterior coating system is approximately 14 years old and has been performing to expectations. Given the minor areas of isolated corrosion, it is visibly evident that the coating system is showing age and getting near its life expectancy (15-20 years); however, it is not necessary to perform any repairs at this time.

It is recommended that the tower exterior be monitored for condition on a regular basis as the coating system age continues to near its necessary replacement.

D. STRUCTURAL

It is recommended that the below listed items be installed, removed, or modified at the next coating rehabilitation.

1) Install new tank bottom drain valve ("mud valve") with piping to overflow pipe.
2) Install new LED type aviation lights and mounting post.
3) Install "bug screens" on pedestal vents.
4) Install concrete splash pad.

E. FOUNDATION

The exterior tower base ring concrete foundation appears to be in fair condition. It is not necessary for any maintenance or repairs at this time.

F. TELECOMMUNICATION EQUIPMENT

The tower rehabilitation will require the continued oversight during any removal and replacement of existing, new, and/or modified equipment installations. The next coating replacement will require the complete temporary removal and reinstallation of the telecommunication equipment during the project. When the next coating reconditioning is planned, the telecommunication providers should be notified several months in advance to plan for the temporary removal. It is anticipated that the providers will desire a temporary monopole installation to maintain service during the rehabilitation. This is normal industry practice.

V. FINAL SUMMARY

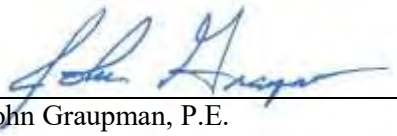
The tower is generally in fair condition and no immediate work is recommended. The tower should be regularly monitored with a complete evaluation within the next 3-5 years as the coating system nears its life expectancy. The coatings are currently 14-years old and nearing the typical 15-20 year life cycle of a coating system, but are still performing well with isolated areas beginning to fail. While some systems can last significantly longer, we would recommend the City budget for a project in 3-5 years. A review of improvement options, related costs, and timing would be completed with the next evaluation. This would include a life cycle cost comparison of spot repair and overcoat versus a full coating removal and replacement. Current comparable projects are ranging from $350,000 to $700,000 for these options.

VI. PREPARATION CERTIFICATIONS

Inspection and Report Performed By:

James R. Connor
NACE Certified Coatings Inspector #33440
AWS Certified Welding Inspector #92110161
Bolton & Menk, Inc.

Report Reviewed By:



John Graupman, P.E.
Principal Environmental Engineer
License No. 26868
Bolton & Menk, Inc.

Appendix A: Photo Report

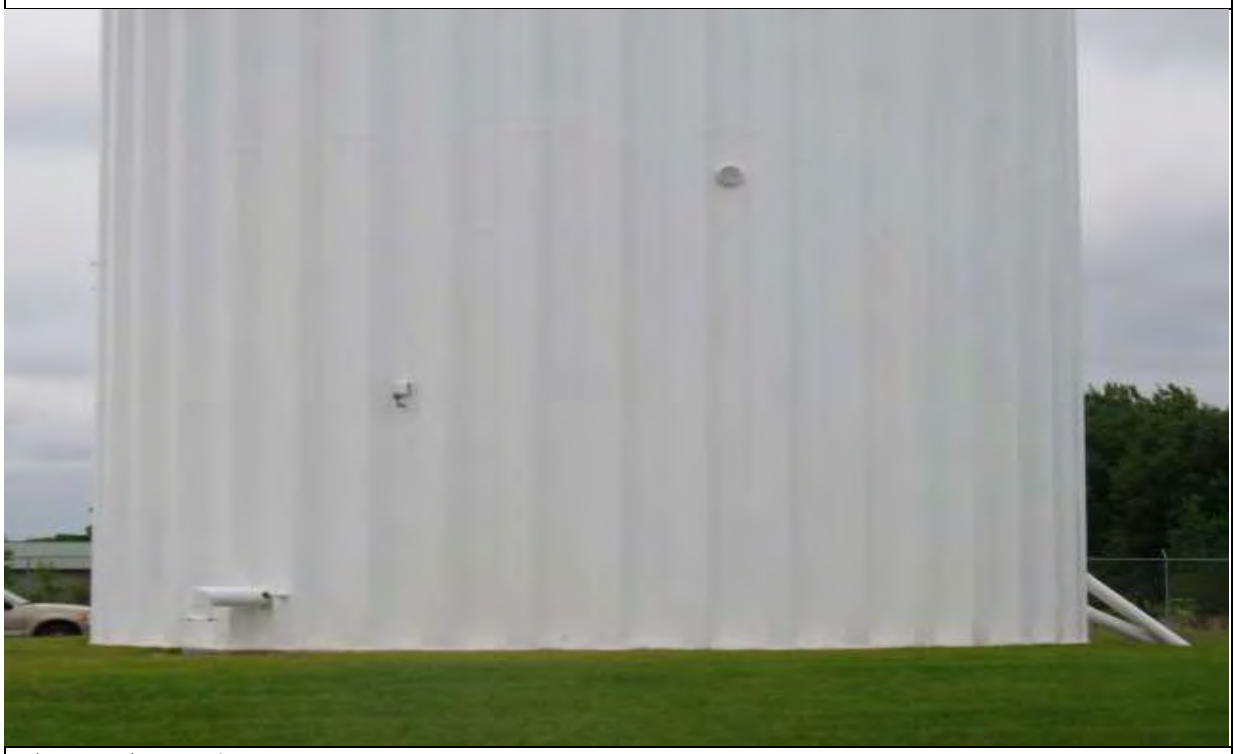
Photograph #: 1
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of tower from East

Photograph #: 2
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View from north

Photograph #: 3
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of tank from east

Photograph #: 4
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of pedestal and overhead door from south

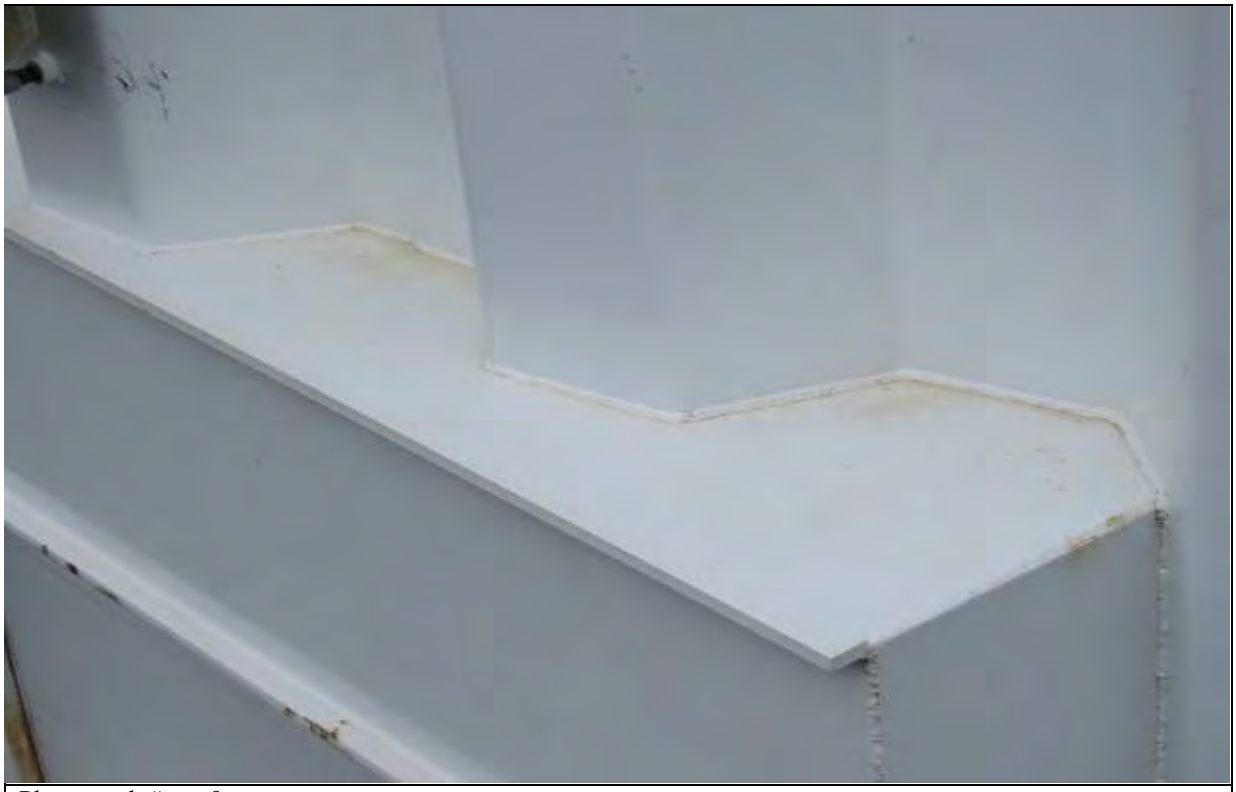
Photograph #: 5
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of tank from north



Photograph #: 6
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of tower pedestal base from north

Photograph #: 7
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of tower pedestal base and telecom conduits on west side of tower

Photograph #: 8
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of tower access doors



Photograph #: 9
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of corrosion above overhead access door

Photograph #: 10
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of individual doorway (note: coating delamination – galvanized substrate)

Photograph #: 11
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of corrosion on pedestal shell wall

Photograph #: 12
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of corrosion on pedestal shell wall

Photograph #: 13
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of corrosion at pedestal to tank bottom

Photograph #: 14
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of overflow pipe (note: no splash pad)

Photograph #: 15
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of overflow pipe outlet and screen

Photograph #: 16
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of vent in pedestal shell wall

Photograph #: 17
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of tower roof and telecommunication equipment

Photograph #: 18
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of tower roof and telecommunication equipment

Photograph #: 19
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of dry riser pipe access to roof

Photograph #: 20
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of pressure “frost free” roof vent

Photograph #: 21
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of pressure "frost free" roof vent

Photograph #: 22
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: Interior wet access hatch on tower roof

Photograph #: 23
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: Interior wet access hatch on tower roof

Photograph #: 24
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: Tower roof and painter's vent (access hatch) at outer roof perimeter

Photograph #: 25
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: Tower roof and painter's vent (access hatch) at outer roof perimeter

Photograph #: 26
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: Tower roof and painter's vent (access hatch) at outer roof perimeter

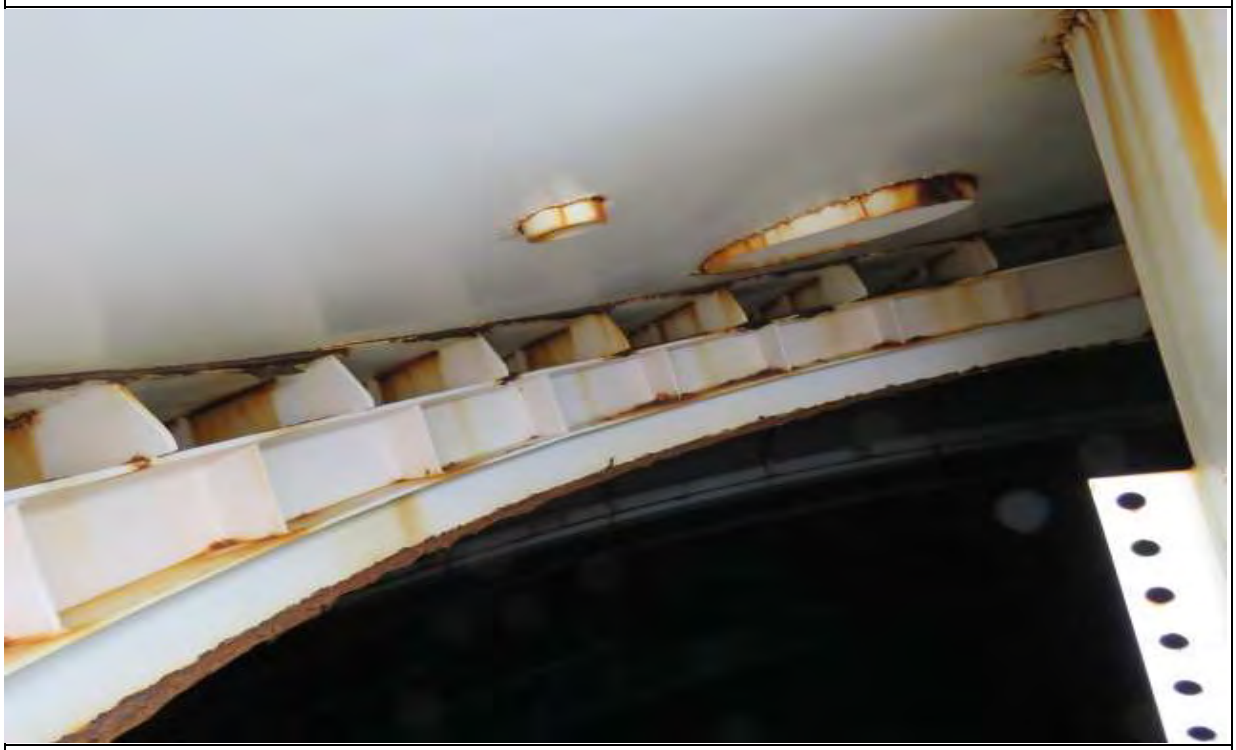
Photograph #: 27
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of tower roof and telecommunication equipment

Photograph #: 28
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of tower roof and telecommunication equipment

Photograph #: 29
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of tower roof and telecommunication equipment

Photograph #: 30
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of interior wet dry riser pipe

Photograph #: 31
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of overflow pipe weir box in the interior wet



Photograph #: 32
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of interior wet roof support structure

Photograph #: 33
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of interior wet roof support structure

Photograph #: 34
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of interior wet roof support structure

Photograph #: 35
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of interior wet roof support structure

Photograph #: 36
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of interior wet roof support structure and roof plate

Photograph #: 37
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of tower pedestal base

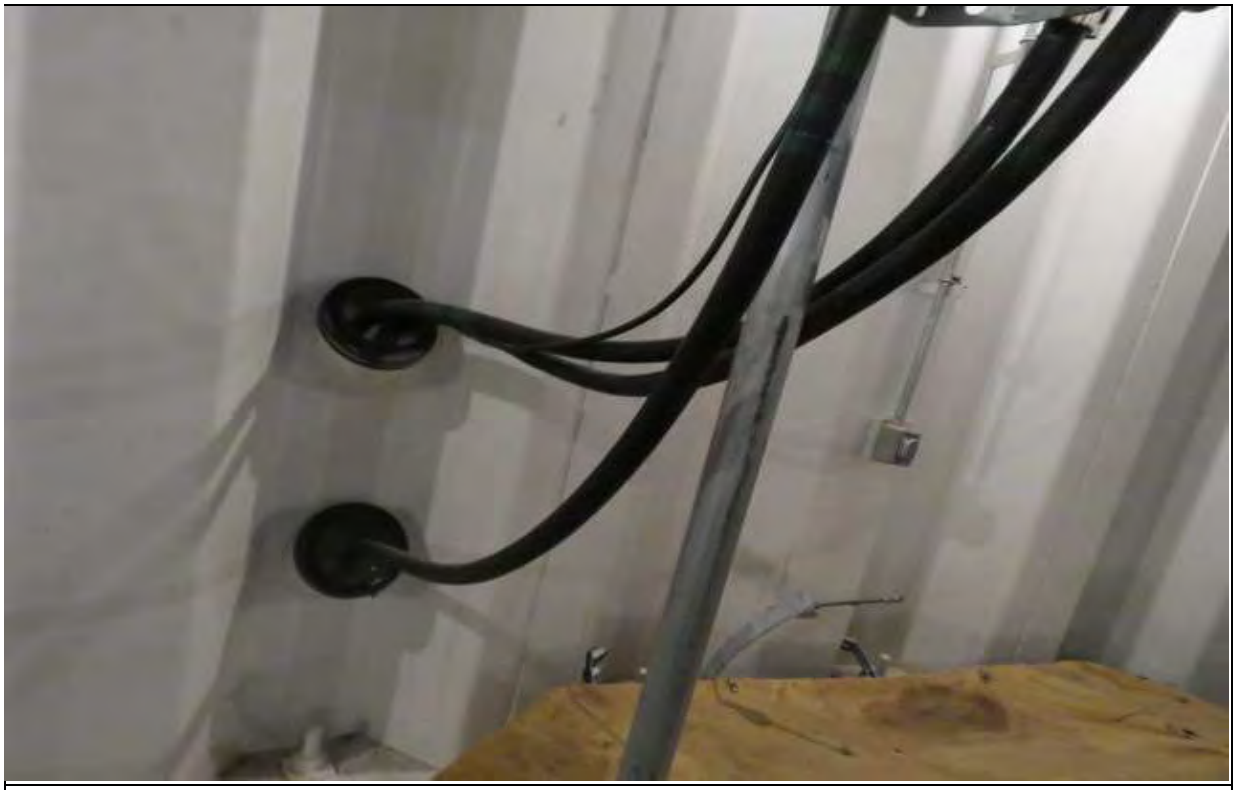
Photograph #: 38
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of tower pedestal base

Photograph #: 39
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of heated control room

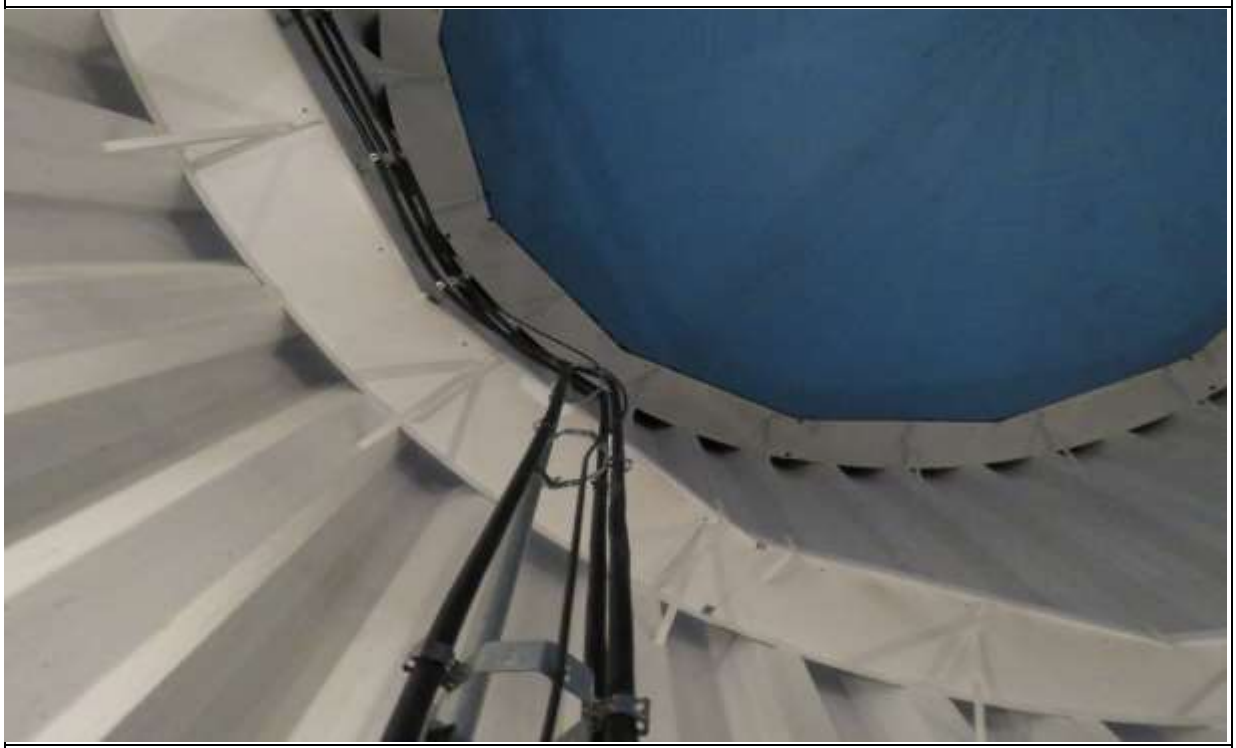
Photograph #: 40
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of heated control room

Photograph #: 41
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of heated control room

Photograph #: 42
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of anchor rod assembly (typical)

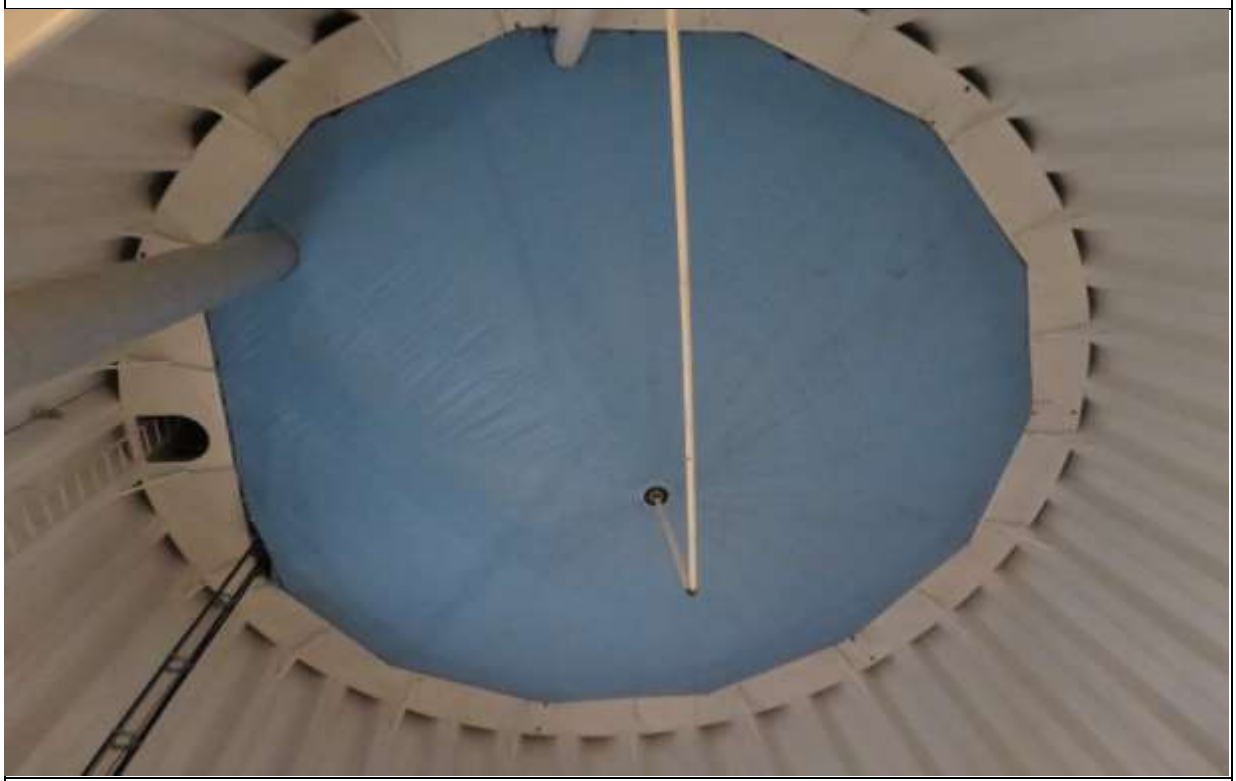


Photograph #: 43
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of telecommunication coax in pedestal base



Photograph #: 44
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of telecommunication coax in pedestal base

Photograph #: 45
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of sump in pedestal base



Photograph #: 46
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of condensation tarp from interior dry below

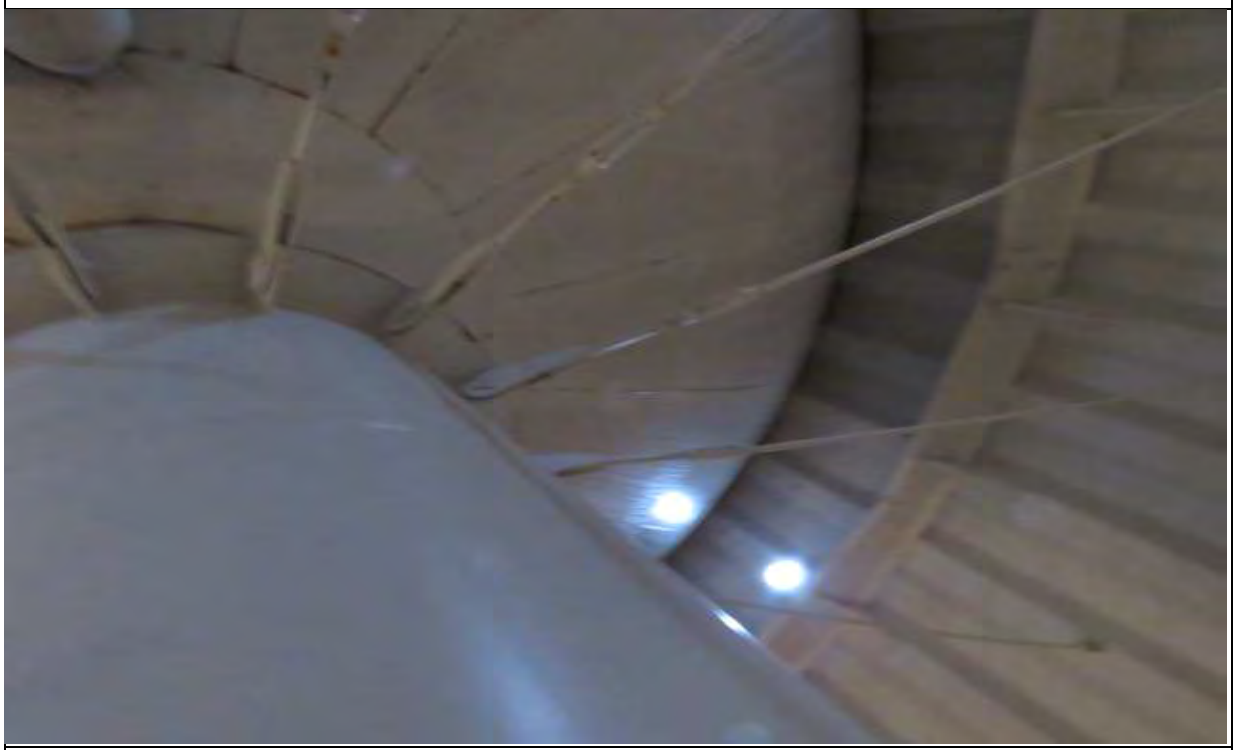
Photograph #: 47
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of condensation tarp from interior dry above

Photograph #: 48
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of interior dry pedestal and tank bottom

Photograph #: 49
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of tank bottom and catwalk from below

Photograph #: 50
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of catwalk and dry riser pipe access

Photograph #: 51
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of tank bottom and dry riser pipe



Photograph #: 52
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of tank bottom and dry riser pipe

Photograph #: 53
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of painter's hatch in pedestal upper shell wall

Photograph #: 54
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of pedestal shell wall and tank bottom transition

Photograph #: 55
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of cone base ring and foundation (typical)

Photograph #: 56
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of cone base ring and foundation (typical)

Photograph #: 57
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of fractured “cracked” coating

Photograph #: 58
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of fractured “cracked” coating

Photograph #: 59
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of spot corrosion

Photograph #: 60
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of spot/isolated corrosion

Photograph #: 61
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of spot/isolated corrosion near pedestal bottom

Photograph #: 62
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of spot/isolated corrosion at pedestal base ring

Photograph #: 63
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of interior dry – dry riser pipe (note: corrosion initiated through coating)

Photograph #: 64
Date: June 22 & 29, 2017 ~ 750,000 Gallon Elevated Water Storage Tank Evaluation ~ Isanti, MN
Subject: View of isolated minor corrosion at the interior dry tank pedestal to tank bottom

Appendix B: Water Storage Tank General Information Report

BOLTON & MENK
Real People. Real Solutions.

Water Storage Tank General Information Report

Customer:	**City of Isanti**		
Project Desc:	**Water Storage Tank Evaluation**		
Project No.:	**R13.113483**	Contact:	**Josi Wood**
Address:	**110 1st Avenue NW Isanti, MN 55040**	Evaluation Date:	**June 22, 2017 & June 29, 2017**
Inspector(s)	**James Connor**		

Site

Address:	**601 East Dual Blvd. – Isanti, MN 55040**	
Tank Style:	**Hydropillar**	
Description:	North: **Well House #3 / Parking Lot**	
	South: **Commercial Lot**	
	East: **Water Treatment Plant**	
	West: **Grass/Telecom Shelter**	
	Access type: **Personnel & Overhead Door**	Security: **Key**
	Overflow Discharge Orientation: **Southeast**	
	Direction of Site Drainage: **All Directions**	

Tank Information

Manufacturer: **CB&I**			Year Built: **2003**		Serial No. **137850**	
Capacity (Gallons)	Drwg's Avail?	Construction Type	Height (Approx.) ROOF	HWL	LWL	Tank Dia.
750,000	**No**	**Welded Steel**	**Appx. 155'**	**Appx. 145'**	**Appx. 109'**	**Appx. 64'**

Foundation

Concrete/Grout	**Fair/Good**	Cone/Pedestal Base (Dia.) – **Appx. 42'**	
Anchor rods/nuts	**#36**	Diameter- **1.5"**	Condition- **Good**
Splash Pad/Basin	**No**	Size- **N/A**	Condition- **Fair/Rock**

Accessories Information

Ladders		**Caged/Dia.**	**Safety Device / Type**	**Rung width/distance**
Interior (Wet)	**No**	**N/A**	**N/A**	**N/A**
Interior (Dry)	**Yes**	No	**Partial (dry riser pipe)**	**16" / 12"**
Exterior	**No**	**N/A**	**N/A**	**N/A**

Dry Riser Diameter – **48"**		Pedestal Diameter – **Approx. 42'**	
Fill Pipe Size – **16"**	Insulated- **Yes**	Outlet Pipe Size- **N/A**	Insulated- **N/A**
Drain Plug? **No**	Mud Valve? **No**	Comment- **N/A**	
Drain(s): **No**		Screened? **N/A**	
Overflow Pipe- **10"**	Distance to Grade: **22"**	Screen? **Yes**	Flapper? **No**

Railings	Type	Height	Dia.	Mid-rail?	Toe Plate?	Comment:
Roof	**Angle 2"**	**42"**	**16'**	**Yes**	**4"**	**Telecom Supported**
Balcony/Catwalk	**Angle 2"**	**42"**	**N/A**	**Yes**	**4"**	**45" Width**

Sway Rods & Struts Condition	**Interior - Good**

Antennas (type)	Location	Owner	Condition/Comments
Panel (3)	**Roof**	**Sprint**	**Fair**
Dish (4)	**Roof**	**Genesis**	**Fair**
Omni (1)	**Roof**	**Unknown**	**Fair**

Manways (location)	Size	Type	Condition/Comment
Dry Tube Roof Access	**30”**	**Hinged**	**Fair**
Interior Wet Roof Hatch	**30”**	**Hinged**	**Fair**
Painters Vent	**24”**	**Hinged**	**Fair**
Interior Wet Floor Access	**24”**	**Pressure**	**Fair**
Painter’s Hatch	**30”**	**Hinged**	**Fair**

Vent(s) (Location)		Size	Screened?	Frost Free?
Roof		**24”**	**Yes**	**Yes**
Lighting	Aviation: **No**	Operational? **N/A**	Comment: **N/A**	
	Interior: **Yes**	Operational? **Yes**	Comment: **N/A**	

Vault or Pump Control Room? **Valve Room**		Recirculation Pump? **No**	
Sump Pit? **Yes**	Size – **2’x2’**	Sump Pump? **No**	Operational- **Near Overflow**
Cathodic Protection System? **No**		Comments: **N/A**	

Coating Information

	Interior Wet	**Interior Dry**	**Exterior**
Date Last Painted	**2004 (New)**	**2004 (New)**	**2004 (New)**
Painting Contractor	**Unknown**	**Unknown**	**Unknown**
Complete or Partial	**New**	**New**	**New**
Surface Preparation	**Bare Steel**	**Bare Steel**	**Bare Steel**
Coating Manufacturer	**Unknown**	**Unknown**	**Unknown**
Coating System	**Epoxy**	**Epoxy**	**??? / Urethane**
Suspect Lead? **No**	Lead Check Test: **No**	Sample(s) taken: **No**	

Coating Condition

Interior Wet	**Fair/Poor**
Interior Dry	**Fair/Good** **Dry Riser – 8-12 Mils** **Pedestal Shell- 5-8 Mils**
Exterior	**Fair** **Roof – 6-12 Mils** **Shell – 7-9 Mils** **Power wash cleaned 6-22-17 (National Wash Authority)**
Logo	**Fair**

Appendix C: Midco Hydropillar Inspection Report, Dated August 31, 2017

Midco
Diving & Marine Services, Inc.

Report of Procedures and Findings From the Cleaning and Inspection of the

Hydropillar
Bolten & Menk
Isanti, MN

By
Midco Diving & Marine Services, Inc.

800.479.1558
www.midcodiving.com
info@midcodiving.com
Home Office P.O. Box 513 Rapid City, South Dakota 57709 605-791-3030
Regional Office P.O. Box 7396 Loveland, Colorado 80537 970-532-2128

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Midco
Diving & Marine Services, Inc.

August 31, 2017

Bolten & Mark
Attn: Jamie Connor
1960 Premier Drive
Mankato, MN 56001

INTRODUCTION

Following is a summary of a visual and video inspection of the Hydropillar Reservoir for the Bolten & Menk in Isanti, MN. This inspection was undertaken on June 29, 2017 by Midco Diving & Marine Services, Inc., of Rapid City, SD. The findings of this inspection report are a supplement to the inspection video and worksheets, which are found under the same cover.

The Reservoir, which is the subject of this report, appears to be of conventional design and construction.

METHODOLOGY

The reservoir was inspected by a surface-supplied commercial air diver. The diver was equipped with real-time high-definition video and a LED lighting system as well as live voice communication between the inspecting diver and the surface team. All procedures were carried-out in accordance with Midco Diving's *Standards and Procedures*. Prior to entering your reservoir the diver and equipment were disinfected with a 200 parts per million chlorine solution per ANSI/AWWA C652-11 standards.

EXTERIOR FINDINGS

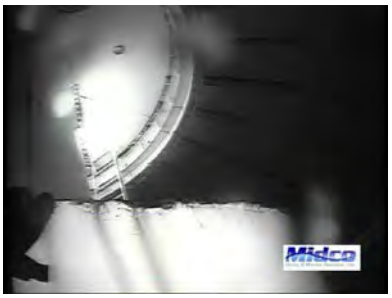
Upon visual inspection of the exterior of the structure, the reservoir appears to be in good condition, with the following findings noted:

1. No weather stripping noted
2. Noted coating failure with corrosion on access hatch

INTERIOR FINDINGS

Upon visual inspection of the structure above and below the water line, the overall condition of the tank appears to be in good condition, with the following findings noted:

1. Up to 24” of sediment noted
2. Coating failure with corrosion noted on roof seams
3. Staining noted on reservoir walls and center column
4. Daylighting noted from above surface man entry ways.



DISCLAIMER

Midco Diving & Marine Services, Inc. does not provide consulting engineering services, nor do we employ licensed Professional Engineers. The findings contained herein were neither prepared or reviewed by a licensed engineer, but are based on the visual examination, experience and training of the inspecting diver and dive support crew.

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Regional Office P.O. Box 7396 Loveland, Colorado 80537 970-532-2128

City of Isanti/Bolten&Menk

JOB NUMBER:	**P2017109**
UTILITY:	**Bolten & Menk**
DATE:	**June 29, 2017**
MANAGER:	**Jamie Connor**
ADDRESS:	**1960 Premier Dr**
	Mankato, MN 56001

DIVE TEAM LEADER:	**Brayden Borrowman**

Reservoir:	**Hydropillar**
Gallons:	**750KG**
Dimensions:	**155' x 60'**
Water Depth:	**40'**
Construction:	**Steel Welded**
Date Built:	**Unknown**
Last Cleaned:	**Unknown**
Last Inspected:	**Unknown**

Recommendations:

1. **Install weather stripping to all noted access hatches.**
2. **Repair noted area of coating failure with corrosion on access hatch.**
3. **Continue to monitor areas of noted coating failure with corrosion in the interior of reservoir.**
4. **Have Midco Diving & Marine Services, Inc. return to perform wall cleaning and center column cleaning for noted areas of staining.**
5. **Have Midco Diving & Marine Services, Inc. return to clean and inspect in 1 year.**

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Midco
Diving & Marine Services, Inc.

N/A -not applicable
Excellent (Ex) - like new condition, no maintenance needed.
Good -Cosmetic only problems, maintenance if wanted.
Fair- Minor problems, maintenance needed, not immediate.
Poor-Major problems, structural or like, immediate maintenance needed.

Component	Condition					Comments
	NA	Ex.	Good	Fair	Poor	
Site Security			X			
Gate			X			
Fence			X			
Locks			X			
Alarm	X					
Reservoir Exterior			X			
Coating			X			
Foundation			X			
Cleanliness			X			
Seams/Joints			X			
Exterior Roof			X			
Coating			X			
Cleanliness			X			
Seams/Joints			X			
Access Ladder			X			Size: 16”
Coating			X			
Caged	X					
Safety Climb			X			Type: Cable
Roof Vents			X			Size: 44” Height: 16”
Coating			X			
Screen			X			
Side Vents	X					
Coating	X					
Screen	X					
Exterior Telemetry	X					
Coating	X					
Functioning	X					

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Component	Condition					Comments
	NA	Ex.	Good	Fair	Poor	
Manual Level Indicator	X					
Tag	X					
Cable	X					
Indicator	X					
Pulleys	X					
Base	X					
Man Entries			X			Size: 32”
Coating			X			
Gasket			X			
Exterior Inlet			X			Size: 16”
Coating			X			
Valve	X					
Exterior Outlet			X			Size: 16”
Coating			X			
Valve	X					
Exterior Drain/Scour			X			With screen
Coating	X					
Valve	X					
Exterior Water Tap	X					
Coating	X					
Valve	X					
Exterior Overflow			X			Size: 10.5”
Coating			X			
Stand-offs			X			
Screen			X			Screen
Entry Hatch			X			Size: 32” x 8” (multiple-some unable to evaluate due to being out of reach)
Weather Stripping				X		No weather stripping noted on all noted hatches
Coating				X		Coating failure with corrosion noted
Hinges			X			
Lock			X			
Safety Railing			X			Height: 42”

Component	Condition					Comments
	NA	Ex.	Good	Fair	Poor	
Interior Ladder	X					
Caged	X					
Safety Climb	X					
Telemetry Sensor	X					
Functioning	X					
Float	X					
Guide Wires	X					
Interior Floor			X			
Coating			X			
Sediment				X		Depth: 24”
Seams/Joints			X			
Interior Walls			X			
Coating			X			Coating failure with staining noted
Seams/Joints			X			
Interior Ceiling			X			
Coating				X		Coating failure with staining noted
Rafters				X		Coating failure with corrosion and staining noted
Interior Man Entries			X			Size: 36”
Coating			X			Corrosion on hardware noted
Gasket			X			
Support Columns	X					
Coating	X					
Base	X					
Top	X					
Cathodic Protection	X					
Anodes	X					
Wires	X					
Sacrificial Anodes	X					

Component	Condition					Comments
	NA	Ex.	Good	Fair	Poor	
Interior Overflow Pipe			X			Size: 10”
Coating			X			
Top/Cap			X			
Connections/Flange			X			
Interior Inlet			X			Size: 16” Common inlet/outlet
Coating			X			
Riser			X			Measurement: 5”
Interior Outlet			X			Size: 16” Common inlet/outlet
Coating			X			
Riser			X			Measurement: 5”
Interior Drain/Scour	X					
Coating	X					
Riser	X					
Interior Water Tap	X					
Coating	X					
Valve	X					

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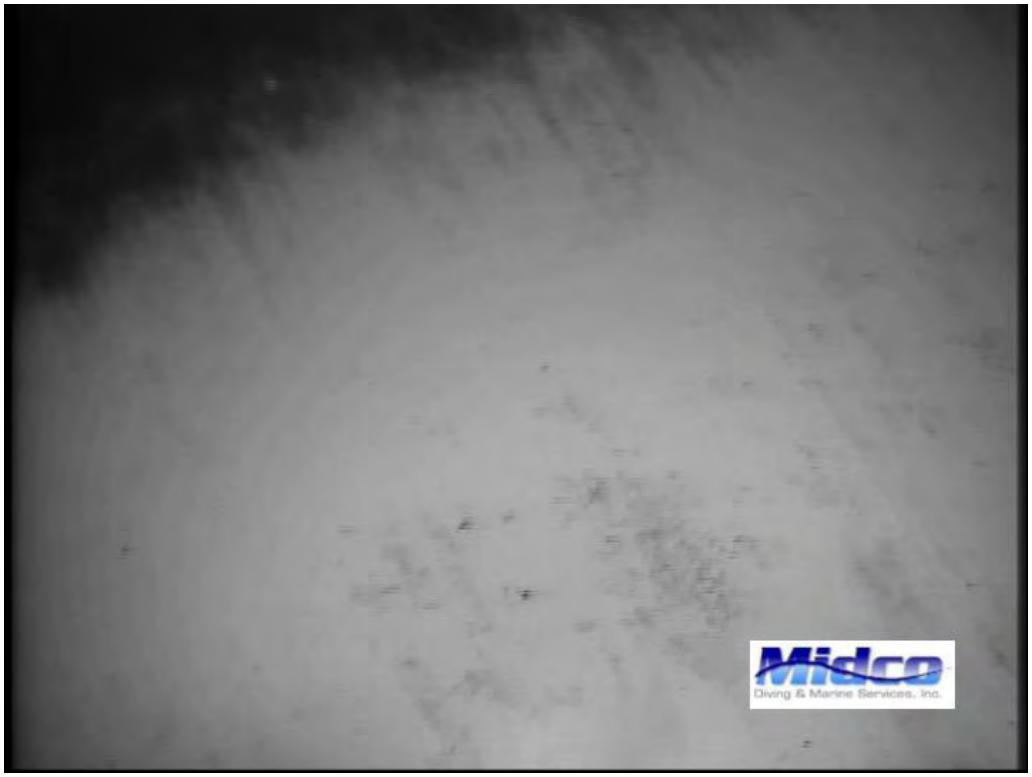
800.479.1558
www.midcodiving.com
info@midcodiving.com
Home Office P.O. Box 513 Rapid City, South Dakota 57709 605-791-3030
Regional Office P.O. Box 7396 Loveland, Colorado 80537 970-532-2128

Cleaning Reservoir Floor

Cleaning Reservoir-Hand Nozzle

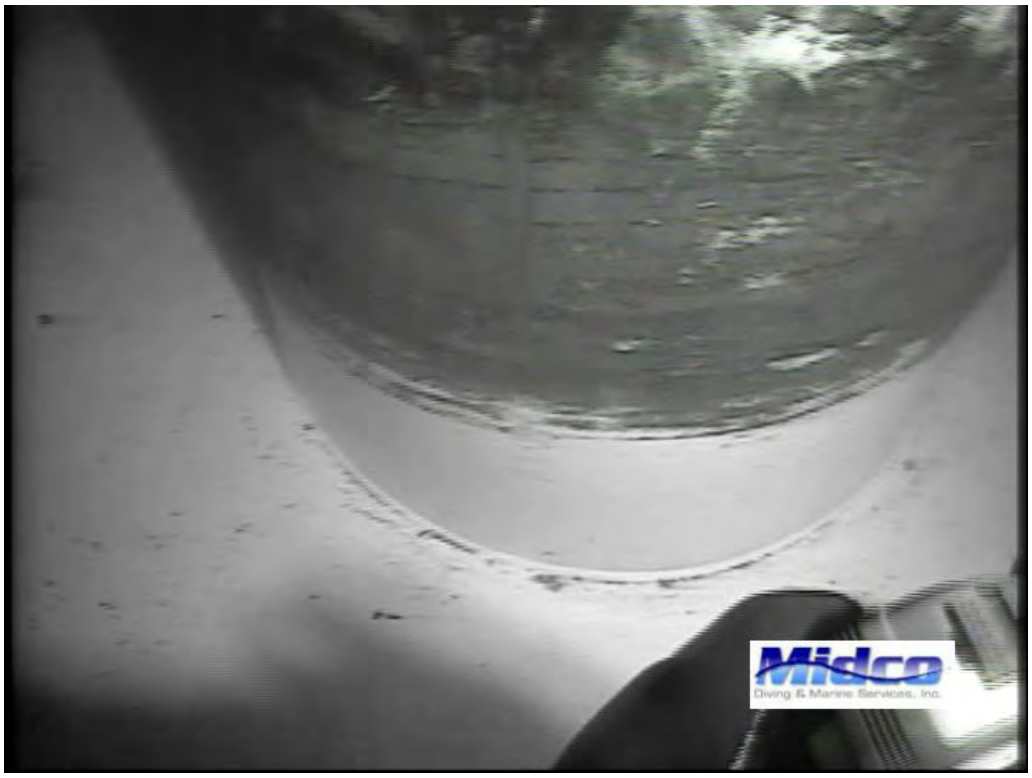
800.479.1558
www.midcodiving.com
info@midcodiving.com
Home Office P.O. Box 513 Rapid City, South Dakota 57709 605-791-3030
Regional Office P.O. Box 7396 Loveland, Colorado 80537 970-532-2128

Typical Floor



Floor to Wall Slope

800.479.1558
www.midcodiving.com
info@midcodiving.com
Home Office P.O. Box 513 Rapid City, South Dakota 57709 605-791-3030
Regional Office P.O. Box 7396 Loveland, Colorado 80537 970-532-2128



Floor to Center Column Seam

Wall to Roof Seam and Access Hatch

800.479.1558
www.midcodiving.com
info@midcodiving.com
Home Office P.O. Box 513 Rapid City, South Dakota 57709 605-791-3030
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Typical Roof

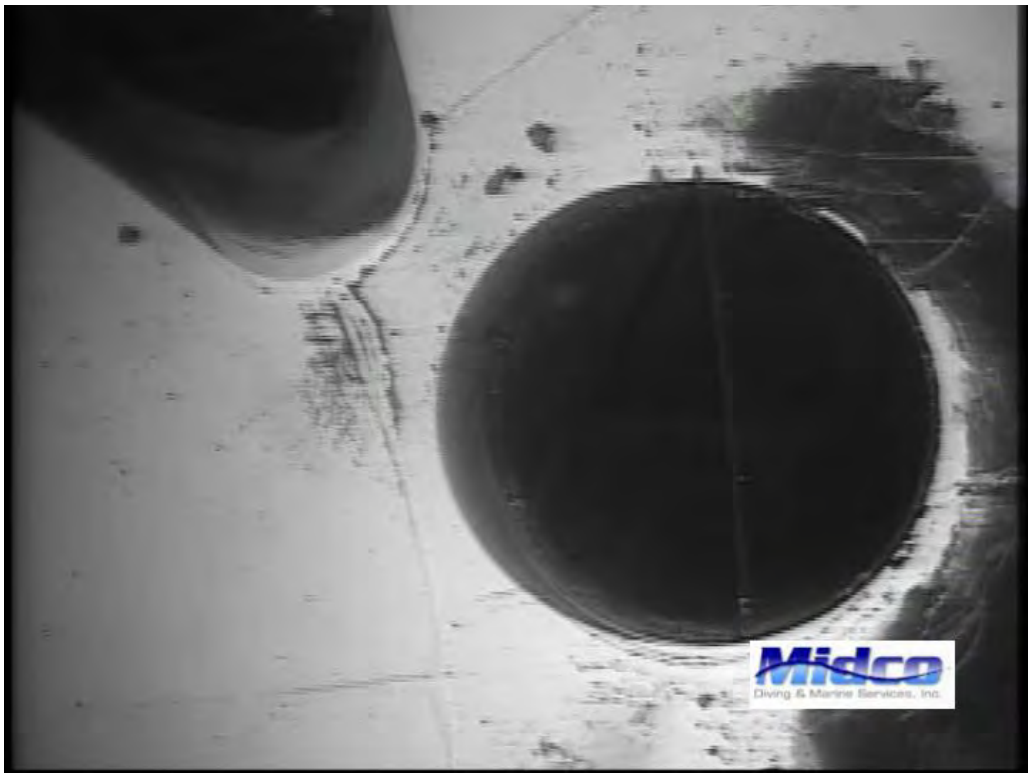
Typical Roof, Top of Column, and Roof Vent

800.479.1558
www.midcodiving.com
info@midcodiving.com
Home Office P.O. Box 513 Rapid City, South Dakota 57709 605-791-3030
Regional Office P.O. Box 7396 Loveland, Colorado 80537 970-532-2128

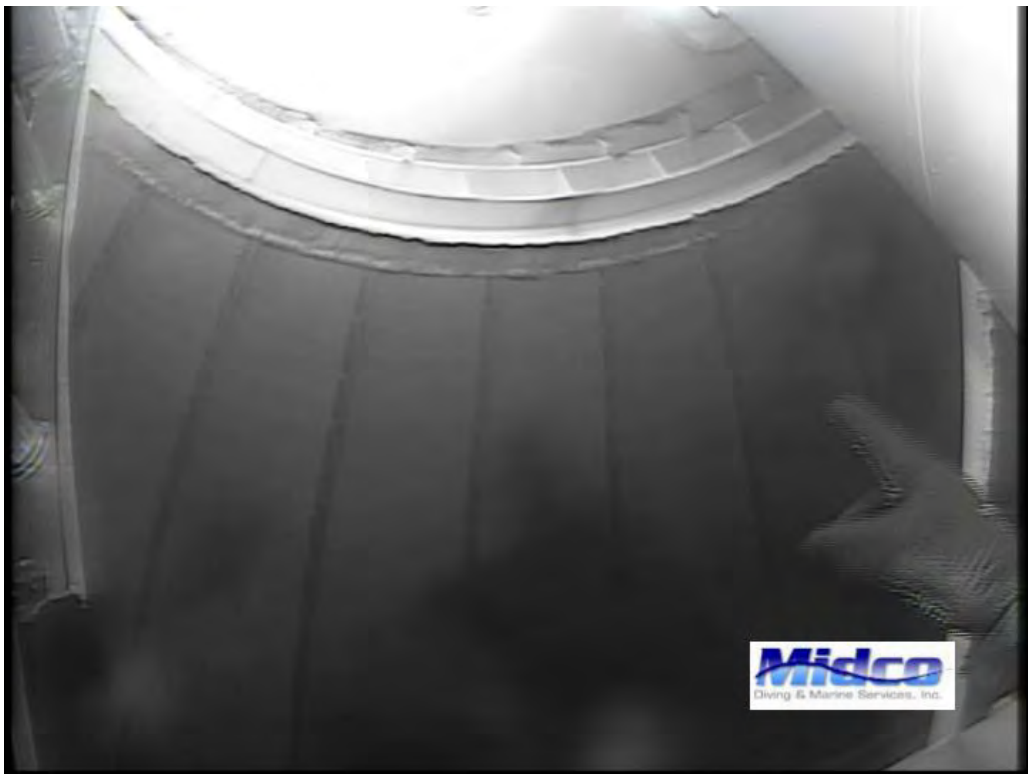
Center Column

Man Entry Way

800.479.1558
www.midcodiving.com
info@midcodiving.com
Home Office P.O. Box 513 Rapid City, South Dakota 57709 605-791-3030
Regional Office P.O. Box 7396 Loveland, Colorado 80537 970-532-2128



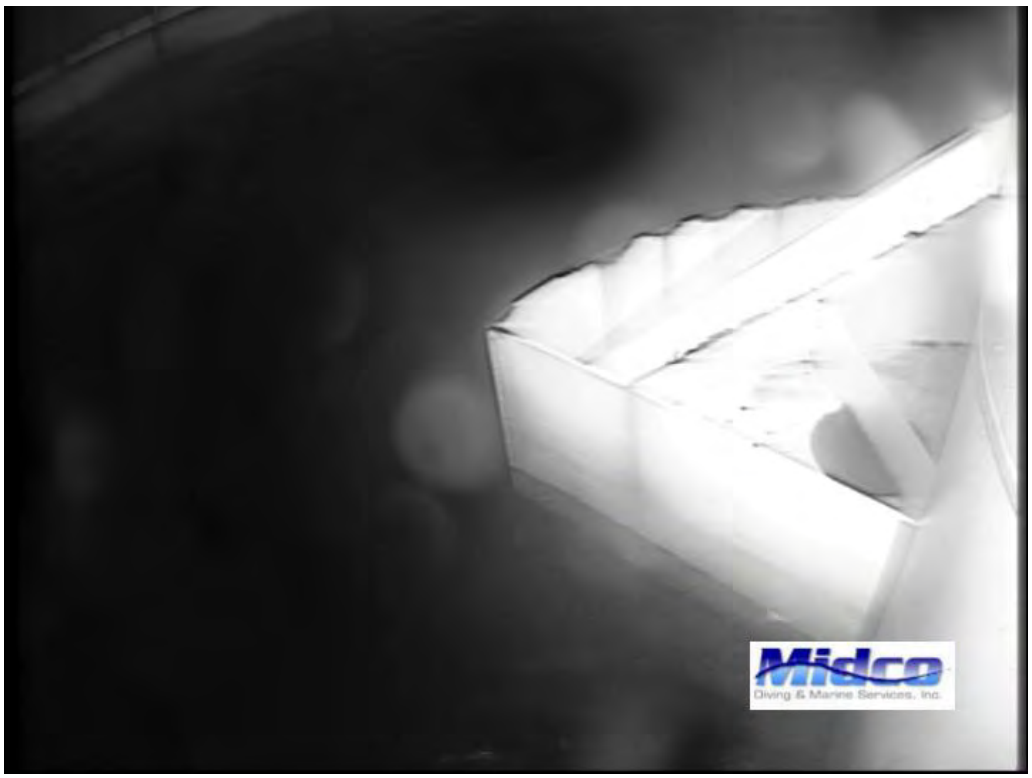
Common Inlet/Outlet



Upper Section of Roof

800.479.1558
www.midcodiving.com
info@midcodiving.com
Home Office P.O. Box 513 Rapid City, South Dakota 57709 605-791-3030
Regional Office P.O. Box 7396 Loveland, Colorado 80537 970-532-2128

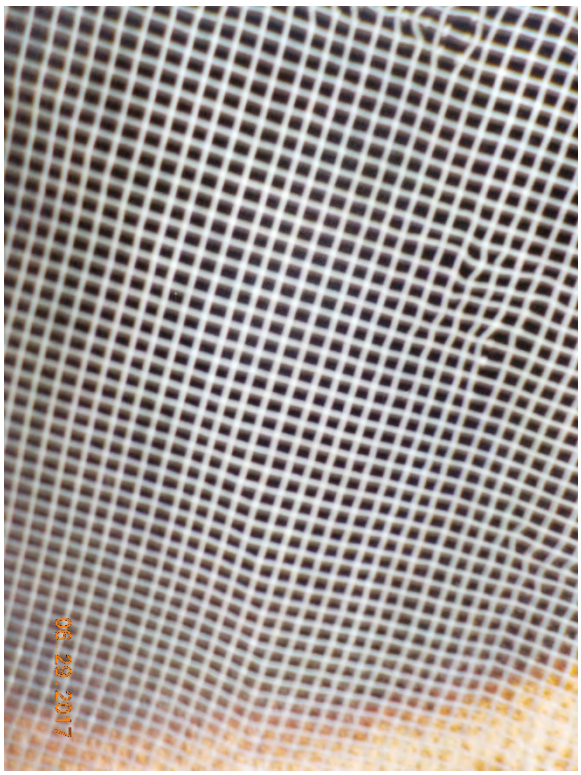
Overflow Plumbing



Overflow Box

800.479.1558
www.midcodiving.com
info@midcodiving.com
Home Office P.O. Box 513 Rapid City, South Dakota 57709 605-791-3030
Regional Office P.O. Box 7396 Loveland, Colorado 80537 970-532-2128

Overflow and Drain Plumbing



Overflow Screen

800.479.1558
www.midcodiving.com
info@midcodiving.com
Home Office P.O. Box 513 Rapid City, South Dakota 57709 605-791-3030
Regional Office P.O. Box 7396 Loveland, Colorado 80537 970-532-2128

Drainage Plumbing

Exterior Inlet and Outlet

800.479.1558
www.midcodiving.com
info@midcodiving.com
Home Office P.O. Box 513 Rapid City, South Dakota 57709 605-791-3030
Regional Office P.O. Box 7396 Loveland, Colorado 80537 970-532-2128

Man Entry Way

Access Ladder

800.479.1558
www.midcodiving.com
info@midcodiving.com
Home Office P.O. Box 513 Rapid City, South Dakota 57709 605-791-3030
Regional Office P.O. Box 7396 Loveland, Colorado 80537 970-532-2128

Interior of Reservoir Tower

Safety Railing

800.479.1558
www.midcodiving.com
info@midcodiving.com
Home Office P.O. Box 513 Rapid City, South Dakota 57709 605-791-3030
Regional Office P.O. Box 7396 Loveland, Colorado 80537 970-532-2128

Typical Roof Vent

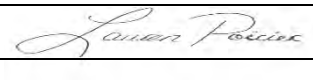
Roof Vent Screen

800.479.1558
www.midcodiving.com
info@midcodiving.com
Home Office P.O. Box 513 Rapid City, South Dakota 57709 605-791-3030
Regional Office P.O. Box 7396 Loveland, Colorado 80537 970-532-2128

Access Hatch

Access Hatch and Safety Railing

800.479.1558
www.midcodiving.com
info@midcodiving.com
Home Office P.O. Box 513 Rapid City, South Dakota 57709 605-791-3030
Regional Office P.O. Box 7396 Loveland, Colorado 80537 970-532-2128

EPA Region 8 Drinking Water Unit Finished Water Storage Tank Inspection / Cleaning Checklist Fill out one checklist per storage tank & submit labeled photos of each tank component with this form	
Public Water System Name: Bolten & Menk	Public Water System ID:
Reservoir Name: Hydropillar	Reservoir ID:
Proposed Inspection Date: June 29, 2017	Actual Inspection Date: June 29, 2017
Name of Person Filling Out Form: Lauren Poirier	Title of Person Filling Out Form: Office Assistant
I certify that this information is complete and accurate: Yes 	Date: August 31, 2017

Inspector Qualifications (answer to all questions must be "yes")	
Name and contact information of inspector or inspection company: **Midco Diving & Marine Services, Inc.**	
☒ Yes ☐ No	Has the inspector completed confined space training?
☒ Yes ☐ No	Did the inspector have a confined space entry permit?

Overall Tank Condition				
Significant Deficiency		**Required Correction**	**Proposed Completion Date**	**Proposed Completion Date**
☒ Yes ☐ No	Does the tank appear to be structurally sound?	If no, what repairs are suggested by the tank inspector?		
☒ Yes ☐ No	Are there any unprotected openings in the tank (breaches, leaks, daylight coming through tank in spots, etc.)	If yes, indicate type of breach and how it should be repaired.		

Air Vent				
Significant Deficiency		**Required Correction**	**Proposed Completion Date**	**Proposed Completion Date**
Above Ground Tanks (Ground Level or Elevated) ☐ Check if NA				
☐ Yes ☐ No ☒ N/A	Downturned vent: Is the vent at least 24" or 3 pipe diameters above the roof?	If no reconfigure vent to provide proper air gap.		
☒ Yes ☐ No ☐ N/A	Non-downturned vent: Is there a solid cover down to the bottom of the vent screen?	If no, indicate deficiency and proposed correction:		
☒ Yes ☐ No ☐ N/A	Non-downturned vent: Is the screen at least 8" above the roof surface? What is the height of the start of the screening above the tank? 16"	If no, indicate deficiency and proposed correction:		
☒ Yes ☐ No ☐ N/A	Is the vent covered with #24 mesh corrosion resistant screening (some exceptions apply)? Mesh Size:	If no, indicate deficiency and proposed correction:		

Buried or Partially Buried Tanks ☒ Check if NA				
☐ Yes ☐ No	Is the vent covered with #24 mesh corrosion resistant screening?	If no, install proper #24 mesh corrosion resistant screening.		
☐ Yes ☐ No	Does the air vent terminate downward?	If no, re-configure the vent so that it terminates downward.		
☐ Yes ☐ No	Is the air vent at least 24" above the tank roof or ground surface (whichever is higher)? What is the height of the vent above the roof or ground surface?	If no, raise air vent to provide for an appropriate air gap.		

Access Hatch				
Significant Deficiency		**Required Correction**	**Proposed Completion Date**	**Proposed Completion Date**
☒ Yes ☐ No	Is the hatch raised at least 4" above the roof (for ground level or elevated tanks) or at least 24 inches above the roof or ground, whichever is higher (for buried or partially buried tanks)? What is the height of the access hatch above the roof or ground surface?	If no, the hatch should be raised to the appropriate height above the tank roof or ground.		
☒ Yes ☐ No	Does the hatch have a shoe box lid?	If no, a properly designed shoe box type lid should be installed.		
☐ Yes ☒ No	Is the lid water tight and sealed with a rubber gasket?	If no, the reason for the lack of a seal should be investigated and repaired.		
☒ Yes ☐ No	Is the hatch locked?	If no, the hatch should be equipped with a lock.		

Overflow ☐ Unable to Evaluate				
Significant Deficiency		**Required Correction**	**Proposed Completion Date**	**Proposed Completion Date**
☒ Yes ☐ No	Discharge has #24 mesh corrosion resistant screen OR a duckbill valve OR a properly sealed flapper valve with a screen inside (EPA recommends #24 mesh screen)?	If no, indicate proposed correction:		
☒ Yes ☐ No	Overflow terminates between 12 and 24 inches above the ground surface? At what height does the overflow discharge? 19"	If no, modify overflow to provide for an appropriate air gap.		

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☒ Yes ☐ No	Overflow discharges over an inlet structure, splash plate, or engineered rip-rap? Rocks	If no, indicate proposed correction:		
☐ Yes ☒ No	Is the overflow directly connected to a sanitary sewer or storm drain?	If yes, indicate proposed correction:		
☐ Yes ☒ No	Is there blockage in the overflow, an inadequately sized overflow, a malfunction of the level control system, or other issue that is causing the tank to overflow through the hatch or vent?	If yes, indicate what is causing the problem and how it should be repaired:		
☒ Yes ☐ No	Is the overflow discharge point visible? If no, it is recommended that the discharge point be moved to a location that is visible.		Not Required	

Drain ☐ Check if NA				
Significant Deficiency		**Required Correction**	**Proposed Completion Date**	**Proposed Completion Date**
☐ Yes ☒ No	Does the drain pipe have an air gap of 3 or more pipe diameters above the entrance to any storm or sanitary sewers?	If no, indicate proposed correction:		
☒ Yes ☐ No	Does the discharge have a #24 mesh corrosion resistant screen OR a duckbill valve OR a properly sealed flapper valve with a screen inside? If no, EPA recommends that a #24 mesh screen be installed.		Not Required	
☒ Yes ☐ No	Does the drain terminate between 12 and 24 inches above the ground surface and discharges over an inlet structure or splash plate? If no, it is recommended that the discharge point be modified to provide for the appropriate air gap.		Not Required	

Cleaning and Other Items			
Significant Deficiency	**Required Correction**	**Proposed Completion Date**	**Proposed Completion Date**
Describe any other items noted by the inspector that have the potential to cause contamination of the finished drinking water:	What repairs are suggested to prevent or eliminate the source of contamination?		

Depth of sediment found in the tank before cleaning (inches): Up to 24" of sediment noted
How was the storage tank cleaned? Diver and vacuum/hand nozzle system
How was the storage tank disinfected after cleaning? N/A
List any objects found inside the tank during cleaning that may have introduced contamination into the water system (examples: debris, animals, etc.): N/A
Please attach tank as-built drawings (if available) or a sketch of the tank's configuration and dimensions including the location, layout and dimensions of all major components (i.e. access hatch, vent, overflow, drain)

K.12.

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer & City Council

From: Don Lorsung, City Administrator

Date: April 12, 2018

Subject: Resolution Approving Final Acceptance of the 2016 Wastewater Treatment Facility Improvements and Approve the Release of Securities.

The City Engineer has informed us that we are ready to proceed with project closeout for the 2016 Wastewater Treatment Facility Improvements (see attached letter). With that, staff has prepared a resolution to approve final acceptance of the Wastewater Treatment Facility Improvements, and to approve the release of securities that were pledged by the Contractor in lieu of retainage at the beginning of the project.

Attached is a Resolution for your consideration.

RESOLUTION NO. 2018-xxx

RESOLUTION APPROVING FINAL ACCEPTANCE OF THE 2016 WASTEWATER TREATMENT FACILITY IMPROVEMENTS AND APPROVE THE RELEASE OF SECURITIES FOR THE 2016 WASTEWATER TREATMENT FACILITY IMPROVEMENTS PROJECT

WHEREAS, the City has contracted with Gridor Construction Inc. for the 2016 Wastewater Treatment Facility Improvements; and

WHEREAS, Gridor Construction Inc. has completed all obligations of the contract, as required for final acceptance and approval; and

WHEREAS, the City approved the use of pledged securities per City Resolution 2016-235; and

WHEREAS, Gridor Construction Inc. has requested the release of securities being held as retainage for the project:

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

1) That the City shall approve final acceptance of the 2016 Wastewater Treatment Facility Improvements, and the release of securities being held to Gridor Construction Inc. to close out the 2016 Wastewater Treatment Facility Improvements Project.

2) That the City Administrator is authorized to release pledged securities and sign project closeout documents.

This resolution was duly approved by the Isanti City Council this 17th day of April, 2018.

Attest: Mayor George A. Wimmer

Katie Brooks, Human Resources/City Clerk

GRIDOR CONSTR., INC.

3990 27th St Se
Buffalo, MN 55313

(763) 746-9070
(Fax) 559-3736

Improving America's Water Quality since 1970

April 2, 2018

Mr. Don Lorsung
110-1st Avenue NW – PO Box 428
Isanti, MN 55040-0428

RE: Wastewater Treatment Facility Improvements Project
Isanti, Minnesota
Bolton & Menk Project No. R13.109638

Dear Mr. Lorsung:

At this time we ask that you please issue a final release of securities for the above mentioned project. This release would close the retainage account. If you could please sign the bottom of this letter in the appropriate space and also the enclosed 'Pledge Release Form' from Wells Fargo Advisors, LLC. Please return both documents to our main office after signature of authorized official.

Feel free to contact me with any questions or comments at 763-746-9077.

Thank you for your consideration in this matter.

Sincerely,

Jason Theisen
Enclosures

The City of Isanti is hereby releasing securities for the above mentioned project which are held at Wells Fargo Advisors, LLC.

Authorized Signature_____ Date_____

Security Pledge/Release Form

Wells Fargo Advisors
601 Carlson Parkway, Suite 190
Minnetonka, MN 55305
(952)404-7417

Depositor: Gridor Constr., Inc.
Public Entity: Isanti, MN
Project Name: WWTF Improvements Project
Account No. 1597-9840

PLEDGED SECURITY:

ID	Date	Description	Amount	Due Date	ID No.	Depositor (signature)
A	8/24/2016	FHLMC 4.125%	$ 148,000.00	10/11/2033	3134G4GW2	

SUBSTITUTED SECURITY:

ID	Date	Description	Amount	Due Date	ID No.	Depositor (signature)

SECURITY RELEASE:

ID	Date	Description	Amount	Due Date	ID No.	Public Entity (signature)
A	4/2/19	FHLMC 4.125%	$148,000	10/11/33	3136G4GW2	

CONSENT OF SURETY TO FINAL PAYMENT

AIA Document G707

Bond No. 190036114

OWNER ☐
ARCHITECT ☐
CONTRACTOR ☐
SURETY ☐
OTHER ☐

TO OWNER:
(Name and address)

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

ARCHITECT'S PROJECT NO.:

CONTRACT FOR: Construction

CONTRACT DATED: June 8, 2016

PROJECT:
(Name and address)

Wastewater Treatment Improvements
Isanti, MN

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

Liberty Mutual Insurance Company
175 Berkeley Street
Boston, MA 02116

, SURETY,

on bond of
(Insert name and address of Contractor)

Gridor Construction Inc.
3990 27th Street SE
Buffalo, MN 55313

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety of any of its obligations to
(Insert name and address of Owner)

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

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: April 9, 2018
(Insert in writing the month followed by the numeric date and year.)

Liberty Mutual Insurance Company
(Surety)

By:
(Signature of authorized representative)

Heather R. Goedtel, Attorney-in-Fact
(Printed name and title)

Attest:
(Seal):

G707—1994

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.

POWER OF ATTORNEY

KNOW ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, has its principal executive office in the City of West Chester, Pennsylvania, and has authority to transact surety business throughout the United States; The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of Ohio, has its principal executive office in the City of West Chester, Pennsylvania, and has authority to transact surety business throughout the United States; and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana, has its principal executive office in the City of Fort Wayne, Indiana, and has authority to transact surety business throughout the United States (hereinafter collectively referred to as the "Companies"), do hereby severally make, constitute and appoint

at the city of Minneapolis, state of MN, each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal and deliver on its behalf as surety and as its act and deed any and all undertakings, bonds, recognizances and other surety obligations, in penalties not exceeding Fifty Million Dollars ($50,000,000.00) in the aggregate for any single obligation, and the execution of such undertakings, bonds, recognizances and other surety obligations pursuant to these presents shall be valid and binding upon each Company for which it is executed to the same extent as if it were signed by the president and sealed and attested by the corporate secretary of such Company.

This power of attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of each of the Companies.

Article IV, Section 8 of the By-Laws of The Ohio Casualty Insurance Company, Article IV, Section 8 of the By-Laws of The Ohio Casualty Insurance Company, and Article IV, Section 8 of the By-Laws of West American Insurance Company:

Section 8. Attorneys-in-Fact. The Chairman of the Board, the President, any Vice President, any Assistant Vice President, the Secretary, any Assistant Secretary, the Treasurer, or any Assistant Treasurer may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his certificate of authority may prescribe to sign with the Company's name and seal with its corporate seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of the above officers may revoke any such appointment at any time.

Article XIII, Section 3 of the By-Laws of The Ohio Casualty Insurance Company, Article XIII, Section 3 of the By-Laws of West American Insurance Company:

Section 3. Facsimile Signatures. The facsimile or mechanical reproduction of the signature of any authorized officer of the Company may be affixed to any power of attorney or special power of attorney or certification of either given for the execution of any bond, undertaking, recognizance or other written obligation in the nature thereof, such reproduction having the same force and effect as if manually affixed.

In Witness Whereof, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 1st day of May, 2008.

The Ohio Casualty Insurance Company
West American Insurance Company

By: David M. Carey, Assistant Secretary

State of Pennsylvania
County of Montgomery

On this 1st day of May, 2008, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of The Ohio Casualty Insurance Company and West American Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.

Commonwealth of Pennsylvania
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2011
Member, Pennsylvania Association of Notaries

By: Teresa Pastella, Notary Public

I, the undersigned, Assistant Secretary of The Ohio Casualty Insurance Company, West American Insurance Company, and Ohio Casualty of New Jersey, Inc., do hereby certify that the above and foregoing is a true and correct power of attorney executed by said Companies, which remains in full force and effect.

Dated at West Chester, Pennsylvania, this 1st day of May, 2008.

The Ohio Casualty Insurance Company
West American Insurance Company

By: Assistant Secretary

WARNING: THIS POWER OF ATTORNEY IS INVALID AND UNENFORCEABLE UNLESS IT IS PRINTED ON RED BACKGROUND. THIS POWER OF ATTORNEY MAY NOT BE USED TO OBLIGATE THE COMPANY ON ANY BOND WITH A DATE OF MORE THAN THREE YEARS AFTER THE DATE OF THIS POWER OF ATTORNEY. THIS POWER OF ATTORNEY REVOKES ALL POWERS OF ATTORNEY DATED PRIOR TO THE EFFECTIVE DATE OF THIS POWER OF ATTORNEY.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

September 26, 2017
DATE

The undersigned hereby acknowledges receipt of the sum of **$63,950.00**

FROM: GRIDOR CONSTR., INC.
3990 27th Street SE
Buffalo, MN 55313

CHECK ONLY ONE:

1) _____ As partial payment for labor, skill and material furnished

2) _____ As payment for all labor, skill and material furnished or to be furnished (except the sum of _____ retainage on holdback)

3) ☒ As full and final payment for all laborer, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name)

2016-08 WASTEWATER TREATMENT FACILITY
ISANTI, MN

Kind of Material or Labor: **PACKAGE WATER FILTERS**

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Item 1 is checked, and except for retainage shown if Item 2 is check). The undersigned affirms that all material furnished by the undersigned have been paid in full, EXCEPT:

WESTECH ENGINEERING INC

Signature

Vice President
Title

PO BOX 65068

SALT LAKE CITY, UT 84165-0068

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

October 11, 2017
DATE

The undersigned hereby acknowledges receipt of the sum of **$19,300.00**

FROM: GRIDOR CONSTR., INC.
3990 27th Street SE
Buffalo, MN 55313

CHECK ONLY ONE:

1) _____ As partial payment for labor, skill and material furnished

2) _____ As payment for all labor, skill and material furnished or to be furnished (except the sum of _____ retainage on holdback)

3) ☒ As full and final payment for all laborer, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name)

2016-08 WASTEWATER TREATMENT FACILITY
ISANTI, MN

Kind of Material or Labor: **BITUMINOUS PAVING**

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Item 1 is checked, and except for retainage shown if Item 2 is check). The undersigned affirms that all material furnished by the undersigned have been paid in full, EXCEPT:

KNIFE RIVER CORPORATION - NORTH CENTRAL

Signature

Title

PO BOX 1333

ST CLOUD, MN 56302-1333

RECEIVED
OCT 16 2017
GRIDOR CONSTR., INC.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

September 26, 2017
DATE

The undersigned hereby acknowledges receipt of the sum of **$118,100.00**

FROM: GRIDOR CONSTR., INC.
3990 27th Street SE
Buffalo, MN 55313

CHECK ONLY ONE:

1) _____ As partial payment for labor, skill and material furnished

2) _____ As payment for all labor, skill and material furnished or to be furnished (except the sum of _____ retainage on holdback)

3) ☒ As full and final payment for all laborer, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name)

2016-08 WASTEWATER TREATMENT FACILITY
ISANTI, MN

Kind of Material or Labor: **HVAC**

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Item 1 is checked, and except for retainage shown if Item 2 is check). The undersigned affirms that all material furnished by the undersigned have been paid in full, EXCEPT:

SENTRA-SOTA SHEET METAL INC

Signature

Title

3075 3RD STREET S
PO BOX 400

WAITE PARK, MN 56387-0400

RECEIVED
OCT 27 2017
GRIDOR CONSTR., INC.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

September 26, 2017
DATE

The undersigned hereby acknowledges receipt of the sum of **$14,886.62**

FROM: GRIDOR CONSTR., INC.
3990 27th Street SE
Buffalo, MN 55313

CHECK ONLY ONE:

1) _____ As partial payment for labor, skill and material furnished

2) _____ As payment for all labor, skill and material furnished or to be furnished (except the sum of _____ retainage on holdback)

3) ☒ As full and final payment for all laborer, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name)

2016-08 WASTEWATER TREATMENT FACILITY
ISANTI, MN

Kind of Material or Labor: **GATES**

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Item 1 is checked, and except for retainage shown if Item 2 is check). The undersigned affirms that all material furnished by the undersigned have been paid in full, EXCEPT:

NW POWER EQUIPMENT CO INC

Signature

Title

~~2740 PATTON ROAD~~
PO BOX 131180
ROSEVILLE, MN 55113

RECEIVED
JAN 16 2018
GRIDOR CONSTR., INC.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

September 26, 2017
DATE

The undersigned hereby acknowledges receipt of the sum of **$5,235.00**

FROM: GRIDOR CONSTR., INC.
3990 27th Street SE
Buffalo, MN 55313

CHECK ONLY ONE:

1) _____ As partial payment for labor, skill and material furnished

2) _____ As payment for all labor, skill and material furnished or to be furnished (except the sum of _____ retainage on holdback)

3) [X] As full and final payment for all laborer, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name)

2016-08 WASTEWATER TREATMENT FACILITY
ISANTI, MN

Kind of Material or Labor: **CAULKING**

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Item 1 is checked, and except for retainage shown if Item 2 is check). The undersigned affirms that all material furnished by the undersigned have been paid in full, EXCEPT:

RIGHT-WAY CAULKING INC

Signature

Office Mgr
Title

1135 73RD AVENUE NE

FRIDLEY, MN 55432

RECEIVED
JAN 24 2018
GRIDOR CONSTR., INC.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

September 26, 2017
DATE

The undersigned hereby acknowledges receipt of the sum of **$200,765.00**

FROM: GRIDOR CONSTR., INC.
3990 27th Street SE
Buffalo, MN 55313

CHECK ONLY ONE:

1) _____ As partial payment for labor, skill and material furnished

2) _____ As payment for all labor, skill and material furnished or to be furnished (except the sum of _____ retainage on holdback)

3) ☒ As full and final payment for all laborer, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name)

2016-08 WASTEWATER TREATMENT FACILITY
ISANTI, MN

Kind of Material or Labor: **MASONRY**

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if item 1 is checked, and except for retainage shown if item 2 is check). The undersigned affirms that all material furnished by the undersigned have been paid in full, EXCEPT:

AXEL H OHMAN INC

Signature

Peter Peschel, President
Title

247 WEST 61ST STREET

MINNEAPOLIS, MN 55419

RECEIVED
JAN 25 2018
GRIDOR CONSTR., INC.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

February 20, 2018
DATE

The undersigned hereby acknowledges receipt of the sum of **$309,599.55**

FROM: GRIDOR CONSTR., INC.
3990 27th Street SE
Buffalo, MN 55313
Fax: (763) 559-3736
Email: Gridor@Gridor.com

CHECK ONLY ONE:

1) _____ As partial payment for labor, skill and material furnished

2) _____ As payment for all labor, skill and material furnished or to be furnished (except the sum of _____ retainage on holdback)

3) [X] As full and final payment for all laborer, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name)

2016-08 WASTEWATER TREATMENT FACILITY
ISANTI, MN

Kind of Material or Labor: **ELECTRICAL**

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Item 1 is checked, and except for retainage shown if Item 2 is check). The undersigned affirms that all material furnished by the undersigned have been paid in full, EXCEPT:

KILLMER ELECTRIC CO., INC.

Signature

CFO
Title

5141 LAKELAND AVENUE N

CRYSTAL, MN 55429

RECEIVED
FEB 23 2018
GRIDOR CONSTR., INC.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

September 26, 2017
DATE

The undersigned hereby acknowledges receipt of the sum of **$48,360.00**

FROM: GRIDOR CONSTR., INC.
3990 27th Street SE
Buffalo, MN 55313

CHECK ONLY ONE:

1) _____ As partial payment for labor, skill and material furnished

2) _____ As payment for all labor, skill and material furnished or to be furnished (except the sum of _____ retainage on holdback)

3) ☒ As full and final payment for all laborer, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name)

2016-08 WASTEWATER TREATMENT FACILITY
ISANTI, MN

Kind of Material or Labor: **PLACING REBAR**

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Item 1 is checked, and except for retainage shown if Item 2 is check). The undersigned affirms that all material furnished by the undersigned have been paid in full, EXCEPT:

BALD EAGLE ERECTORS INC

Signature

Controller
Title

7309 LAKE DRIVE

LINO LAKES, MN 55014

RECEIVED
OCT 03 2017
GRIDOR CONSTR., INC.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

September 26, 2017
DATE

The undersigned hereby acknowledges receipt of the sum of **$17,500.00**

FROM: GRIDOR CONSTR., INC.
3990 27th Street SE
Buffalo, MN 55313

CHECK ONLY ONE:

1) _____ As partial payment for labor, skill and material furnished

2) _____ As payment for all labor, skill and material furnished or to be furnished (except the sum of _____ retainage on holdback)

3) ☒ As full and final payment for all laborer, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name)

2016-08 WASTEWATER TREATMENT FACILITY
ISANTI, MN

Kind of Material or Labor: **FLUID APPLIED WATERPROOFING**

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Item 1 is checked, and except for retainage shown if Item 2 is check). The undersigned affirms that all material furnished by the undersigned have been paid in full, EXCEPT:

EXTERIOR BUILDING SERVICES INC.

Signature

VP Operations
Title

140 W 98TH STREET
SUITE 100

BLOOMINGTON, MN 55420

RECEIVED
SEP 29 2017
GRIDOR CONSTR., INC.

RECEIPT AND ... RIGHTS

September 26, 2017
DATE

The undersigned hereby acknowledges receipt of the sum of **$32,500.00**

FROM: GRIDOR CONSTR., INC.
3990 27th Street SE
Buffalo, MN 55313

CHECK ONLY ONE:

1) _____ As partial payment for labor, skill and material furnished

2) _____ As payment for all labor, skill and material furnished or to be furnished (except the sum of _____ retainage on holdback)

3) ☒ As full and final payment for all laborer, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name)

2016-08 WASTEWATER TREATMENT FACILITY
ISANTI, MN

Kind of Material or Labor: **PLUMBING**

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Item 1 is checked, and except for retainage shown if Item 2 is check). The undersigned affirms that all material furnished to the undersigned have been paid in full, EXCEPT:

MASTERS PLUMBING HEATING & COOLING LLC

Signature

Owner
Title

3446 STATE HWY 29 N

ALEXANDRIA, MN 56308

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

August 16, 2017
DATE

The undersigned hereby acknowledges receipt of the sum of **$40,462.88**

FROM: GRIDOR CONSTR., INC.
3990 27th Street SE
Buffalo, MN 55313

CHECK ONLY ONE:

1) _____ As partial payment for labor, skill and material furnished

2) _____ As payment for all labor, skill and material furnished or to be furnished (except the sum of _____ retainage on holdback)

3) [X] As full and final payment for all laborer, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name)

2016-08 WASTEWATER TREATMENT FACILITY
ISANTI, MN

Kind of Material or Labor: **PUMPS**

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Item 1 is checked, and except for retainage shown if Item 2 is check). The undersigned affirms that all material furnished by the undersigned have been paid in full, EXCEPT:

QUALITY FLOW SYSTEMS INC.

Signature

PRESIDENT
Title

RECEIVED
AUG 24 2017
GRIDOR CONSTR., INC.

800 6TH STREET NW

NEW PRAGUE, MN 56071

201672

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

July 20, 2017
DATE

The undersigned hereby acknowledges receipt of the sum of **$41,392.69**

FROM: GRIDOR CONSTR., INC.
3990 27th Street SE
Buffalo, MN 55313

CHECK ONLY ONE:

1) ____ As partial payment for labor, skill and material furnished

2) ____ As payment for all labor, skill and material furnished or to be furnished (except the sum of _____ retainage on holdback)

3) ☒ As full and final payment for all laborer, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name)

2016-08 WASTEWATER TREATMENT FACILITY
ISANTI, MN

Kind of Material or Labor: **RECESSED IMPELLER VORTEXT PUMP / GRIT SEPARATION SYSTEM / COARSE BUBBLE AERATIN SYSTEM & AUTOMATIC SAMPLER**

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Item 1 is checked, and except for retainage shown if Item 2 is check). The undersigned affirms that all material furnished by the undersigned have been paid in full, EXCEPT:

VESSCO, INC.

Signature

Controller
Title

8217 UPLAND CIRCLE

CHANHASSEN, MN 55317

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

September 26, 2017
DATE

The undersigned hereby acknowledges receipt of the sum of **$36,016.88**

FROM: GRIDOR CONSTR., INC.
3990 27th Street SE
Buffalo, MN 55313

CHECK ONLY ONE:

1) _____ As partial payment for labor, skill and material furnished

2) _____ As payment for all labor, skill and material furnished or to be furnished (except the sum of _____ retainage on holdback)

3) [X] As full and final payment for all laborer, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name)

2016-08 WASTEWATER TREATMENT FACILITY
ISANTI, MN

Kind of Material or Labor: **FORCED VORTEX GRIT CHAMBER**

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Item 1 is checked, and except for retainage shown if Item 2 is check). The undersigned affirms that all material furnished by the undersigned have been paid in full, EXCEPT:

SMITH & LOVELESS, INC.

[redacted]

Signature

Title

10/3/17

14040 SANTA FE TRAIL DRIVE

LENEXA, KS 66215-1284

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

September 26, 2017
DATE

The undersigned hereby acknowledges receipt of the sum of **$106,924.54**

FROM: GRIDOR CONSTR., INC.
3990 27th Street SE
Buffalo, MN 55313

CHECK ONLY ONE:

1) _____ As partial payment for labor, skill and material furnished

2) _____ As payment for all labor, skill and material furnished or to be furnished (except the sum of _____ retainage on holdback)

3) [X] As full and final payment for all laborer, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name)

2016-08 WASTEWATER TREATMENT FACILITY
ISANTI, MN

Kind of Material or Labor: **CENTRIFUGAL BLOWERS**

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Item 1 is checked, and except for retainage shown if Item 2 is check). The undersigned affirms that all material furnished by the undersigned have been paid in full, EXCEPT:

C EMERY NELSON INC

Signature

Title

PO BOX 238

HAMEL, MN 55340

RECEIVED
OCT 04 2017
GRIDOR CONSTR., INC.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

September 26, 2017
DATE

The undersigned hereby acknowledges receipt of the sum of **$128,000.00**

FROM: GRIDOR CONSTR., INC.
3990 27th Street SE
Buffalo, MN 55313

CHECK ONLY ONE:

1) _____ As partial payment for labor, skill and material furnished

2) _____ As payment for all labor, skill and material furnished or to be furnished (except the sum of _____ retainage on holdback)

3) [X] As full and final payment for all laborer, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name)

2016-08 WASTEWATER TREATMENT FACILITY
ISANTI, MN

Kind of Material or Labor: **PAINTING**

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Item 1 is checked, and except for retainage shown if Item 2 is check). The undersigned affirms that all material furnished by the undersigned have been paid in full, EXCEPT:

CHAMPION COATINGS

Signature

President
Title

8246 WEST 126TH STREET

SAVAGE, MN 55378

RECEIVED
OCT 04 2017
GRIDOR CONSTR., INC.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

September 26, 2017
DATE

The undersigned hereby acknowledges receipt of the sum of **$37,728.00**

FROM: GRIDOR CONSTR., INC.
3990 27th Street SE
Buffalo, MN 55313

CHECK ONLY ONE:

1) _____ As partial payment for labor, skill and material furnished

2) _____ As payment for all labor, skill and material furnished or to be furnished (except the sum of _____ retainage on holdback)

3) ☒ As full and final payment for all laborer, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name)

2016-08 WASTEWATER TREATMENT FACILITY
ISANTI, MN

Kind of Material or Labor: **MEMBRANE ROOFING**

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Item 1 is checked, and except for retainage shown if Item 2 is check). The undersigned affirms that all material furnished by the undersigned have been paid in full, EXCEPT:

JACKSON & ASSOCIATES LLC

Signature

President
Title

1817 BUERKLE ROAD

WHITE BEAR LAKE, MN 55110

RECEIVED
OCT 04 2017
GRIDOR CONSTR., INC.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

September 26, 2017
DATE

The undersigned hereby acknowledges receipt of the sum of **$15,163.00**

FROM: GRIDOR CONSTR., INC.
3990 27th Street SE
Buffalo, MN 55313

CHECK ONLY ONE:

1) _____ As partial payment for labor, skill and material furnished

2) _____ As payment for all labor, skill and material furnished or to be furnished (except the sum of _____ retainage on holdback)

3) ☒ As full and final payment for all laborer, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name)

2016-08 WASTEWATER TREATMENT FACILITY
ISANTI, MN

Kind of Material or Labor: **MECHANICAL INSULATION**

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Item 1 is checked, and except for retainage shown if Item 2 is check). The undersigned affirms that all material furnished by the undersigned have been paid in full, EXCEPT:

THERMECH

Ron Carlson
Signature

President
Title

Thermech
7400 49th Ave N
Minneapolis, MN 55428

RECEIVED
OCT 04 2017
GRIDOR CONSTR., INC.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

September 26, 2017
DATE

The undersigned hereby acknowledges receipt of the sum of **$34,774.00**

FROM: GRIDOR CONSTR., INC.
3990 27th Street SE
Buffalo, MN 55313

CHECK ONLY ONE:

1) _____ As partial payment for labor, skill and material furnished

2) _____ As payment for all labor, skill and material furnished or to be furnished (except the sum of _____ retainage on holdback)

3) ☒ As full and final payment for all laborer, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name)

2016-08 WASTEWATER TREATMENT FACILITY
ISANTI, MN

Kind of Material or Labor: **HOLLOW CORE PIECES**

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Item 1 is checked, and except for retainage shown if Item 2 is check). The undersigned affirms that all material furnished by the undersigned have been paid in full, EXCEPT:

MOLIN CONCRETE PRODUCTS CO

Signature Mark Lang

CFO
Title

415 LILAC STREET

LINO LAKES, MN 55014

RECEIVED
OCT 05 2017
GRIDOR CONSTR., INC.

16-0226

DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-343-802-048
Submitted Date and Time:	2-Apr-2018 11:16:46 AM
Legal Name:	GRIDOR CONSTRUCTION INC
Federal Employer ID:	41-0958872
User Who Submitted:	Gridor
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**751493120**
Minnesota ID:	7484689
Project Owner:	CITY OF ISANTI, MN
Project Number:	2016-08
Project Begin Date:	15-Jun-2016
Project End Date:	30-Mar-2018
Project Location:	100 ISANTI PARKWAY NW, ISANTI, MN 55040
Project Amount:	$2,933,246.00

Subcontractor Summary

Name	ID	Affidavit Number
AXEL H OHMAN INC	8628381	237740032
BALD EAGLE ERECTORS INC	1457597	903684096
CHAMPION COATINGS INC	4832515	4857856
JACKSON & ASSOCIATES LLC	2474238	1047076864
KILLMER ELECTRIC CO INC	6718331	341467136
MASTERS PLUMBING HEATING & COOLING LLC	1178328	2042347520
MOLIN CONCRETE PRODUCTS COMPANY	8248951	1222221824
SENTRA SOTA SHEETMETAL INC	4428248	1031520256
HORWITZ INC	5917920	767541248
EXTERIOR BUILDING SERVICES INC	3206141	1841283072
RIGHT WAY CAULKING INC	5462661	1271947264
OBERG FENCE CO	6295306	2045681664
KNIFE RIVER CORPORATION - NORTH CENTRAL	9485354	191766528

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours ae 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please print this page for your records using the print or save functionality built into your browser.

Contractor Affidavit Completed

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-189-194-944
Submitted Date and Time:	17-Jan-2018 9:31:49 AM
Legal Name:	AXEL H OHMAN INC
Federal Employer ID:	41-0804795
User Who Submitted:	AxelOhman
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**237740032**
Minnesota ID:	8628381
Project Owner:	CITY OF ISANTI
Project Number:	16-962
Project Begin Date:	24-Oct-2016
Project End Date:	22-Dec-2016
Project Location:	ISANTI WWTF, 100 ISANTI PARKWAY NW, ISANTI, MN
Project Amount:	$200,765.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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How to View and Print this Request

You can see copies of your requests by going into your History in the Activity Center.

This message and any attachments are solely for the intended recipient and may contain nonpublic / private data. If you are not the intended recipient, any disclosure, copying, use, or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify us and immediately and permanently delete this message and any attachments. Thank you.

RECEIVED
JAN 18 2018
GRIDOR CONSTR., INC.

Sheri Fuller

From: MN Revenue e-Services <eservices.mdor@state.mn.us>
Sent: Thursday, May 18, 2017 9:13 AM
To: Leanne Stevens
Subject: Your Recent Contractor Affidavit Request

This email is an automated notification and is unable to receive replies.

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-773-230-912
Submitted Date and Time:	18-May-2017 9:13:06 AM
Legal Name:	BALD EAGLE ERECTORS INC
Federal Employer ID:	41-1774188
User Who Submitted:	BaldEagle1994
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**903684096**
Minnesota ID:	1457597
Project Owner:	CITY OF ISANTI
Project Number:	2016-08/3540
Project Begin Date:	07-Jul-2016
Project End Date:	05-Apr-2017
Project Location:	ISANTI WWTF
Project Amount:	$48,360.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

How to View and Print this Request

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Gary Johnson

From: MN Revenue e-Services <eservices.mdor@state.mn.us>
Sent: Thursday, September 28, 2017 1:41 PM
To: gjcoatings@frontiernet.net
Subject: Your Recent Contractor Affidavit Request

This email is an automated notification and is unable to receive replies.

Contractor Affidavit Completed

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-993-203-904
Submitted Date and Time:	28-Sep-2017 1:40:49 PM
Legal Name:	CHAMPION COATINGS INC
Federal Employer ID:	41-1970119
User Who Submitted:	coatings7551
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**4857856**
Minnesota ID:	4832515
Project Owner:	CITY OF ISANTI
Project Number:	817
Project Begin Date:	04-Jan-2017
Project End Date:	28-Aug-2017
Project Location:	ISANTI WASTE WATER TREATMENT PLANT
Project Amount:	$128,000.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

How to View and Print this Request

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DEPARTMENT OF REVENUE

Contractor Affidavit Completed

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	[redacted]
Submitted Date and Time:	[redacted]
Legal Name:	[redacted]
Federal Employer ID:	[redacted]
User Who Submitted:	[redacted]
Type of Payment Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**1057075664**
Minnesota ID:	[redacted]
Project Owner:	CITY OF ISANTI
Project Number:	3094
Project Begin Date:	02-Jan-2017
Project End Date:	28-Apr-2017
Project Location:	100 ISANTI PARKWAY NW, ISANTI, MN 55040
Project Amount:	$35,777.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or withholding.tax@state.mn.us. Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please print this page for your records using the print or save function easily built into your browser.

DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-040-922-304
Submitted Date and Time:	17-Jan-2018 7:30:51 AM
Legal Name:	KILLMER ELECTRIC CO INC
Federal Employer ID:	41-1250710
User Who Submitted:	bfbakk
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**341467136**
Minnesota ID:	6718331
Project Owner:	CITY OF ISANTI
Project Number:	24795
Project Begin Date:	01-Jul-2016
Project End Date:	31-Oct-2017
Project Location:	ISANTI WASTEWATER TREATMENT FACILITY
Project Amount:	$305,248.00

Subcontractor Summary

Name	ID	Affidavit Number
AUTOMATIC SYSTEMS CO	2455373	218718208

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please print this page for your records using the print or save functionality built into your browser.

DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-971-629-248
Submitted Date and Time:	16-Jan-2018 12:11:36 PM
Legal Name:	AUTOMATIC SYSTEMS CO
Federal Employer ID:	42-1324422
User Who Submitted:	Automatic Systems
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	218718208
Minnesota ID:	2455373
Project Owner:	CITY OF ISANTI
Project Number:	24795 20160725
Project Begin Date:	01-Jul-2016
Project End Date:	31-Oct-2017
Project Location:	ISANTI, MN WWTF
Project Amount:	$168,840.37
Subcontractors:	No Subcontractors

Important Messages

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Contact Us

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DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-772-527-808
Submitted Date and Time:	27-Sep-2017 2:26:32 PM
Legal Name:	MASTERS PLUMBING HEATING & COOLING LLC
Federal Employer ID:	27-0951076
User Who Submitted:	1178328
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**2042347520**
Minnesota ID:	1178328
Project Owner:	CITY OF ISANTI
Project Number:	R13.109638
Project Begin Date:	20-Feb-2017
Project End Date:	26-May-2017
Project Location:	ISANTI WASTEWATER TREATMENT PLANT
Project Amount:	$32,500.00

Subcontractor Summary

Name	ID	Affidavit Number
O'LEARY MECHANICAL INSULATION INC	2789256	694755328

Important Messages

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Contact Us

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DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-005-677-248
Submitted Date and Time:	27-Sep-2017 10:15:17 AM
Legal Name:	MOLIN CONCRETE PRODUCTS COMPANY
Federal Employer ID:	41-0657420
User Who Submitted:	miuann13
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1222221824
Minnesota ID:	8248951
Project Owner:	CITY OF ISANTI
Project Number:	2016-08/3610
Project Begin Date:	08-Aug-2016
Project End Date:	15-Feb-2017
Project Location:	WASTEWATER TREATMENT IMPROVEMENTS-ISANTI, MN
Project Amount:	534,774.00

Subcontractor Summary

Name	ID	Affidavit Number
HOMECO INSULATION INC	3423904	741449728
ZACHMAN PRECAST INC	8115505	1102823424

Important Messages

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Contact Us

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Wood, Linda

From: Mary Nelson <MNelson@homecoinsulation.com>
Sent: Wednesday, September 27, 2017 9:08 AM
To: Wood, Linda
Subject: FW: Your Recent Contractor Affidavit Request

Linda,

Per your request:

Contractor Affidavit Completed

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-008-716-480
Submitted Date and Time:	27-Sep-2017 7:50:11 AM
Legal Name:	HOMECO INSULATION INC
Federal Employer ID:	41-1543707
User Who Submitted:	dgulden
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**741449728**
Minnesota ID:	3423904
Project Owner:	CITY OF ISANTI
Project Number:	2016-08/3610
Project Begin Date:	08-Aug-2016
Project End Date:	08-Aug-2016
Project Location:	WASTEWATER TREATMENT IMPROVEMENTS-ISANTI, MN
Project Amount:	$4,547.00
Subcontractors:	No Subcontractors

Important Messages

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Contact Us

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Wood, Linda

From: Brenda Zachman <brenda@zachmanprecast.com>
Sent: Wednesday, September 27, 2017 9:59 AM
To: Wood, Linda
Subject: FW: Your Recent Contractor Affidavit Request

Hi Linda,
IC-134 Isanti WWTF.
Have a nice day!
Brenda
Zachman Precast Inc.
610 Central Ave West, St. Michael, MN 55376
763.497.2529
brenda@zachmanprecast.com

From: MN Revenue e-Services [mailto:eservices.mdor@state.mn.us]
Sent: Wednesday, September 27, 2017 9:57 AM
To: Brenda Zachman <brenda@zachmanprecast.com>
Subject: Your Recent Contractor Affidavit Request

This email is an automated notification and is unable to receive replies.

Contractor Affidavit Completed

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-257-406-656
Submitted Date and Time:	27-Sep-2017 9:56:35 AM
Legal Name:	ZACHMAN PRECAST INC
Federal Employer ID:	20-3991402
User Who Submitted:	zach55376
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**1102823424**
Minnesota ID:	8115505
Project Owner:	CITY OF ISANTI
Project Number:	2016-08/3610
Project Begin Date:	01-Feb-2017
Project End Date:	08-Feb-2017
Project Location:	WASTEWATER TREATMENT IMPROVEMENTS, ISANTI, MN 55040
Project Amount:	$1,350.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-016-000-704
Submitted Date and Time:	10-Oct-2017 8:07:46 AM
Legal Name:	SENTRA SOTA SHEETMETAL INC
Federal Employer ID:	41-1425781
User Who Submitted:	SentraSota
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**1031520256**
Minnesota ID:	4428248
Project Owner:	CITY OF ISANTI
Project Number:	1
Project Begin Date:	22-Dec-2016
Project End Date:	09-May-2017
Project Location:	ISANTI WWTP
Project Amount:	$118,100.00

Subcontractor Summary

Name	ID	Affidavit Number
MECHANICAL TEST AND BALANCE	9782006	1276362752
OLEARY MECHANICAL INSULATION	2789256	1768497152
MIDWEST CONTROLS	6606103	1022533632

Important Messages

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Contact Us

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DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-103-526-592
Submitted Date and Time:	9-Oct-2017 7:50:33 PM
Legal Name:	MECHANICAL TEST AND BALANCE OF MINNESOTA CORP
Federal Employer ID:	26-3686729
User Who Submitted:	MTBmtb
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**1276362752**
Minnesota ID:	9782006
Project Owner:	CITY OF ISANTI
Project Number:	NA
Project Begin Date:	23-Jun-2017
Project End Date:	23-Jun-2017
Project Location:	ISANTI WASTE WATER TREATMENT PLANT
Project Amount:	$975.00
Subcontractors:	No Subcontractors

Important Messages

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Contact Us

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DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-392-077-504
Submitted Date and Time:	27-Sep-2017 2:21:18 PM
Legal Name:	OLEARY MECHANICAL INSULATION INC
Federal Employer ID:	46-1370805
User Who Submitted:	oleary
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1768497152
Minnesota ID:	2789256
Project Owner:	CITY OF ISANTI
Project Number:	UNKOWN
Project Begin Date:	24-Apr-2017
Project End Date:	05-May-2017
Project Location:	ISANTI WWTP
Project Amount:	$4,620.00
Subcontractors:	No Subcontractors

Important Messages

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DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-512-073-920
Submitted Date and Time:	27-Sep-2017 3:41:46 PM
Legal Name:	MIDWEST CONTROLS INC
Federal Employer ID:	41-1241698
User Who Submitted:	midwest controls
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**1022533632**
Minnesota ID:	6606103
Project Owner:	CITY OF ISANTI
Project Number:	UNKNOW
Project Begin Date:	23-Apr-2016
Project End Date:	16-May-2016
Project Location:	ISANTI
Project Amount:	$22,000.00
Subcontractors:	No Subcontractors

Important Messages

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DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-651-323-072
Submitted Date and Time:	26-Sep-2017 3:14:53 PM
Legal Name:	HORWITZ INC
Federal Employer ID:	41-1381856
User Who Submitted:	Thermech Co
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**767541248**
Minnesota ID:	5917920
Project Owner:	CITY OF ISANTI
Project Number:	UNKNOWN
Project Begin Date:	27-Apr-2017
Project End Date:	12-May-2017
Project Location:	ISANTI WATER TREATMENT PLANT
Project Amount:	$16,663.00
Subcontractors:	No Subcontractors

Important Messages

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DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-852-394-176
Submitted Date and Time:	26-Sep-2017 3:19:25 PM
Legal Name:	EXTERIOR BUILDING SERVICES INC
Federal Employer ID:	41-1872859
User Who Submitted:	EBS0268
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**1841283072**
Minnesota ID:	3206141
Project Owner:	CITY OF ISANTI
Project Number:	2016-08/7130
Project Begin Date:	21-Nov-2016
Project End Date:	02-Dec-2016
Project Location:	ISANTI, MN
Project Amount:	$17,500.00
Subcontractors:	No Subcontractors

Important Messages

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DEPARTMENT OF REVENUE

ntractor Affidavit Submitted

nk you, your Contractor Affidavit has been approved.

nfirmation Summary

nfirmation Number:	1-405-734-080
bmitted Date and Time:	15-Jan-2018 3:50:55 PM
gal Name:	RIGHT WAY CAULKING INC
deral Employer ID:	41-1335250
er Who Submitted:	stickygun
pe of Request Submitted:	Contractor Affidavit

idavit Summary

idavit Number:	1271847264
nnesota ID:	5462681
ject Owner:	CITY OF ISANTI
ject Number:	XXXX
ject Begin Date:	16-Feb-2017
ject End Date:	27-Sep-2017
ject Location:	ISANTI WTP IMPROVEMENTS 100 ISANTI PARKWAY NE ISANTI, MN
ject Amount:	$5,235.00
bcontractors:	No Subcontractors

ortant Messages

opy of this page must be provided to the contractor or government agency that hired you.

ntact Us

u need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) theholding.tax@state.mn.us. Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

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JAN 18 2018
GRIDOR CONSTR., INC.

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Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-918-584-640
Submitted Date and Time:	6-Jul-2017 8:54:56 AM
Legal Name:	OBERG FENCE CO
Federal Employer ID:	74-3072727
User Who Submitted:	obergfence
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**2045681664**
Minnesota ID:	6295306
Project Owner:	CITY OF ISANTI
Project Number:	ISANTI WWTF
Project Begin Date:	30-Jun-2017
Project End Date:	30-Jun-2017
Project Location:	ISANTI
Project Amount:	$675.00
Subcontractors:	No Subcontractors

Important Messages

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Contact Us

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RECEIVED
JUL 06 2017
GRIDOR CONSTR., INC.

DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-800-309-440
Submitted Date and Time:	3-Oct-2017 3:48:57 PM
Legal Name:	KNIFE RIVER CORPORATION - NORTH CEN
Federal Employer ID:	41-0906808
User Who Submitted:	32MNTAX
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**191766528**
Minnesota ID:	9485354
Project Owner:	CITY OF ISANTI
Project Number:	2016-08/2632
Project Begin Date:	20-Sep-2017
Project End Date:	20-Sep-2017
Project Location:	ISANTI WASTE WATER TREATMENT FACILITY
Project Amount:	$19,300.00
Subcontractors:	No Subcontractors

Important Messages

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Contact Us

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RECEIVED
OCT 05 2017
GRIDOR CONSTR., INC.

K.13.

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:	April 17, 2018
Subject:	Consider Resolution 2018-XXX - Authorizing Execution of Assignment and Subordination of Development Agreement

---

Request:

The City of Isanti has been working diligently to prepare for the closing of the land and financing for the hotel project. The financial institution has requested a subordination agreement be executed as part of the closing which is a typical request. The City Attorney, legal counsel from Isanti Hotel Partners, LLC and Members Cooperative Credit Union and City Officials have reviewed the attached subordination agreement and have presented this to the City Council to consider for approval.

Attachment:

- Resolution 2018-XXX - Authorizing Execution of Assignment and Subordination of Development Agreement

RESOLUTION NO. 2018-XXX

AUTHORIZING EXECUTION OF ASSIGNMENT AND SUBORDINATION OF DEVELOPMENT AGREEMENT

WHEREAS, the City of Isanti (the "City" has authorized conveyance of real estate described as Lot 1, Block 1, Isanti Hotel Addition (the "Property") to Isanti Hotel Partners LLC (The "Developer") in Resolution 2017-256; and

WHEREAS, the City has awarded a business subsidy and authorized the execution of a development agreement (the "Development Agreement") with the Developer in Resolution 2017-256; and

WHEREAS, Members Cooperative Credit Union (The "Credit Union") has requested an agreement be executed to solidify the lien positions of the Credit Union and the City and to clarify Section 9.3 of the Development Agreement (the "Subordination Agreement") ; and

WHEREAS, the City Attorney and City Officials have reviewed the attached Subordination Agreement and agree that it protects the lien position and rights of the City granted within the Development Agreement.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize the Mayor and City Administrator to execute the attached Subordination Agreement.

This Resolution hereby approved by the Isanti City Council this 17th day of April 2018.

Attest: _____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources / City Clerk

ASSIGNMENT AND SUBORDINATION OF DEVELOPMENT AGREEMENT AND BUSINESS SUBSIDIES

THIS ASSIGNMENT AND SUBORDINATION OF DEVELOPMENT AGREEMENT AND BUSINESS SUBSIDIES, is made and entered into effective as of April ___, 2018, by and among the **CITY OF ISANTI**, a Minnesota municipal corporation ("City"), **ISANTI HOTEL PARTNERS, LLC**, a Minnesota limited liability company ("Borrower"), and **MEMBERS COOPERATIVE CREDIT UNION** ("Lender").

W I T N E S S E T H:

WHEREAS, City and Borrower entered into that certain Contract for Private Development dated as of March 13, 2018 (the "Development Agreement"), pertaining to the real property located in the Isanti, Minnesota, legally described on Exhibit A attached hereto and hereby made a part hereof (the "Property"), a copy of the Development Agreement is attached hereto as Exhibit B.

WHEREAS, pursuant to the Development Agreement and subject to the terms and conditions of the Development Agreement, City agreed to provide Developer with certain business subsidies described in Article III of the Development Agreement (collectively, the "Business Subsidies").

WHEREAS, Borrower and Lender have entered into or will enter into that certain Construction Loan Agreement (the "Loan Agreement") for the purpose of funding a loan to be made by Lender to Borrower to finance the construction of certain improvements to the Property (the "Loan").

WHEREAS, the Loan will be evidenced by a Promissory Note (the "Note") and secured by a (a) Mortgage, Security Agreement and Fixture Financing Statement (the "Mortgage"), and (b) Assignment of Leases, Rents and Purchase Agreements (the "Assignment") (the Mortgage and the Assignment are collectively referred to as the "Security documents").

WHEREAS, Lender has required, as an express condition to extending the Loan, that (a) the Development Agreement be subordinated to the lien of the Security Documents, and (b) Borrower assign all of its rights under the Development Agreement and the Business Subsidies to Lender to secure the obligations of Borrower under the Loan Agreement and that City consent to such assignment.

NOW THEREFORE, in consideration of the foregoing recitals and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Notwithstanding the order of recording the Security Documents and the Development Agreement, the Loan and the lien of the Security Documents shall in all respects be deemed to have priority over and is deemed to be superior and paramount to (a) the Development Agreement, and all rights of the City under the Development Agreement including without limitation the provisions of Section 9.3 of the Development Agreement, and (b) all reversion rights in favor of City contained in the deed conveying

the Property from City to Borrower.

2. Borrower hereby assigns to Lender all of Borrower's right, title and interest in the Development Agreement and the Business Subsidies to secure Borrower's obligations to Lender in connection with the Loan. To perfect Lender's security interest in the Business Subsidies, Borrower consents to Lender filing a UCC financing statement with respect to the Business Subsidies.

3. Borrower hereby represents and warrants to Lender that (a) there have been no prior assignments of the Development Agreement or the Business Subsidies, (b) the Development Agreement and the Business Subsidies are valid and enforceable, (c) neither City nor Borrower is in default thereunder, and (d) to date, all covenants, conditions and agreements have been performed as required therein, except those not to be performed until after the date hereof. Borrower agrees not to sell, assign, pledge, mortgage or otherwise transfer or encumber its interest in the Development Agreement or the Business Subsidies as long as this Agreement is in effect. Borrower hereby irrevocably constitutes and appoints Lender as its attorney-in-fact to demand, receive and enforce Borrower's rights with respect to the Development Agreement and/or the Business Subsidies for and on behalf of and in the name of Borrower or, at the option of Lender, in the name of the Lender, with the same force and effect as Borrower could do if this Agreement had not been made.

4. This Agreement shall constitute a perfected, absolute and present assignment, provided that Lender shall have no right under this Agreement to enforce the provisions of the Development Agreement or the Business Subsidies, or to collect any funds payable to Borrower pursuant to the Business Subsidies, or to exercise any rights or remedies under this Agreement until a default or event of default in connection with the Loan shall occur or be continuing. Borrower hereby indemnifies and holds City harmless from and against any claims or liabilities arising or purporting to arise from City acting at the direction of Lender as provided herein.

5. Upon the occurrence of a default in connection with the Loan, Lender may (but without obligation), without affecting any of its rights or remedies against Borrower under any other instrument, document or agreement, exercise its rights under this Agreement as Borrower's attorney-in-fact in any manner permitted by law and in addition Lender shall have the right to exercise and enforce any and all rights and remedies available after default to a secured party under the Uniform Commercial Code as adopted in the State of Minnesota. If notice to Borrower of any intended disposition of collateral or of any intended action as required by law in any particular instance, such notice shall be deemed commercially reasonable if given at least ten (10) days prior to the intended disposition or other action.

6. City hereby consents and agrees to the terms and conditions of this Agreement. City further represents and warrants to Lender that (a) the Development Agreement is a valid and enforceable agreement of City, (b) to the knowledge of the undersigned, neither City nor Borrower is in default thereunder, (c) to date, all covenants, conditions and

agreements have been performed as required therein, except those not to be performed until after the date hereof, (d) by proper notice (if required) and proper action, City has authorized the assignment of the Development Agreement and the Business Subsidies as provided herein, and (e) City has transferred the Business Subsidies to Lender on the registration records for the Business Subsidies maintained by City, if any.

7. City and Borrower agree that no change or amendment shall be made to the terms of the Development Agreement or to the Business Subsidies without the prior written consent of Lender.

8. City agrees that: (a) City will provide Lender with written notice of any default or breach by Borrower under the Development Agreement (the "City Notice"); (b) for a period of sixty (60) days after Lender receives the City Notice, Lender shall have the right, but not the obligation, to cure such default or breach; and (c) if Lender timely cures said default or breach, City will not exercise any remedies under the Development Agreement as a result of said default or breach.

9. Notwithstanding anything contained in this Agreement to the contrary and subject to the statutory redemption rights of Borrower in connection with the Loan, Lender agrees that: (a) Lender will provide City with written notice of any default or breach by Borrower in connection with the Loan only if Lender desires to accelerate the unpaid balance of the Loan and foreclose the lien of the Security Documents or accept a deed in lieu thereof (the "Lender Notice"); (b) for a period of one hundred eighty (180) days after the expiration of the applicable redemption period (provided Borrower does not redeem), prior to Lender marketing the Property to a third party, City shall have the option (but not the obligation) to elect to either (i) acquire the Property from Lender by paying Lender the fair market value of the Property, or (ii) cure the default or breach by Borrower and assume Borrower's obligations to Lender in connection with the Loan under the Loan Agreement, the Security Documents and the other documents executed in connection with the Loan, as may be amended. If City elects to exercise either option described above, City shall so notify Lender in writing prior to the expiration of said 180 day period; provided that if City elects to cure the default or breach and assume Borrower's obligations in connection with the Loan, City and Lender shall execute such documents as the parties mutually agree to evidence the same.

10. This Agreement can be waived, modified, amended, terminated or discharged only explicitly in a writing signed by Lender. A waiver by Lender shall be effective only in a specific instance and for the specific purpose given. Mere delay or failure to act shall not preclude the exercise or enforcement of any of Lender's rights or remedies hereunder. All rights and remedies of Lender shall be cumulative and shall be exercised singularly or concurrently, at Lender's option, and any exercise or enforcement of any one such right or remedy shall neither be a condition to nor bar the exercise or enforcement of any other.

11. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

IN WITNESS WHEREOF, the parties hereto have made and entered into this Assignment of Development Agreement and Business Subsidies as of the day and year 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 _____, 2018, by _____ and _____ the Mayor and City Administrator of the City of Isanti, a Minnesota municipal corporation, for and on behalf of said municipal corporation.

_____
Notary Public

IN WITNESS WHEREOF, the parties hereto have made and entered into this Assignment of Development Agreement and Business Subsidies as of the day and year first above written.

ISANTI HOTEL PARTNERS, LLC

By_____
Troy J. Hoekstra
Chief Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF STEARNS)

The foregoing instrument was acknowledged before me this ___ day of _____, 2018, by Troy J. Hoekstra, the Chief Manager of Isanti Hotel Partners, LLC, a Minnesota limited liability company, for and on behalf of said limited liability company.

_____
Notary Public

IN WITNESS WHEREOF, the parties hereto have made and entered into this Assignment of Development Agreement and Business Subsidies as of the day and year first above written.

MEMBERS COOPERATIVE CREDIT UNION

By_____
Its_____

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ___ day of _____, 2018, by _____, the _____ of Members Cooperative Credit Union, a Minnesota chartered credit union, for and on behalf of said credit union.

_____
Notary Public

This instrument was drafted by:
Mark R. Gleeman
Winthrop & Weinstine, P.A.
Attorneys for Members Cooperative Credit Union
Capella Tower, Suite 3500
225 S. 6th Street
Minneapolis, MN 554402

15287167v1

EXHIBIT A
LEGAL DESCRIPTION

Lot 1, Block 1, Isanti Hotel Addition, Isanti County, Minnesota.

EXHIBIT B
DEVELOPMENT AGREEMENT

A Community For Generations.

Isanti

K.14

MEMO

TO: Mayor and Councilmembers

FROM: Katie Brooks, Human Resources/ City Clerk

DATE: April 17, 2018

Subject: Promotion of Katie Everett

It has been identified that Katie Everett, *Community Events and Parks Coordinator*, has been fulfilling the duties of the past position of *Community Events Manager/ Parks Coordinator*. The last update on the position was in November of 2013. Attached is the revised and updated job description that accurately reflects the duties Katie Everett has been currently performing. Katie Everett is currently at step 4. The job title will be changed to Parks, Recreation and Culture Manager. Upon approval, Katie's new rate would be 27.37 and the points would remain the same as they were previously in 2013 at 242.

RESOLUTION 2018-XXX

RESOLUTION APPROVING THE PROMOTION OF KATIE EVERETT TO PARKS, RECREATION AND CULTURE MANAGER POSITION

WHEREAS, with the recognition of the workload being managed by Katie Everett as currently titled as Community Events and Parks Coordinator the Personnel Committee has evaluated her job duties. The direction of the Personnel Committee, Human Resources/ City Clerk Katie Brooks have developed a new full-time position titled "Parks, Recreation and Culture Manger" for the City of Isanti. The job description, job points and salary were reviewed at the April 5, 2018 Personnel Committee meeting; and,

WHEREAS, the former responsibilities of Community Events and Parks Coordinator have increased to fit a management title. The duties are included in the new position of "Parks, Recreation and Culture Manager". The position will still report to the Public Works Director; and,

WHEREAS, with Katie's education, knowledge and experience serving her current position has increased, the Personnel Committee finds that it would be in the best interest of the City to internally promote Katie Everett to the Parks, Recreation and Culture Manager position. Katie Everett has agreed to this promotion:

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

1) The full-time Planner position becomes a position effective April 17, 2018. Job duties are transferred into this position upon passage of this resolution.
2) The Parks, Recreation, Culture Manager job description, job points and salary range are approved and attached hereto as 'Exhibit A' and 'Exhibit B'.
1) This position is being offered to Katie Everett at $27.37 wage Step 4 of the new salary range effective upon passage of this resolution.
2) Upon acceptance of the new position, Katie Everett will move to full-time employment status is effective April 17, 2018.

This Resolution is hereby approved by the Isanti City Council this 17th day of April, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

Exhibit A

CITY OF ISANTI
JOB DESCRIPTION

JOB TITLE:	Community Events Manager/ Parks Coordinator
DEPARTMENT:	Administration
SUPERVISION:	Public Services Director
EFFECTIVE DATE:	4-17-2018
FLSA STATUS:	Exempt
HOURS WORKED:	8:00 a.m. – 4:30 p.m., M-F; and evening meetings/ weekend events as required.

DEFINITION:
Manages City parks, programs, and facilities. Manages and markets City events. Serves as the staff liaison to the Parks, Recreation, and Culture Board. Performs other related administrative duties as required.

SUPERVISION RECEIVED:
Works under the general supervision of the Public Services Director.

SUPERVISORY FUNCTIONS:
Custodian and PRC Intern

EQUIPMENT/JOB LOCATION:
Works primarily from an office in City Hall. On-site inspections of City parks and facilities, as necessary. On location for outdoor/indoor community events.

Equipment used includes, but is not limited to, personal computer, printer, fax machine, and copy machine.

ESSENTIAL FUNCTIONS OF THE JOB:

- Provides information/features for the City website.
- Responsible for coordinating website maintenance and updates with vendor.
- Updates the City website with agendas, meeting minutes and other updates as assigned.
- The creation, editing and formatting of City marketing material including the Parks Brochure and Isantian.
- Responsible for coordinating city programs as assigned including Rain Garden Incentive Program for City Residents.
- Prepares and implements community events as directed, to include advertising, collection/tracking of sponsor monies, obtaining contracts/forms, coordinating for the Farmer's Market and Street Dances, Family Programming, Rum River BMX Association, contractors and Community Garden.
- Responsible for the scheduling and operations of city park facilities, community center, community garden, Isanti indoor Arena and special event request, etc.

- In conjunction with Public Services, provides for on-going operation and maintenance of City park grounds, improvements and structures.
- Provides administrative support to the Parks, Recreation & Culture Board. Prepares and distributes agenda materials for the Parks, Recreation and Culture Board. Prepares Parks, Recreation, and Culture Board as well as City Council staff reports, including background analysis, resolutions and recommendations.
- Responsible for the operation of the Community Center and adherence to rental policies, coordinating cleaning, maintenance, and scheduling.
- Contacts vendors or coordinates with the Public Services Director for maintenance, repair or upkeep of the Community Center facility.
- Maintains PRC budget/ expenditures, capital improvements and general record keeping.
- Assists in digitizing Parks, Recreation and Culture files.
- Prepares materials for upcoming events and utilizes the City website and Farmer's Market Website and Facebook to promote events.
- Attends and participates in meetings and events that may or may not occur during normal business hours.
- Research and prepare information for city events and park related issues; propose ideas to make events and park facilities more successful.
- Assists with event set-up and close-out, project development, as directed.
- Prepares and monitors agreements with entities as directed and serves as point of contact for various community organizations.
- Prepares and seeks out grant writing, memos and resolutions as directed.
- Process Special Event Permit Applications including working with event organizers to ensure all necessary information is received and approved through City Council approval.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other related duties as assigned or apparent.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively in English, both verbal and written formats.
- Ability to work well in a fast-paced environment.
- Ability to multi-task.
- Positive attitude.
- Personable and ability to work with a variety of people, City Officials, and the public.
- Possession of effective problem solving and analytical skills.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.
- Must be able to socially, physically, and mentally able to perform all essential functions of the position in the working conditions described above.
- Ability to perform essential functions during required hours of work.
- Knowledge of methods of indexing records.
- Knowledge of general office procedures, policies, and methods.
- Ability to operate a PC, software including but not limited to Word, Outlook, Excel, etc, and meet reasonable typing speed standards.
- Ability to perform other related functions as assigned or apparent.
-

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.
- 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:

- Two years of progressively responsible administrative support, with considerable public contact.
- High School diploma or GED and a two year degree in business administration, marketing, hospitality or related field; or two years of post-secondary coursework/ experience in planning, hospitality, marketing, business administration or related field. More extensive experience or courses may substitute for post-secondary course work.
- Must possess a valid Minnesota Class D driver's license or equivalent.
- Willingness to work flexible hours, including weekends.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in Parks and Recreation Administration, City Planning, Urban Studies or a related field.
- Prior public sector work experience is preferred.
- Experience in performing the essential functions of the position.

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).

JOB CLASSIFICATION	PTS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Community Events Manager / Parks Coordinator	242	$4,246.67	$4,412.74	$4,578.81	**$4,744.88**	$4,910.95	$5,077.02	$5,243.09
per hour		$24.50	$25.46	$26.42	**$27.37**	$28.33	$29.29	$30.25
per pay period		$1,960.00	$2,036.65	$2,113.30	**$2,189.94**	$2,266.59	$2,343.24	$2,419.89
per year		$50,960.01	$52,952.86	$54,945.71	**$56,938.56**	$58,931.41	$60,924.26	$62,917.11

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
April 3, 2018
Isanti City Hall

1. Call To Order

The meeting was called to order by President George Wimmer at 7:25 p.m.

a. Pledge of Allegiance

b. Roll Call

Members Present:	Tara Hallberg, Steve Lundeen, Ross Lorinser, Dan Collison, Paul Bergley, Jill Reller and George Wimmer
Members Absent:	None
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

2. Approval of Agenda

Economic Development Director Sullivan asked to add 3.1 Consider Survey for New Isanti Residents to the Agenda. Motion by Commissioner Lundeen, seconded by Comissioner Bergley to approve Agenda adding Item 3.1 Consider Survey for New Isanti Residents to the Agenda. Motion carried unanimously.

3. Approve Minutes of March 6, 2018 Regular Economic Development Meeting

Motion by Commissioner Lundeen seconded by Commissioner Lorinser to approve the minutes for March 6, 2018. Motion carried unanimously

3.1 Consider Survey for New Isanti Residents

ED Director Sullivan highlighted the survey conducted in January 2017. He indicated that the survey had a 36% participation rate which was statistically significant. Isanti is growing quickly and getting meaningful data on why people are moving here and to get a better pulse on the housing market is important. He revised the survey to include some questions in reference to the City website to hopefully get some feedback from new residents on how to improve it. He explained that it would be possible to expand the scope of the survey to all new residents within a certain time period, not just ones that constructed new homes.

President Wimmer reiterated that this proposed survey would include both new construction and new residents which is an expanded scope and will provide better a better data set. He stated that the cost be shared with Park, Recreation and Culture Board and to put a not to exceed amount from the EDA.

The memo provided a cost estimate of $1,038.93 based on 500 surveys.

Motion by Commissioner Lorinser seconded by Commissioner Collison to move forward with conducting a survey and to share the cost with Park Recreation and Culture Board in an amount not to exceed $1,038.93. Motion carried unanimously.

4. Other Business / Updates

Economic Development Director Sullivan highlighted the Staff Memo. Sullivan indicated that the Hotel project was moving along as planned and was on schedule to close on or before April 30, 2018. He reminded the EDA of the April 14-15 BMX Event and the 200 bags that would be distributed at the event. Sullivan stated that 16 new SFR permits had been pulled with 6 more in process. This puts the City ahead of last year's pace which totaled 91 at years end. City representation at the state capitol for the EDAM and LMC events was effective.

President Wimmer stated that the 25 SFR building permits was budgeted for the Sewer and water systems and that the growth has allowed Isanti reduce rates and SAC and WAC charges.

Economic Development Director highlighted the new arrival of Joes Cabinetry Shop and Cellular Clinic and that they were going to have grand openings set up when the weather gets nice.

Sullivan stated that he and President Wimmer had attended the LMC Day at the Capitol together and that the city message was well received by our local legislators along with other key members of each caucus. Meeting multiple times over multiple years with legislators is making a difference.

President Wimmer echoed the effectiveness of the visits with legislators. He stated that communications with legislators during this session had led to direct action that was positive for the City of Isanti in regards to local government control. He spoke specifically to a bill that includes reducing retainage for city projects. He indicated that this would provide for an environment where project could be left incomplete. He also indicated that the City was able to meet with Key leaders in each caucus which is a good way to assure that the City of Isanti concerns are being heard and addressed.

Commissioner Lundeen highlighted the demolition of the Riverside Market building and that they did a good job with the demolition. He thanked the previous businesses for their time here but welcomed the new investment to the city of Isanti.

Economic Development Director Sullivan stated that the development standards in place along Hwy 65 set the tone for future development and prevent costly future redevelopment project in the future. The face of Isanti is changing with the removal of Riverside Market and Burger Top buildings. He indicated we get one chance to "do it right".

a. Business Prospects
b. EDAM
c. GPS 45:93
d. 2018 City Promo Bag Program
e. Mayor's Employer Celebration Day
f. LMC Day at the Capitol
g. Housing Starts in 2018
h. Business Arrivals and Departures in Isanti 2018

5. Adjournment

Motion by Commissioner Bergley, seconded by Commissioner Collison to adjourn at 7:42 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 3rd day of April, 2018.

Respectively Submitted,

_____

Sean M. Sullivan, Economic Development Director

A Community For Generations

Isanti

Isanti Police Department Monthly Report

March 2018

Reported Crime	Month to Date	Year to Date
Theft	14	30
Assault	4	8
Vandalism/Damage to Property	3	7
Narcotics	8	11
Burglary	4	6
Domestics	10	31
Crim Sex	1	2
Robbery	1	1
Loud Party/Disturbance	6	15
Medical	39	99
Permit to Purchase (Eff 3/1/2016)	13	31
Extra Patrol	37	51
Security Check	157	407

Traffic Offenses	Month to Date	Year to Date
No Insurance	5	12
DUI	0	1
Accidents	8	25
Hit & Run	1	3
Warrant P/U	5	13
Speed	17	34
DAR/DAS	5	9
Administrative Citations (Including Speed)	16	32

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	56,803	1,228	2,201
Dodge 222	131,671	905	2,619
Ford Explorer 224	36,985	1,941	3,543
Ford F150 225	7,330	672	2,430
Chevy Silverado 220	106,968	53	136
Chevy Impala 223	86,514	61	833

CEZT REPORT
March 2018

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**116**	**81**	**31**	**755**	**735**	**679**	**646**
TOTAL OPEN CASES	**37**	**30**		**32**	**40**	**41**	**59**
VIOLATIONS CLOSED THIS PERIOD	**26**	**41**	**21**	**29**	**31**	**49**	**85**
NEW ISSUES THIS PERIOD	**35**	**50**	**31**	**20**	**56**	**33**	**85**
CAN-Proh Animals				2		1	1
CCV-Comm Vehicle Storage							
CDO--Dogs							
CPA-Park & Store	9	12	14	12	9	16	15
CSN-Snow Removal			1				
CSP-Admin Permits/Solicitors/Peddlers	1		1		3		
CST--Fish Houses, PODS, Rolloffs							
GAR - Garage Sales							
H2O-Water restrictions							
NEX-Exterior Structure, Paint/Repair	5						
NGA-Garbage Service & Storage							
NGR--Grass Length							56
NJU--Junk/Brush	2	2	2	3	6	7	5
NOX-Noxious Weeds							
NUV-Unlicensed vehicle or missing plates	14	34		3	2	3	2
RNT-Unlicensed rental	1		10		28		1
SGN-Signs	1	2	3		6	6	2
ZAC-Accessory Building	1				1		1
ZFE-Fence	1						2
ZTD--Temporary Dwelling							
Compliance Letters Mailed this period	41	53	38	23	87	35	142
Administrative Citations Issues/period	4	2	0	3	2	1	0
Criminal Citations Issued/period	1						
Abated Properties/Period						2	10
Admin Hearings Requested	1	1	1	2			
Admin Hearings Held w positive judgement			3				
Criminal trials w positive judgement							
AVERAGE TIME TO COMPLIANCE	**19**	**26**	**44**	**28**	**16**	**33**	**12**

L.3.

CITY OF ISANTI MONTHLY REPORT

Mar-18

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	$4,500.00	$0.00	$2.25	$0.00	$202.95		
Basement Finish	1	6	$2,730.00	$65,533.00	$1.37	$32.77	$153.45	$2,158.20		
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	16	33	$5,754.00	$5,754.00	$17.88	$34.88	$2,099.92	$3,945.92		
Single dwellings	11	15	$2,090,741.00	$2,759,288.00	$1,045.37	$1,414.19	$29,115.70	$38,372.45		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	12	30			$12.00	$30.00	$900.00	$2,250.00		
Plumbing	16	33			$16.00	$33.00	$1,344.00	$2,542.00		
									$62,942.00	
Resid. Totals	**58**	**122**	**$2,099,225.00**	**$2,835,075.00**	**$1,094.62**	**$1,551.09**	**$33,773.07**	**$49,791.52**	**$62,942.00**	**$82,608.00**
Commercial										
New Buildings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Addtns./Remodel	0	1	$0.00	$4,800.00	$0.00	$2.40	$0.00	$202.95		
Plumbing	0	1	$0.00	$0.00	$0.00	$1.00	$0.00	$50.00		
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	6	$27,000.00	$27,000.00	$13.50	$18.50	$342.90	$706.90		
Comm. Totals	**1**	**8**	**$27,000.00**	**$31,800.00**	**$13.50**	**$21.90**	**$342.90**	**$959.85**	**$0.00**	**$0.00**
Resid. Plus Comm. Totals	**59**	**130**	**$2,126,225.00**	**$2,866,875.00**	**$1,108.12**	**$1,572.99**	**$34,115.97**	**$50,751.37**	**$82,608.00**	**$82,608.00**

YEARLY BUILDING PERMIT COMPARISONS

YTD February 2018

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	18	0	1	$5,597,967.14	$71,010.86	$135,711.00
2017	115	16	0	0	$2,828,813.50	$51,283.20	$131,552.00
2018	130	15	0	0	$2,866,875.00	$50,751.37	$82,608.00

Total permit fees do not include Sac / Wac or State Surcharge fees

MONTH TO MONTH COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	32	$510,011.00	$10,273.45
February	39	$230,639.00	$6,361.95
March	59	$2,126,225.00	$34,115.97
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	130	$2,866,875.00	$50,751.37

L.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: April 11, 2018

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.115547

Please find listed below a status report of the current projects in the City of Isanti:

1) **2017 Palomino Road Improvements**

Final sodding will take place in the spring prior to the final pavement installation.

2) **Arts & Science Addition**

The final pavement lift will occur this 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**

We have received all project closeout documents and recommend release of securities.

5) **Cajima Street/TH 65 Signal Study**

We will continue with discussions with MnDOT regarding funding and layout.

6) **Richard Avenue Feasibility Report**

We have completed the Richard Avenue feasibility report.

7) **2018 Storm System Maintenance Project**

We will continue to design the plans and specifications.

8) **2018 Pavement Maintenance Project**

We will continue to design the plans and specifications.

In addition to the current projects listed above we have completed and accepted 48 private developments and 61 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, May 1, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

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 17, 2018 – Regular Meeting of the City Council

G. Announcements

City Council Meeting	Tuesday, May 15, 2018 at 7:00 p.m.
Planning Commission Meeting	Tuesday, May 15, 2018 at 7:00 p.m.
	(Immediately following City Council Meeting)
Park, Recreation, and Culture Board Meeting	Tuesday, May 22, 2018 at 6:00 p.m.

H. Council Committee Reports

I. Public Hearings

J. Business Items
1. Discussion on School Resource Officer (Mayor Wimmer)

<u>City Administrator Don Lorsung</u>
2. Resolution 2018-XXX Phase IV Street Lighting Infill Program
3. Resolution 2018-XXX Approving Request from Kwik Trip, Inc, for the Final Plat of "Kwik Trip 1019"
4. Resolution 2018-XXX Approving Request from Isanti Retail Meats to Amend Resolution 2008-157 to Allow for a Sit-Down Restaurant in Conjunction with the Existing Meat Market at 30 Main Street W
5. Resolution 2018-XXX Approving Request from Taylor Holdings, Inc for a Minor Subdivision Plat to Combine Two Parcels into One Parcel at 827 & 829 Whiskey Rd NW
6. Resolution 2018-XXX Approving Request from Circle B Ranch to Amend Resolution 2017-232 to Amend the Existing Conditional Use Permit and Site Plan Review approval
7. Resolution 2018-XXX Establishing a Public hearing for the Vacation of a Utility and Drainage Easement Pursuant §412.851

<u>Assistant City Engineer Jason Cook</u>
8. Resolution 2018-XXX Authorizing Advertisement for Bids for the 2018 Pavement Management Project

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $305,585.42 and Payroll in the amount of $94,341.07
2. Final Minutes of the March 20, 2018 Planning Commission Meeting
3. Final Minutes of the March 27, 2018 Park, Recreation and Culture Board Meeting
4. Resolution 2018-XXX Hiring of Reserve Officer
5. Resolution 2018- XXX Approving a Check Be Written to Isanti Ambassadors for Volunteering at the Community Movie Night
6. Resolution 2018-XXX Authorizing the Execution of Repayment Agreement on Lot 4, Block 1, Sun Prairie Third Addition with J Robinson Construction, Inc.
7. Resolution 2018-XXX Authorizing the Execution of Repayment Agreement on Lot 3, Block 1, Sun Prairie Third Addition with J Robinson Construction, Inc.
8. Resolution 2018-XXX Authorizing Isanti Economic Development Authority to Lease and Collect Lease Revenue from City Owned Crop Land
9. Resolution 2018-XXX Resignation of Caleb Molitor Public Works Maintenance Technician I

L. Other Communications

1. Draft Minutes of the April 17, 2018 Planning Commission Meeting
2. Draft Minutes of the April 24, 2018 Meeting of the Park, Recreation and Culture Board

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, APRIL 17, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input
None.

II. Agenda
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, Community Development Director Ryan Kernosky, Finance Director Mike Betker, and Assistant City Engineer Jason Cook

Others Present: Commissioner Mike Warring, Steve McDonald, Bonnie Schwieger, Zach Lundberg, Tim Taylor, Rebecca Cox, George Hemen, Elizabeth Anderson

D. Adopt Agenda
Motion by Lorinser, second by Lundeen to approve the Agenda as presented. Motion carried.

E. Proclamations/Commendations/Certificate Awards
None.

F. Approve City Council Minutes
1. April 3, 2018 – Regular Meeting of the City Council

Motion by Bergley, second by Collison to approve minutes as presented. Motion carried.

G. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, April 24, 2018 at 6:00 p.m.
2. City Council Meeting	Tuesday, May 1, 2018 at 7:00 p.m.
3. Economic Development Authority	Tuesday, May 1, 2018 at 7:00 p.m. (*Immediately following City Council Meeting*)

H. Council Committee Reports
1. Presentation of Annual Fire District Report

Lieutenant Zach Lundberg presented the Annual Fire District Report to the City Council. There was a total of 414 runs for the City of Isanti in 2017 with 292 of those being EMS responses, excluding vehicle accidents with injuries. Mayor Wimmer asked if there was a break-down for the average cost per type of run. Lieutenant Lundberg replied there was not but he will make a recommendation to include that information in the future.

Discussions about the report included vehicles owned by the Fire District and what the long-term capital replacement plan was for replacing station vehicles. Mayor Wimmer also repeated a

compliment he had heard about the response time for the fire district. When asked about the overnight response time, Lieutenant Lundberg said there has been a Duty Crew system in place for the last five years. There are two people responsible for taking calls overnight from 9:00 pm-5:00 am and weekends; those individuals also respond directly from their homes in rescue vehicles with shifts being rotated among members. Mayor Wimmer tied in how a benefit received for the City and residents was the good fire insurance ratings in the area in part due to the response times. Lieutenant Lundberg credited the leadership of both the past and current Fire Chief in keeping up with training trends and community needs.

I. Public Hearings

None.

J. Business Items

1. **Resolution 2018-093** Accepting the 2017 Audit and Financial Statement and Presentation of 2017 Annual Financial Report and Management Letter

Steve McDonald and Bonnie Schwieger of Abdo, Eick, and Meyers, LLP (AEM) presented the 2017 Audit and Financial Statement to the City Council. The Council Members were provided with hard copies of the full audit for review. Mr. McDonald shared that AEM provides audit services to approximately 100 cities in Minnesota, ranging in population sizes of 500-50,000. Ms. Schwieger said the City has been provided with a clean and unmodified opinion. Nothing was seen that led them to believe anything was being looked over or wasn't working properly. Of note was a finding from last year which had been resolved and was not on the current year's audit. There were two findings. The first 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 second was a new recommendation for an adjustment in bid processes in response to a small typo found on a bid form. It was suggested the City implement a process to review all contract documents; this process has been implemented and will be used going forward.

Mr. McDonald went through the financial highlights. The City's General Fund has adequate working capital to pay all bills for the first 6 months of the year. At the end of 2017, the fund balance was 58% of the 2018 budget. The League of Minnesota Cities, the State Auditor, and AEM all recommend a 35-50% fund balance being the minimum threshold so the City is right on track. Mayor Wimmer commented that the City policy was to have 50%.

Mr. McDonald continued with the Enterprise Fund, made up of the Water, Sewer, Storm Water, and Liquor Funds, having a theme of good cash balances relative to operating expenses. Receipts exceed disbursements meaning the charges are sufficient to cover the cost of running the system and pay some of the bonds. In the Sewer Fund, positive cash flow is being generated allowing project costs to be paid. Mayor Wimmer interjected to explain that it allowed for some projects, such as the pre-treatment for the sewer project, to be paid partially for in cash rather than incurring more debt. The Storm Water Fund has a positive cash balance for the first time in the last three years. Mayor Wimmer explained that work on the storm water system is planned to comply with MS4 regulations. The Liquor Fund shows really good, consistent results. Gross profit is 27% of sales in comparison with the state average of 25% and has an overall income before transfers being 11.3% compared with the state-wide average of about 7%. Together it shows a healthy operation with a positive cash flow, which has been consistent for the last 3 years. Mayor Wimmer commented that the liquor store funds were about 15% of the total property tax levy which was very beneficial to the City.

Mr. McDonald explained the expenditures per capita was below the peer-group average. Debt per capita has decreased and taxes per capita is consistent with peer-group averages. Mayor Wimmer pointed out that the City spent about 20% less in administrative costs than the peer group with the

exception of public safety, which is about 27% higher. However, the City has made public safety a priority and the result of that is excellent emergency services. Overall, the City is doing incredibly well.

Motion by Lorinser, second by Collison to approve acceptance of the 2017 Audit and Financial Statement via the Resolution as presented. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $134,464.47 and Payroll in the amount of $95,789.31
2. Final Meeting Minutes for the March 6, 2018 Economic Development Authority Meeting
3. **Resolution 2018-094** Accepting Quote For 2018 Actuarial Valuation of Other Post-Employment Benefits and 2019 Reporting Disclosures
4. **Resolution 2018-095** Setting Work Sessions for 2019 Budget
5. **Resolution 2018-096** Approving a Temporary On-Sale 3.2 Malt Liquor License for Isanti Lions Club for the 2018 Street Dances
6. **Resolution 2018-097** Accepting Full-Time Maintenance Tech II and Utility Lead Jacob Pudlick Letter of Resignation
7. **Resolution 2018-098** Offering the Position of Part-Time Public Works Seasonal Maintenance to Timothy Doyle, Gregory Rambow, and Gene West
8. **Resolution 2018-099** Offering the Position of Parks Intern to Bree Erickson
9. **Resolution 2018-100** Approving to Proceed with the Application to CenterPoint Energy for their 50/50 Safety/Emergency Equipment Matching Grant
10. **Resolution 2018-101** Authorizing the Application to Enter into an Agreement with The Minnesota Office of Traffic Safety Grant for Safe and Sober High Visibility Enforcement
11. **Resolution 2018-102** Accepting Engineering Inspection and Evaluation Report for Elevated Storage Tank
12. **Resolution 2018-103** Approving Final Acceptance of the 2016 Wastewater Treatment Facility Improvements and Approve the Release of Securities for the 2016 Wastewater Treatment Facility Improvements Project
13. **Resolution 2018-104** Authorizing Execution of Assignment and Subordination of Development Agreement
14. **Resolution 2018-105** Approving Promotion of Katie Everett to Parks, Recreation and Culture Manager

Motion by Lorinser, second by Bergley to approve Consent Agenda as presented. Motion carried.

L. Other Communications

1. Draft Minutes of the April 3, 2018 Economic Development Authority Meeting
2. March Police Department Report
3. March Code Enforcement Report
4. March Building Inspector Report
5. April Engineering Report

Adjournment

Motion to adjourn by Bergley, second by Lorinser. Motion carried. The meeting was adjourned at 7:27 p.m.

Respectfully Submitted,

Jeannifer Anderson

Jeannifer Anderson
Administrative Data Clerk

J.2.

A Community For Generations.

Isanti

To: Mayor Wimmer & City Council

From: Don Lorsung, City Administrator

MEMO

Date: April 5, 2018

Subject: 2018 Phase IV Street Lighting Infill Program

The City Council has budgeted for the 2018 Phase III Street Lighting In-fill Program. Staff has worked with the Public Works Committee to identify street lighting infill and upgrade spots in Isanti. The proposed program includes placement of 4 new street lights and upgrades of 2 existing lights as follows: 1) a roadway street light placed on an existing power pole across from 459 3rd Avenue NW, 2) a new residential street light placed next to 1207 Wendover Street NW, 3) replacement of a residential street light fixture with a commercial fixture at the intersection of Blossom Boulevard NW and Whiskey Road NW, 4) replacement of a residential street light fixture with a commercial street light fixture at the corner of Isanti Parkway NW and Whiskey Road NW, 5) installation of a commercial street light fixture on Isanti Parkway NW, west of the 3rd Avenue NW intersection, and 6) installation of a roadway street light on an existing power pole east of the IIA (next to the parking lot). Attached is a map depicting these locations.

Connexus has provided an Outdoor Lighting Construction Contracts and a Maintenance Agreement for the new lighting (see attached). The estimated construction cost for all proposed lighting is $16,806.25. This is within the 2018 budgeted amount of $20,000. Attached for your consideration is Resolution approving the construction contract and lighting maintenance agreement.

RESOLUTION NO. 2018-xxx

A RESOLUTION AUTHORIZING ENTERING INTO A CONSTRUCTION CONTRACT AND ENERGY AND MAINTENANCE AGREEMENT WITH CONNEXUS ENERGY FOR THE 2018 PHASE IV STREET LIGHTING INFILL PROGRAM

WHEREAS, the City of Isanti, City Council, through adoption of the 2018 City Budget, approved the 2018 Phase IV Street Lighting Program; and

WHEREAS, the 2018 program has been reviewed and recommended for approval by the Public Works Committee; and

WHEREAS, Connexus Energy has provided an estimated cost of $16,806.25 for installation of the street lights, and will charge $ 7.76 per month for a LED Traditionaire fixture, and $ 6.76 per month for a LED Cobra fixture, and $ 9.76 per month of a LED commercial 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 Contracts for installation of the Street Lighting for $16,806.25 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 1st day of May 2018.

Attest: _____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

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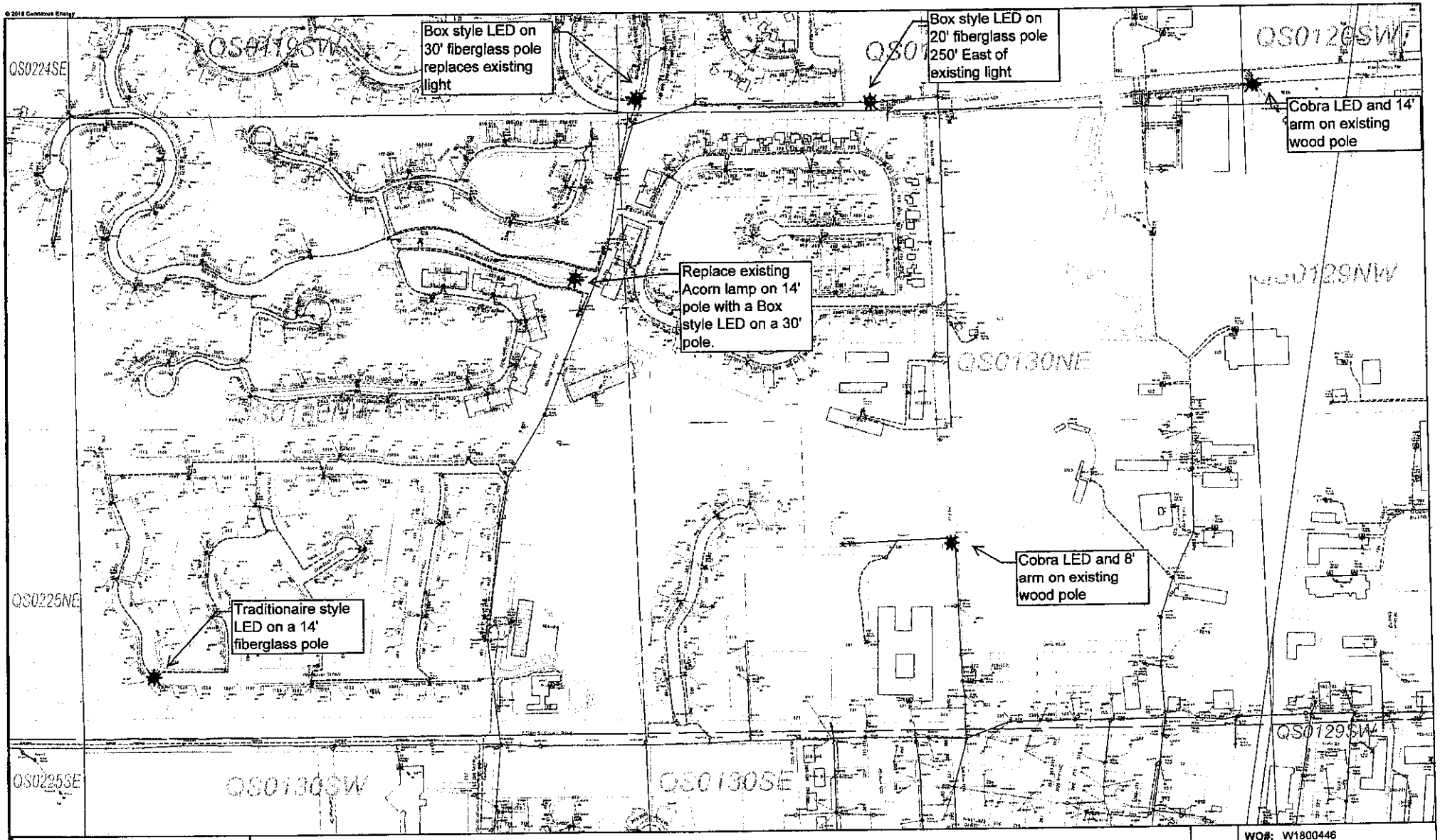

CONNEXUS ENERGY 14601 Ramsey Blvd. Ramsey, MN 55303

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ISANTI 2018 PH IV INFILL
Addr: Multiple Locations
City: ISANTI
T/R/S: T35 R23 S30
Crew Sign Off: _____ **Date:** _____

1:4,600

WO#: W1800446
Date: 4/12/2018
Designer: Josh McDermott
763-323-2754

CONNEXUS® ENERGY
Your Community Energy Partner

Outdoor Lighting New Construction

Quote Number	LGT0000463
Date	3/13/2018
Customer ID	417002
Service Order	SORD000W1800444
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
1	EA	$679.00	COMPLETE LIGHT FIXTURE(S)	$679.00

beckberg 3/13/2018 10:03:55 AM
Near 459 3rd Ave

Subtotal:	$679.00
Tax:	$0.00
Total:	$679.00

Detach Along Line

CONNEXUS® ENERGY
Your Community Energy Partner

Please Remit with Payment!

Customer Number: 417002
Amount Due: $679.00

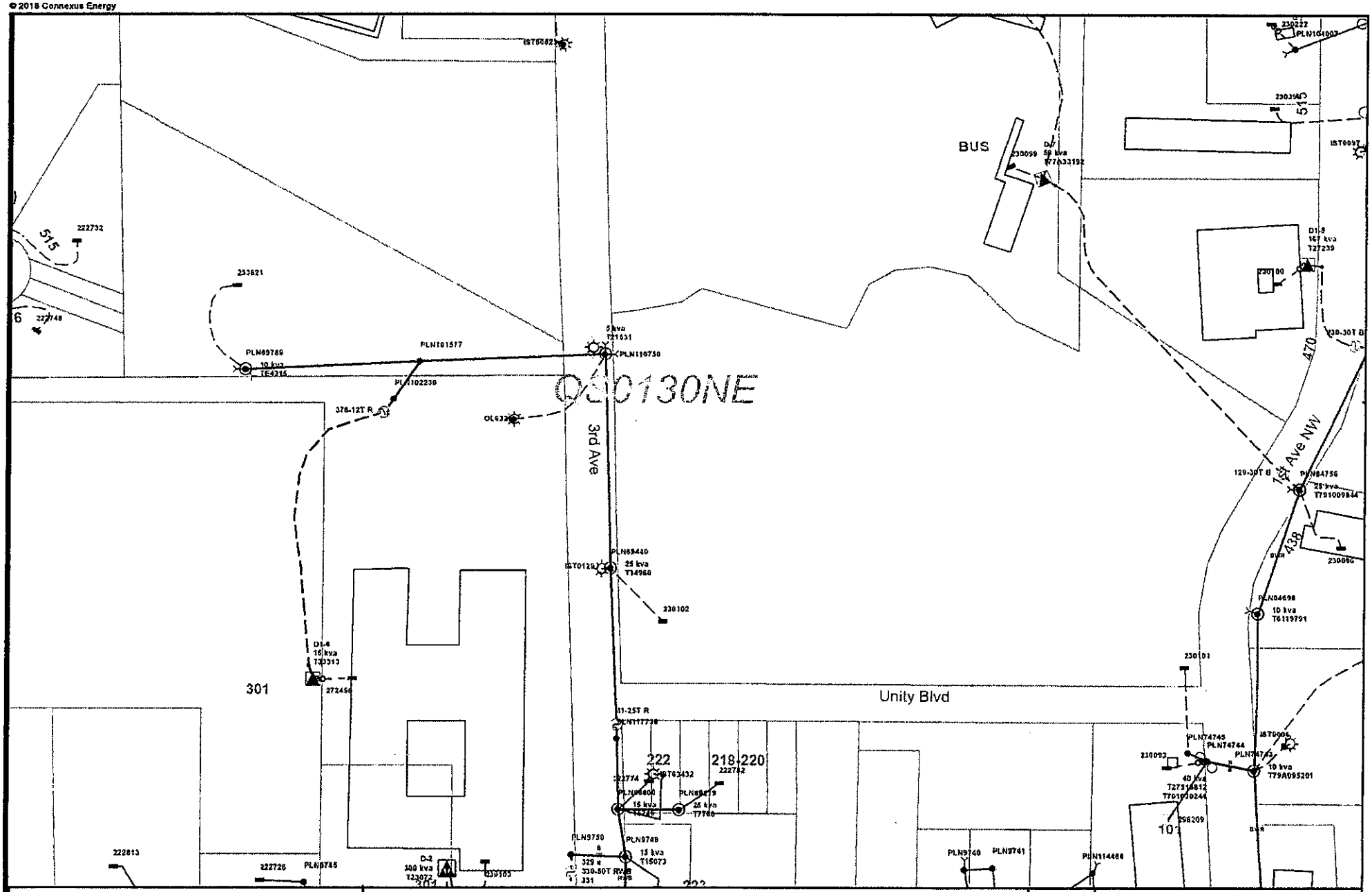
Quote: LGT0000463
Service Order: SORD000W1800444
Due Date: 3/13/2018

ISANTI CITY OF
PO BOX 428

ISANTI MN 55040

Remit To: Connexus Energy
Attn: AR Accounting
14601 Ramsey Blvd
Ramsey, MN 55303

© 2018 Connexus Energy



CONNEXUS ENERGY
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Ramsey, MN 55303

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ISANTI 2018 PHASE IV INFILL-NEAR 459 3RD AVE ON PLN110756

Addr: ISANTI TWP/ ISANTI; PT OF CAMBRIDGE/ISANTI CO.

City: -

T/R/S: T35 R23 S30

Crew Sign Off: _____ **Date:** _____

1:2,114

WO#: W1800444
Date: 3/12/2018
Designer: Josh McDermott
763-323-2754

CONNEXUS® ENERGY
Your Community Energy Partner

Outdoor Lighting New Construction

Quote Number	LGT0000460
Date	3/13/2018
Customer ID	417002
Service Order	SORD000W1800434
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
1	EA	$1,429.00	COMPLETE LIGHT FIXTURE(S)	$1,429.00
5	FT	$7.75	ADDTL FOOT UG	$38.75
1	EA	$125.00	PERMIT	$125.00
1	EA	$25.00	PERMIT ADMINISTRATION FEE	$25.00

beckberg 2/23/2018 11:52:34 AM
Wendover & Rum River Dr.

Subtotal:	$1,617.75
Tax:	$0.00
Total:	$1,617.75

Detach Along Line

CONNEXUS® ENERGY
Your Community Energy Partner

Please Remit with Payment!

Customer Number: 417002
Amount Due: $1,617.75

Quote: LGT0000460
Service Order: SORD000W1800434
Due Date: 3/13/2018

ISANTI CITY OF
PO BOX 428

ISANTI MN 55040

Remit To: Connexus Energy
Attn: AR Accounting
14601 Ramsey Blvd
Ramsey, MN 55303

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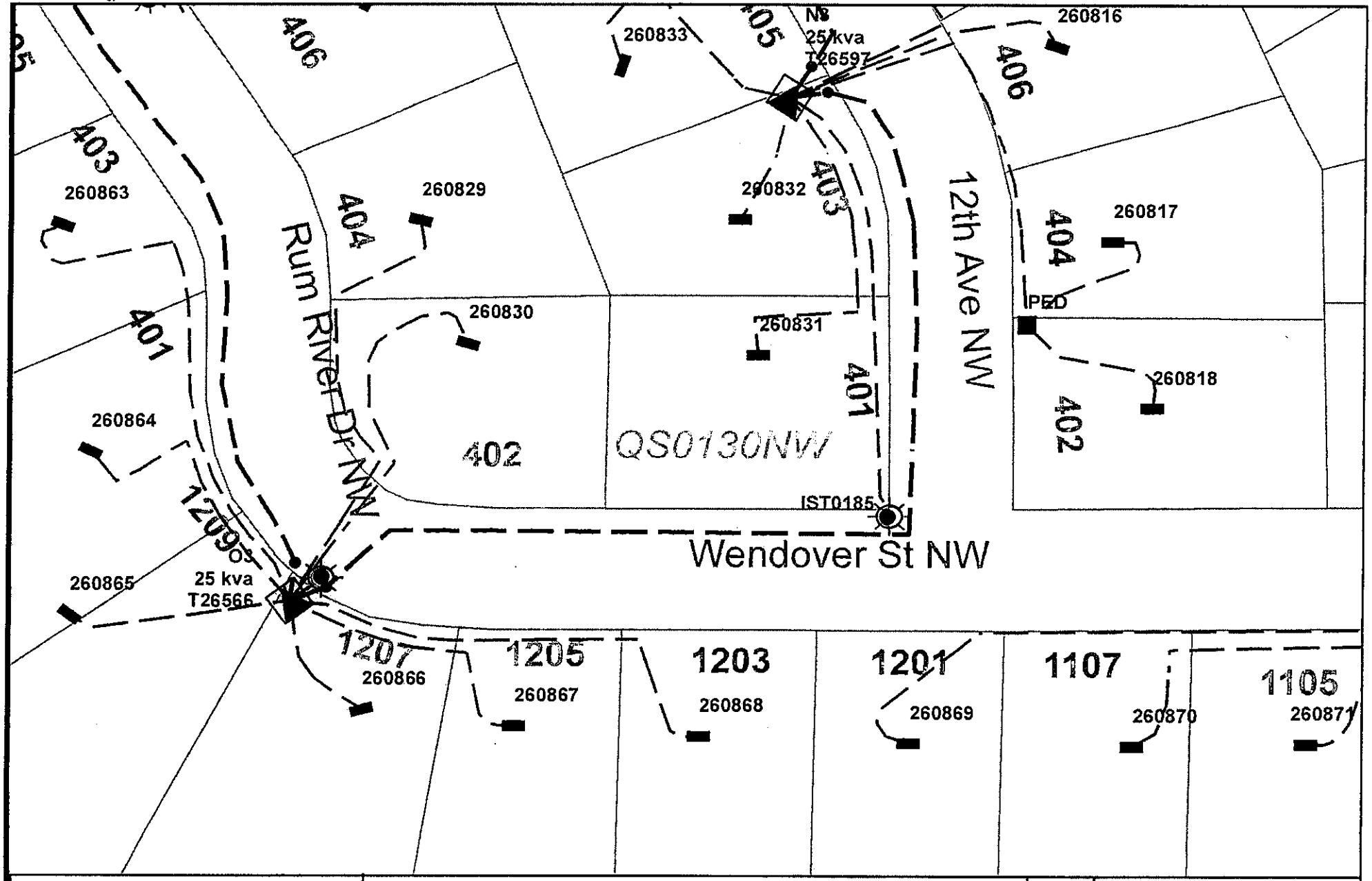

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ISANTI, CITY OF- 2018 PHASE IV STREET LIGHTING IN-FILL

Addr: ISANTI TWP/ ISANTI; PT OF CAMBRIDGE/ISANTI CO.

City: ISANTI

T/R/S: T35 R23 S30

Crew Sign Off: _____ **Date:** _____

1:850

WO#: W1800434

Date: 3/12/2018

Designer: Josh McDermott
763-323-2754

CONNEXUS® ENERGY
Your Community Energy Partner

Outdoor Lighting New Construction

Quote Number	LGT0000461
Date	3/13/2018
Customer ID	417002
Service Order	SORD000W1800441
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
1	EA	$2,957.00	COMPLETE LIGHT FIXTURE(S)	$2,957.00
1	EA	$125.00	PERMIT	$125.00
1	EA	$25.00	PERMIT ADMINISTRATION FEE	$25.00

beckberg 3/13/2018 10:10:29 AM
Whiskey Rd & Blossom Blvd

Subtotal:	$3,107.00
Tax:	$0.00
Total:	$3,107.00

Detach Along Line

CONNEXUS® ENERGY
Your Community Energy Partner

Please Remit with Payment!

Customer Number: 417002
Amount Due: $3,107.00

Quote: LGT0000461
Service Order: SORD000W1800441
Due Date: 3/13/2018

ISANTI CITY OF
PO BOX 428

ISANTI MN 55040

Remit To: Connexus Energy
Attn: AR Accounting
14601 Ramsey Blvd
Ramsey, MN 55303

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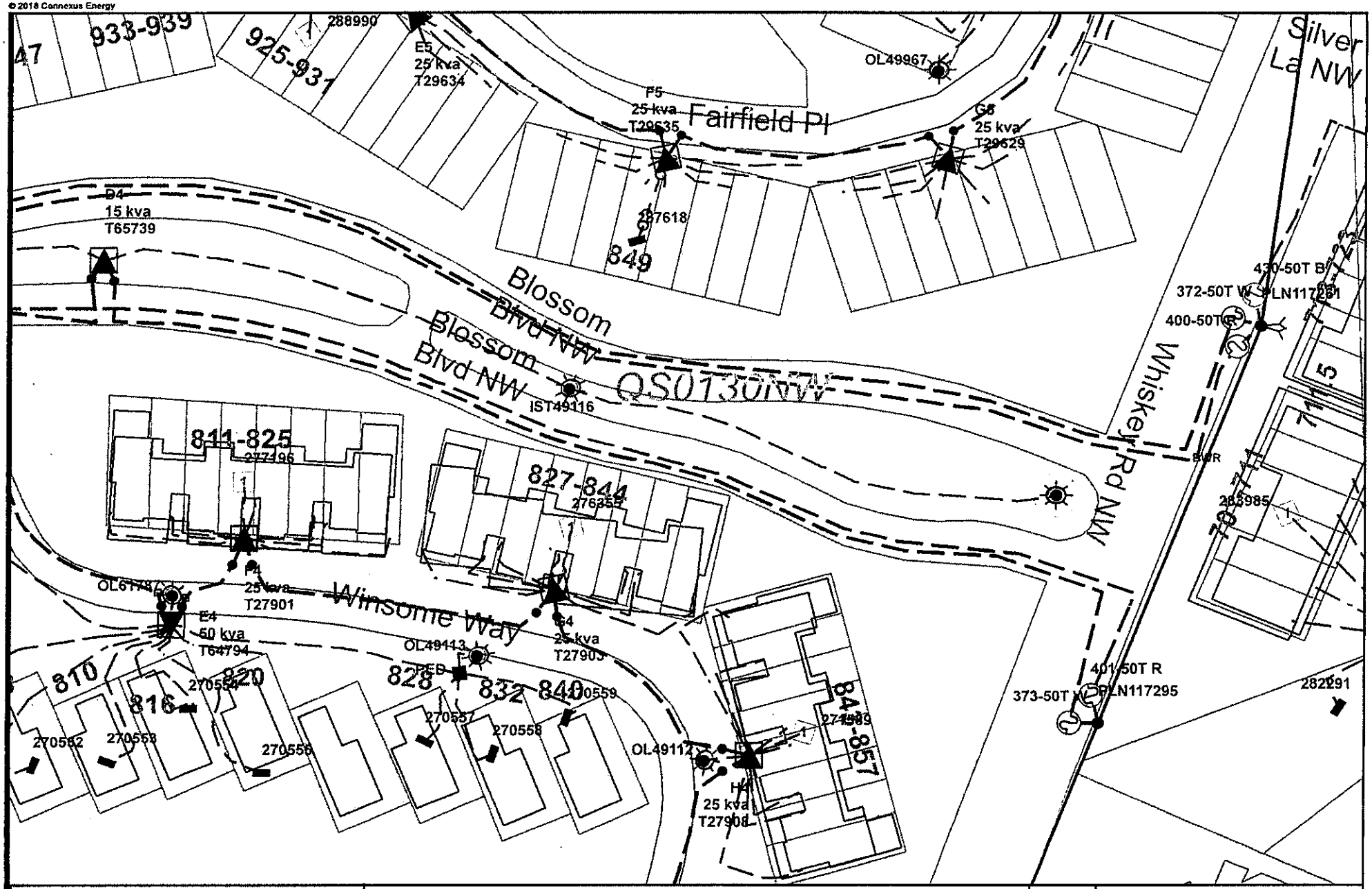

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ISANTI, CITY OF-2018 PHASE IV INFILL-WHISKEY RD & BLOSSOM

Addr: ISANTI TWP/ ISANTI; PT OF CAMBRIDGE/ISANTI CO.

City: ISANTI

T/R/S: T35 R23 S30

Crew Sign Off: _____ **Date:** _____

1:1,100

WO#: W1800441
Date: 3/13/2018
Designer: Josh McDermott
763-323-2754

CONNEXUS® ENERGY
Your Community Energy Partner

Outdoor Lighting New Construction

Quote Number	LGT0000477
Date	3/23/2018
Customer ID	417002
Service Order	SORD000W1800651
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
1	EA	$2,957.00	COMPLETE LIGHT FIXTURE(S)	$2,957.00
1	EA	$125.00	PERMIT	$125.00
1	EA	$25.00	PERMIT ADMINISTRATION FEE	$25.00

beckberg 3/22/2018 11:14:43 AM
Isanti Pkwy & Whiskey Rd

Subtotal:	$3,107.00
Tax:	$0.00
Total:	$3,107.00

Detach Along Line

CONNEXUS® ENERGY
Your Community Energy Partner

Please Remit with Payment!

Customer Number: 417002
Amount Due: $3,107.00

Quote: LGT0000477
Service Order: SORD000W1800651
Due Date: 3/23/2018

ISANTI CITY OF
PO BOX 428

ISANTI MN 55040

Remit To: Connexus Energy
Attn: AR Accounting
14601 Ramsey Blvd
Ramsey, MN 55303

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ISANTI 2018 INFILL PHASE IV- ISANTI PKWY & WHISKEY RD

Addr: ISANTI TWP/ ISANTI; PT OF CAMBRIDGE/ISANTI CO.

City: ISANTI

T/R/S: T35 R23 S19

Crew Sign Off: _____ **Date:** _____

1:1,409

WO#: W1800651

Date: 3/23/2018

Designer: Josh McDermott
763-323-2754

CONNEXUS® ENERGY
Your Community Energy Partner

Outdoor Lighting New Construction

Quote Number:	LGT0000462
Date:	3/19/2018
Customer ID:	417002
Service Order:	SORD000W1800443
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
1	EA	$2,746.00	COMPLETE LIGHT FIXTURE(S)	$2,746.00
250	FT	$10.30	BORING CHARGE	$2,575.00
250	FT	$7.75	ADDTL FOOT UG	$1,937.50
1	EA	$125.00	PERMIT	$125.00
1	EA	$25.00	PERMIT ADMINISTRATION FEE	$25.00

beckberg 3/13/2018 10:04:43 AM
Isanti Pkwy, between Whiskey Rd & 3rd.

Subtotal:	$7,408.50
Tax:	$0.00
Total:	$7,408.50

CONNEXUS® ENERGY
Your Community Energy Partner

Detach Along Line

Please Remit with Payment!

Customer Number: 417002
Amount Due: $7,408.50

Quote: LGT0000462
Service Order: SORD000W1800443
Due Date: 3/19/2018

ISANTI CITY OF
PO BOX 428

ISANTI MN 55040

Remit To: Connexus Energy
Attn: AR Accounting
14601 Ramsey Blvd
Ramsey, MN 55303

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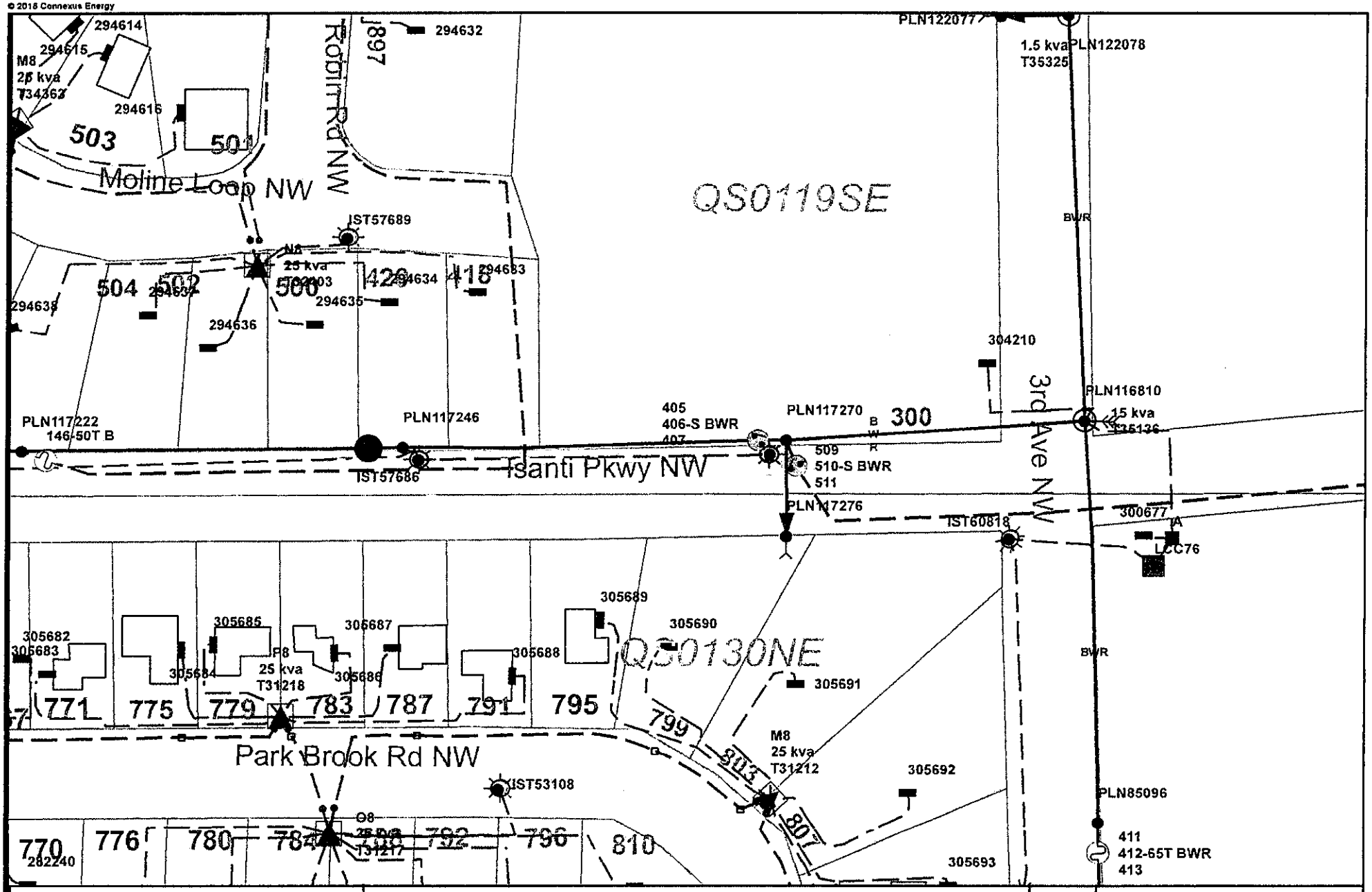

CONNEXUS ENERGY
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Ramsey, MN 55303

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ISANTI,CITY OF 2018 PHASE IV INFILL-ISANTI PKWY BTN WHISKEY&3RD

Addr: -

City: -

T/R/S: T R S

Crew Sign Off: _____ **Date:** _____

1:1,150

WO#: W1800443

Date: 3/12/2018

Designer: Josh McDermott
763-323-2754

CONNEXUS® ENERGY
Your Community Energy Partner

Outdoor Lighting New Construction

Quote Number	LGT0000466
Date	3/13/2018
Customer ID	417002
Service Order	SORD000W1800447
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
1	EA	$887.00	COMPLETE LIGHT FIXTURE(S)	$887.00

beckberg 3/13/2018 10:06:01 AM
Isanti Pkwy, NR City Parking Lot Entry

Subtotal:	$887.00
Tax:	$0.00
Total:	$887.00

Detach Along Line

CONNEXUS® ENERGY
Your Community Energy Partner

Please Remit with Payment!

Customer Number: 417002
Amount Due: $887.00

Quote: LGT0000466
Service Order: SORD000W1800447
Due Date: 3/13/2018

ISANTI CITY OF
PO BOX 428

ISANTI MN 55040

Remit To: Connexus Energy
Attn: AR Accounting
14601 Ramsey Blvd
Ramsey, MN 55303

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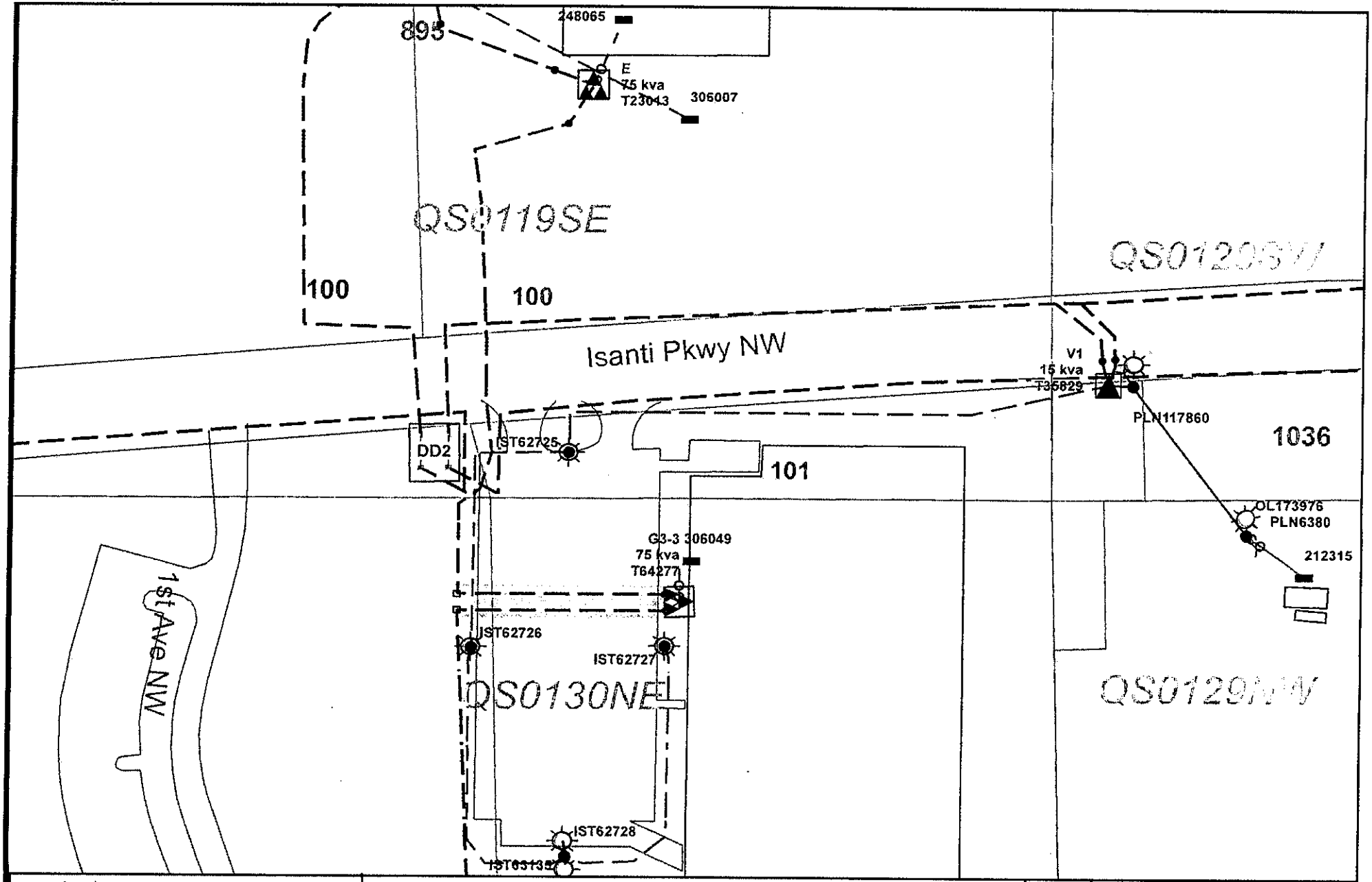


CONNEXUS ENERGY
14601 Ramsey Blvd.
Ramsey, MN 55303

THIS PRINT REPRESENTS THE LOCATION OF ELECTRICAL FACILITIES AS OF THE PRINTED DATE TO THE BEST OF OUR KNOWLEDGE. THIS INFORMATION IS INTENDED FOR GENERAL USE ONLY AND IS NOT TO BE USED FOR EXCAVATION PURPOSES. STATE LAW REQUIRES ANYONE DIGGING, GRADING OR EXCAVATING TO OBTAIN A FIELD LOCATION OF ALL UTILITIES. CALL GOPHER STATE ONE CALL FOR A FIELD LOCATION AT 1-800-252-1166.

ISANTI 2018 PHASE IV INFILL-ISANTI PKWY, NR CITY PARK LOT ENTRY

Addr: ISANTI TWP/ ISANTI; PT OF CAMBRIDGE/ISANTI CO.

City: ISANTI

T/R/S: T35 R23 S19

Crew Sign Off: _____ **Date:** _____

1:1,150

WO#: W1800447

Date: 3/12/2018

Designer: Josh McDermott
763-323-2754

J.3.

A Community For Generations.

Isanti

STAFF REPORT

TO: Mayor Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: May 1, 2018

SUBJECT: **CONSIDERATION OF KWIK TRIP FINAL PLAT "KWIK TRIP 1019"**

Background
Kwik Trip Inc. (applicant) has purchased PID 160400830 and PID 160530010 (better known as the former Riverside Market parcels) and has submitted a Final Plat titled "Kwik Trip 1019", combining the two parcels into one for the construction of the previously approved Kwik Trip.

Preliminary Plat
The preliminary plat of "Kwik Trip 1019" was approved by the City in December 2017 with the following conditions:

1) 60 feet of right of way from the Centerline of CSAH 5 is dedicated to the County.
2) Any work in the right of way receive prior approval/permits from the proper entities.

Final Plat
The final plat submitted provides an additional 27' of CSAH 5 Right of Way, bringing the total Right of Way from the centerline of CSAH 5 to 60'. Utility and drainage easements are retained in the final plat.

Staff Comments
The City and County Engineer have reviewed the final plat. Their comments are provided in the attached pages. Staff recommends **APPROVAL** of the proposed final plat with the following conditions:

1) Utility Easement described in Isanti County Document 300498 along the existing (pre-plat) South property line is vacated per MN Stats. §462.358 Subd. 7.

2) 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.

3) 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.

4) Heritage Boulevard Right of Way shall be conveyed to Isanti County.

5) Any work in the right of way receive prior approval/permit from the proper entities.

Certification of Taxes Paid
Prior to approving an application for a 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. As of April 11, 2018, all taxes have been paid.

Public Notice
Notice of the public hearing was published in the *Isanti County News* on April 4, 2018. Written notification was provided to property owners located within 350' of the subject site as required by Minnesota State Statute.

Public Comment
No public comment regarding the proposed final plat has been received prior to the release of this staff report.

Planning Commission Recommendation
The City of Isanti Planning Commission held a public hearing on April 17, 2018. The Planning Commission has recommended approval with the conditions stipulated in the proposed Resolution.

Deadline for City Council Action
The applicant submitted the application for final plat approval on March 28, 2018, it was deemed complete by staff on March 29, 2018. Per MN Stats. §462.358 subd. 3b, the City must act on this request by July 29, 2018.

Attachments
- Resolution 2018-006
- Resolution 2018-XXX
- Kwik Trip 1019 Final Plat
- Final Plat Kwik Trip 1019 Findings of Fact and Conclusion
- Location Map

RESOLUTION 2018-006

A RESOLUTION APPROVING THE PRELIMINARY PLAT OF KWIK TRIP 1019

WHEREAS, Kwik Trip, Inc. has made application for Preliminary Plat Approval for Kwik Trip 1019; legally described as:

Parcel 1 (PID 16.040.0830):

> That part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows: Commencing at the point of Intersection of the East-West Quarter line of Section 29 with the Easterly right-of-way line of the Burlington-Northern Railroad (formerly known as the Great Northern Railway); thence Easterly on an assumed azimuth of 90 degrees 00 minutes, 30 seconds, along the East-West Quarter line of Section 29, a distance of 834.08 feet; thence Northerly on a azimuth of 358 degrees 50 minutes 10 seconds, a distance of 33.01 feet to the point of beginning of the parcel herein described on the North line of the south 33 feet of the SW 1 /4 of NW 1 /4 of Section 29; thence continuing Northerly on an azimuth of 358 degrees 50 minutes 10 seconds, a distance of 370 feet; thence Easterly on a azimuth of 90 degrees 00 minutes 30 seconds, parallel with the South line of the SW 1/4 of NW 1/4 of Section 29, a distance of 330 feet to the East line of the SW 1/4 of NW 1/4 of Section 29; thence Southerly on an azimuth of 178 degrees 50 minutes 10 seconds, along said East line, a distance of 370 feet to the North line of the South 33 feet of the SW 1/4 of NW 1/4; thence Westerly on an azimuth of 270 degrees 00 minutes 30 seconds, along said North line. a distance of 330 feet to the point of beginning.

AND

Parcel 2 (PID 16.053.0010):

> Lot One (1). Block One (1), Dual Industrial Park. excepting therefrom however, the North 132 feet thereof, Isanti County, Minnesota; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the Preliminary Plat on December 19, 2017; and,

WHEREAS, all required public notices regarding the public hearing were posted and send to property owners within 350 feet of the subject properties; and,

WHERAS, the City of Isanti Planning Commission has recommended approval of the Preliminary Plat 'Kwik Trip 1019' with conditions; and,

WHEREAS, the City Council reviewed the Preliminary Plat request at the regularly scheduled meeting on January 2, 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 Preliminary Plat of Kwik Trip 1019.

BE IT FURTHER RESOLVED that the requested Preliminary Plat Approval from Kwik Trip, Inc. be approved with the following conditions:

1) A total of 60 feet of Right of Way is required to be dedicated along CSAH 5, measured from CSAH 5 centerline, per County Engineer's comments.
2) Any work done in the City or County Right of Way must receive permits from the proper jurisdiction.

This Resolution is hereby approved by the Isanti City Council this 2nd day of January, 2018.

Mayor George A. Wimmer

Attest:

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2018-XXX

A RESOLUTION APPROVING THE FINAL PLAT OF "KWIK TRIP 1019"

WHEREAS, Kwik Trip, Inc. has made application for Final Plat Approval for "Kwik Trip 1019"; which is legally described as Lot 1, Block 1, Kwik Trip 1019, Isanti County, Minnesota; and,

WHEREAS, the City of Isanti has approved the Preliminary Plat of "Kwik Trip 1019" during the regularly scheduled City Council Meeting on January 2, 2018 through Resolution No. 2018-006 with conditions; and,

WHEREAS, said Resolution 2018-006 included conditions that have been met by the applicant; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the Final Plat on April 17, 2018; and,

WHEREAS, all required public notices regarding the public hearing were posted and send to property owners within 350 feet of the subject properties; and,

WHERAS, the City of Isanti Planning Commission has recommended approval of the Final Plat "Kwik Trip 1019" with conditions; and,

WHEREAS, the City Council reviewed the Final Plat request at the regularly scheduled meeting on May 1, 2018.

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 Final Plat of Kwik Trip 1019.

BE IT FURTHER RESOLVED that the requested Final Plat Approval for Plat "Kwik Trip 1019" from Kwik Trip, Inc. be approved with the following conditions:

1) Utility Easement described in Isanti County Document 300498 along the existing (pre-plat) South property line is vacated per MN Stats. §462.358 Subd. 7.

2) 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.

3) 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.

4) Heritage Boulevard Right of Way shall be conveyed to Isanti County.

5) Any work in the right of way receive prior approval/permit from the proper entities.

This Resolution is hereby approved by the Isanti City Council this 1st Day of May, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

KWIK TRIP 1019

Sec. 29, T. 35, R. 23
City of Isanti
County of Isanti

KNOW ALL MEN BY THESE PRESENTS: That Kwik Trip, Inc., a Wisconsin corporation, owner, of the following described property situated in the State of Minnesota, County of Isanti, to wit:

That part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows:
Commencing at the point of intersection of the East-West Quarter line of Section 29 with the Easterly right-of-way line of the Burlington-Northern Railroad (formerly known as the Great Northern Railway); thence Easterly on an assumed azimuth of 90 degrees 00 minutes, 30 seconds, along the East-West Quarter line of Section 29, a distance of 834.08 feet; thence Northerly on a azimuth of 358 degrees 50 minutes 10 seconds, a distance of 33.01 feet to the point of beginning of the parcel herein described on the North line of the south 33 feet of the SW 1/4 of NW 1/4 of Section 29; thence continuing Northerly on an azimuth of 358 degrees 50 minutes 10 seconds, a distance of 370 feet; thence Easterly on a azimuth of 90 degrees 00 minutes 30 seconds, parallel with the South line of the SW 1/4 of NW 1/4 of Section 29, a distance of 330 feet to the East line of the SW 1/4 of NW 1/4 of Section 29; thence Southerly on an azimuth of 178 degrees 50 minutes 10 seconds, along said East line, a distance of 370 feet to the North line of the South 33 feet of the SW 1/4 of NW 1/4; thence Westerly on an azimuth of 270 degrees 00 minutes 30 seconds, along said North line, a distance of 330 feet to the point of beginning.

AND

Lot One (1), Block One (1), Dual Industrial Park, excepting therefrom however, the North 132 feet thereof, Isanti County, Minnesota

Has caused the same to be surveyed and platted as KWIK TRIP 1019 and does hereby dedicate to the public for public use forever the highway and the drainage and utility easements as shown on this plat.

In witness whereof said Kwik Trip, Inc., a Wisconsin corporation, has caused these presents to be signed by its proper officer this ____ day of _____, 20____.

KWIK TRIP, INC

_____ its _____
(PRINTED)

_____
(SIGNED)

STATE OF MINNESOTA
COUNTY OF _____
The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____ its _____ of Kwik Trip, Inc. a Wisconsin corporation, on behalf of the corporation.

_____ _____
Signature Printed name (Do not use notary stamp)

Notary Public, _____ County, _____
My Commission Expires _____

I Daniel W. Obermiller do hereby certify that I have surveyed and platted or directly supervised the survey and platting of the property described on this plat as KWIK TRIP 1019; 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 the plat have been or will be correctly set within one year; that all water boundaries and wet lands as defined in MS Section 505.01, Subd 3 existing as of the date of this certification are shown and labeled on the plat; and that all public ways are shown and labeled on the plat.

_____
Daniel W. Obermiller, Land Surveyor
Minnesota Registration No. 23341

STATE OF MINNESOTA
COUNTY OF ANOKA
The foregoing Surveyor's Certificate by Daniel W. Obermiller, Minnesota License No. 23341 was acknowledged before me this ____ day of _____, 20____.

_____ _____
Signature Printed name (Do not use notary stamp)

Notary Public, Anoka County, Minnesota
My Commission Expires _____

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, this ____ day of _____, 20____.

_____ Attest _____
Chairperson Secretary

We hereby certify that on this ____ day of _____, 20____, the City Council of Isanti, Minnesota, approved this plat and that the conditions of Minnesota Statutes Section 505.03, Subd 2, have been fulfilled.

_____ _____
Mayor City Administrator

ISANTI COUNTY SURVEYOR
I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd 11, this plat has been reviewed and approved this ____ day of _____, 20____.

_____
Don Hansen
Minnesota Registration No. 9280
Isanti County Surveyor

ISANTI COUNTY ENGINEER
This plat was recommended for approval this ____ day of _____, 20____.

_____
Isanti County Engineer

ISANTI 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____.

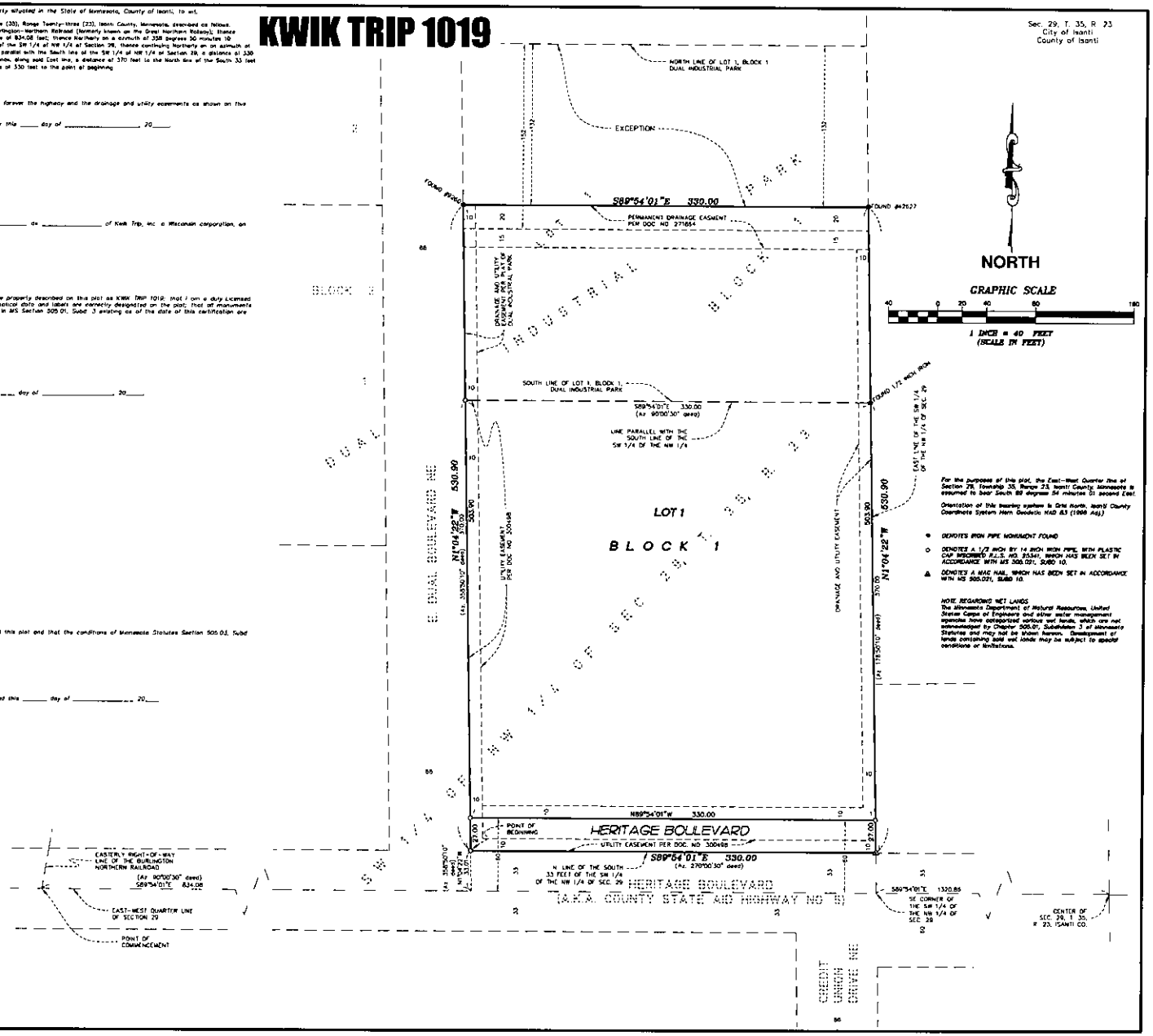
_____
Isanti County Auditor-Treasurer

By _____ Deputy

ISANTI COUNTY RECORDER
I hereby certify that this instrument was filed in the Office of the Isanti County Recorder for record on this ____ day of _____, 20____, at ____ o'clock ___.m. and was duly recorded as Document No. _____

_____
Isanti County Recorder

E. G. RUD & SONS, INC.
Est. 1977
Professional Land Surveyors



FINDINGS OF FACT AND CONCLUSION

Final Plat – "Kwik Trip 1019"

April 17, 2018
Prepared by Community Development Director Ryan Kernosky

Request

Kwik Trip, Inc (applicant) has submitted a Final Plat Approval of the Plat titled *Kwik Trip 1019*, legally described as Lot 1, Block 1, Kwik Trip 1019, Isanti County, Minnesota.

Findings of Fact

1. The applicant has made an application for a Final Plat Approval of Kwik Trip 1019, Isanti County, Minnesota.
2. The applicant, through City of Isanti Resolution 2018-006 has been approved of the Preliminary Plat of Kwik Trip 1019, Isanti County, Minnesota.
3. The property is legally described as:

   Lot 1, Block 1, Kwik Trip 1019, Isanti County, Minnesota

4. The applicant is requesting Final Plat Approval to combine two lots into one lot to construct a gas station, convenience store, and car wash.
5. The property is zoned "B-2" General Business District with the Heritage Blvd Overlay.
6. A Final Plat is considered a major change requiring a public hearing and notification of all property owners within 350'; and final approval of the City Council.
7. The applicant submitted the application for Final Plat Application on March 28, 2018. The application was deemed complete on March 29, 2018.
8. A public hearing date before the Planning Commission was scheduled for Tuesday April 17, 2018 at 7:00 p.m. at City Hall within the Council Chambers.
9. 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 "B-2" General Business District.

2. The platting of the property would appear to meet the Design Standards as required by Ordinance No. 536.

3. Utility Easement described in Isanti County Document 300498 along the existing (pre-plat) South property line is vacated per MN Stats. §462.358 Subd. 7.

4. 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.

5. 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.

6. Heritage Boulevard Right of Way shall be conveyed to Isanti County.

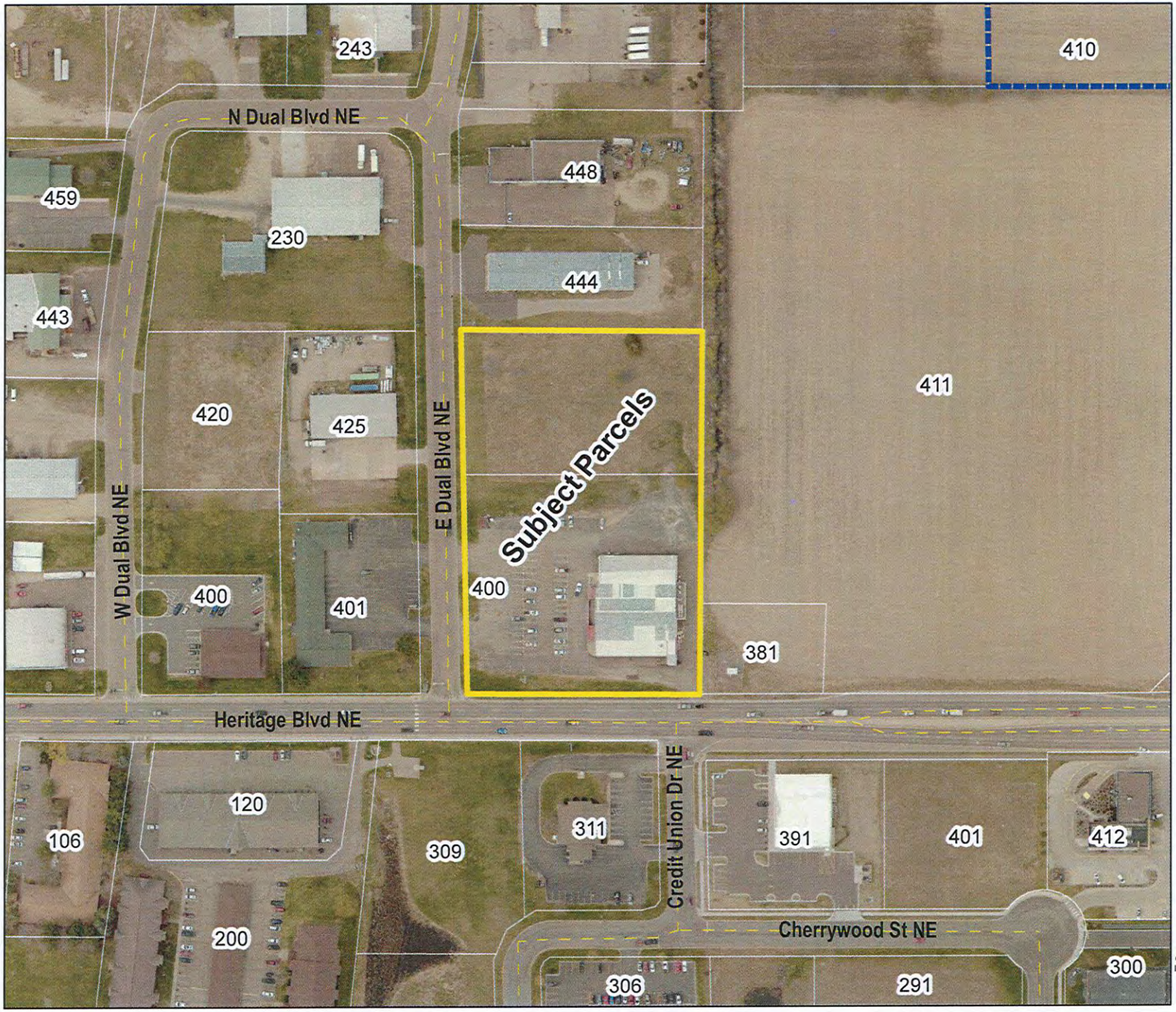
7. Any work in the right of way receive prior approval/permit from the proper entities.

Decision

The Planning Commission held a public hearing on the item at the April 17, 2018 regularly scheduled meeting.

Motion by Lundeen, seconded by Lorinser to approve with conditions within the Resolution. Motion passed unanimously

Location Map - Public Hearing, Kwik Trip Final Plat



A Community For Generations.
Isanti
Department of Community Development

Legend

- City Limits
- City Of Isanti Parcels
- Subject Parcels
- Isanti Roads

N

Prepared By:

City of Isanti, MN
Department of
Community Development
110 1st Ave NW
PO Box 428
Isanti, MN 55040
763-444-5512

Author's Email:
rkernosky@cityofisanti.us

MAP 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.

J.4.

A Community For Generations.

Isanti

STAFF REPORT

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: May 1, 2018

SUBJECT: **CONSIDERATION OF ISANTI RETAIL MEATS CONDITIONAL USE PERMIT AMENDMENT**

Background
Isanti Retail Meats (applicant) has applied for an amendment to the existing Conditional Use Permit (City of Isanti Resolution No. 2008-157) to allow for a sit-down restaurant in conjunction with the existing meat market located at 30 Main Street W (PID 160500440). Per City of Isanti Zoning Code Section 7, Article 1, Subd. 3(L) *Restaurants* are a conditional use in the B-1 Central Business District.

Because Resolution 2008-157 has been approved for the operation of a meat market at the above address, it's required to amend the existing Conditional Use Permit to allow for a Restaurant.

Proposal
The applicant intends to operate a broasted chicken restaurant inside the existing building. The proposal includes a buffet-style layout with the chicken and various sides, and five tables.

B-1 Central Business District Zoning/ D-1 Downtown Overlay District Purpose

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. To keep and preserve the character of this area, development and redevelopment of parcels within the district shall be architecturally compatible with the existing structures and should be arranged so as to encourage a compact, high density environment. New buildings and renovations to existing buildings should enhance the small town character found within the downtown area.

The purpose of the "D-1" Downtown Overlay District is to provide for the orderly and integrated development of the Central Business District and the surrounding Central Business Transitional District. The Central Business District and surrounding area are fragmented. The Downtown Overlay District will unite the area and establish standards that take into consideration the unique identity found within this

area. It is the purpose of the Article to implement minimum standards that promote high-quality architectural and site design for residential, commercial, and mixed-use buildings and within the downtown overlay district. The standards provided herein are intended to preserve and restore unique and historical buildings; ensure coordinated design of new and existing buildings, minimize adverse impacts on adjacent properties from buildings which may detract from the character and appearance of the district; protect vehicular and pedestrian movements throughout the area; and aid in improving the overall economic viability of the district.

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). *City Staff Comments are italicized:*

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 use and site already exist and are serviced by a street of sufficient capacity. It is not expected that the addition of the restaurant will greatly impact the volume nor type of traffic. Existing public right of way is provided, and is of sufficient capacity.

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.

The existing site has minimal parking (in rear, along alleyway). Because the subject parcel is within the D-1 Downtown Overlay District, they are not required to provide additional parking if the required parking spaces cannot be provided fully on the site, and if there is adequate public or shared lots elsewhere in the Downtown Overlay District. Staff believes that there is adequate public and shared lots elsewhere in the Downtown Overlay District.

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.

This is non-applicable to the request.

D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.

The existing site has minimal parking (in rear, along alleyway). Because the subject parcel is within the D-1 Downtown Overlay District, they are not required to provide additional parking if the required parking spaces cannot be provided fully on the site, and if there is adequate public or shared lots elsewhere in the Downtown Overlay District. Staff believes that there is adequate public and shared lots elsewhere in the Downtown Overlay District.

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.

Existing loading facilities are provided through the alleyway.

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.

This is non-applicable to the request.

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.

This is non-applicable to the request.

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.

This is non-applicable to the request.

I. The site drainage system shall be subject to the review and approval of the City Engineer.

This is non-applicable to the request.

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.

This is non-applicable to the request.

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 existing business currently practices daily litter control, and provides recycling and trash handing on site.

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.

A sign permit has not been applied for, however, City Staff and the applicant are currently working on a sign that is in compliance with the aforementioned sign.

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.

This is non-applicable to the request.

N. Any applicable business licenses mandated by City Code are approved and obtained.

This is non-applicable to the request.

O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.

This is non-applicable to the request.

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.

The proposed use complies with all standards within the B-1 and D-1 zoning district and overlay district, respectively.

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.

1) All applicable licenses are obtained from the proper authorities.
2) Any expansions or enlargement of the dining room area be approved through an amended conditional use permit.

2008 Comprehensive Plan
The proposed use falls within the CBD Business future land use designation, and within the Mixed Use Overlay designation.

The CBD Business is defined to provide for a variety of retail, service, public and office uses which are compatible with pedestrian movement and generate pedestrian activity in a compact, higher-density environment. Development and redevelopment of this area should be done in a way that is architecturally compatible with existing structures, and that enhances the small-town character and downtown area of Isanti.

Mixed Use is a new land use designation designed for the purpose of allowing a combination of residential units and commercial uses. Buildings can include townhomes, low and high rise apartments, condominiums, and retail/services designed to serve the residential community. Density ranges are normally 10 units per acre and above. The unique aspect to mixed use is the creativity involved in the design. Within a mixed use development a small "community" is created thus architecture, site and landscaping, streets and building placement are important aspects to creating the overall community. Mixed use areas can be newly created subdivisions designed to provide a variety of residential dwellings and commercial spaces with detailed architecture, open spaces and linkages to natural features. Mixed use can also be applied to infill situations where a more creative approach and varied uses in a project is needed. A new zoning category will be required to correspond with the intent of the Mixed Use designation.

Staff Comments
City staff has reviewed the request and believe that it is consistent with the existing zoning and 2008 Comprehensive Plan. As such, I am recommending **APPROVAL** with the following conditions:

1) All applicable licenses are obtained from the proper authorities.
2) Any expansions or enlargement of the dining room area be approved through an amended conditional use permit.

Certification of Taxes Paid
Prior to approving an application for an amendment to a conditional use permit, 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 April 11, 2018, all taxes have been paid.

Public Notice

Notice of the public hearing was published in the *Isanti County News* on April 4, 2018. Written notification was provided to property owners located within 350' of the subject site as required by Minnesota State Statute.

Public Comment
No public comment regarding the proposed amendment to the conditional use permit has been received prior to the release of this staff report.

Planning Commission Recommendation
The Planning Commission held a public hearing and reviewed the matter at the regularly scheduled meeting on April 17, 2018. The Planning Commission has recommended approval with the conditions stipulated in the proposed Resolution.

Deadline for City Council Action
The applicant submitted the application for the amendment on March 8, 2018. It was deemed complete on March 20, 2018. As such, the City Council must act on the request by May 20, 2018.

Attachments
- Resolution 2008-157
- Resolution 2018-XXX
- Finding of Fact and Conclusion
- Proposed Floor Layout
- Aerial Photo

RESOLUTION NO. 2008-157

A RESOLUTION APPROVING THE CONDITIONAL USE PERMIT AS REQUESTED BY DON FIEDLER, ON BEHALF OF ISANTI CUSTOM MEATS LLC, TO PERMIT A MEAT MARKET ON THE PROPERTY LOCATED AT 30 MAIN STREET WEST

WHEREAS, Don Fiedler, on behalf of Isanti Custom Meats LLC, has applied for a Conditional Use Permit to allow for a meat market on the property at 30 Main Street West; and,

WHEREAS, the property is zoned B-1, Central Business District; which requires a Conditional Use Permit for meat market facilities; and,

WHEREAS, the Planning Commission reviewed and determined that the development proposal did meet the requirements for a Conditional Use Permit and met the requirements of the underlying zoning district; and,

WHEREAS, Planning Commission held a public hearing to consider the Conditional Use Permit Request on June 10, 2008 and voted unanimously to recommend approval of the Conditional Use Permit with conditions; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that Don Fiedler's request, on behalf of Isanti Custom Meats LLC for a Conditional Use Permit for the establishment of a meat market on the property located at 30 Main Street West be approved, with the following conditions:

1. The petitioner shall address any concerns presented by the City Administrator.

Adopted by the Isanti City Council on this 17th day of June 2008.

Attest:

Mayor George A. Wimmer

Irene J. Bauer
Assistant City Administrator/City Clerk

(SEAL)

RESOLUTION NO. 2018-XXX

A RESOLUTION AMENDING RESOLUTION NO. 2008-157 TO ALLOW FOR A SIT-DOWN RESTAURANT FOR THE PROPERTY AT 30 MAIN STREET WEST

WHEREAS, Joe Demo, on behalf of Isanti Retail Meats, LLC (applicant), has applied for an amendment to the Conditional Use Permit approved through Resolution No. 2008-157; and,

WHEREAS, Resolution No. 2008-157 approved a Conditional Use Permit to operate a Meat Market at 30 Main Street West, legally described as PID 16.050.0440 and Lots 7, 8, & W1/2 of 9 Block 6 Original Townsite; and,

WHEREAS, the applicant has requested to add a sit-down restaurant within the existing building, and in conjunction with the existing business at the subject address; and,

WHEREAS, the property is zoned "B-1" Central Business District, and is further regulated under the "D-1" Downtown Overlay District; and,

WHEREAS, City of Isanti Zoning Code Section 7, Article 1, Subd. 3(L), *Restaurants* are deemed a Conditional Use within the "B-1" Zoning District.

WHEREAS, the Planning Commission reviewed and determined that the proposed Conditional Use Permit amendment has met the performance standards outlined in Section 21, Article 2, Subd. 4.; and,

WHEREAS, notice of the public hearing was published on April 6, 2018 in the *Isanti County News,* and property owners within 350' were notified by mail of the proposed amendment to the Conditional Use Permit; and,

WHEREAS, the Planning Commission held a public hearing to consider the amendment to the Conditional Use Permit on April 17, 2018; and,

WHEREAS, the Planning Commission has recommended approval of the amendment to the Conditional Use Permit as presented.

NOW, THEREFORE, BE IS RESOLVED, by the City Council of the City of Isanti, Minnesota that the application for an amendment to the Conditional Use Permit to allow for a sit-down restaurant in conjunction with the property at 30 Main Street West is hereby approved with the following conditions:

1) All applicable licenses are obtained from the proper authorities.
2) Any expansions or enlargement of the dining room area be approved through an amended conditional use permit.

Adopted this ___ day of _____, 2018.

ATTEST:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

FINDINGS OF FACT AND CONCLUSION

Request

Request from Joe Demo, on behalf of Isanti Retail Meats, LLC to amend Resolution 2008-157 to allow for a sit-down restaurant in conjunction with a meat market at 30 Main Street West.

Findings of Fact

1. The applicant is requesting to operate a restaurant at the property located at 2 Enterprise Ave NE Suite D2.
2. The property is zoned "B-1" Central Business District and is subject to the "D-1" Downtown Overlay District.
3. A Conditional Use Permit is required for restaurants within the "B-1" Central Business District.
4. The petitioner submitted an amendment to the Conditional Use Permit Application, the required application fee and associated materials on March 8, 2018. Staff had reviewed such application and deemed such application complete on March 20, 2018. Pursuant to Minnesota State Statute, the City must act on this request by May 20, 2018 (60-day rule).
5. A public hearing date before the Planning Commission was scheduled for Tuesday, April 17, 2018 at 7:00 p.m. at City Hall within the Council Chambers.
6. Notice of the Conditional Use Permit request was published within the Isanti- County News on Wednesday, April 4, 2018. Notices were sent to all property owners located within 350 feet of the subject property.
7. 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.
8. The Planning Commission held a public hearing on the item on April 17, 2018; and all property owners within 350' of the subject property were invited to attend and provide public comment.

Conclusions

1. 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 use and site already exist and are serviced by a street of sufficient capacity. It is not expected that the addition of the restaurant will greatly impact the volume nor type of traffic. Existing public right of way is provided, and is of sufficient capacity.

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.
The existing site has minimal parking (in rear, along alleyway). Because the subject parcel is within the D-1 Downtown Overlay District, they are not required to provide additional parking if the required parking spaces cannot be provided fully on the site, and if there is adequate public or shared lots elsewhere in the Downtown Overlay District. Staff believes that there is adequate public and shared lots elsewhere in the Downtown Overlay District.

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.
This is non-applicable to the request.

D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.

The existing site has minimal parking (in rear, along alleyway). Because the subject parcel is within the D-1 Downtown Overlay District, they are not required to provide additional parking if the required parking spaces cannot be provided fully on the site, and if there is adequate public or shared lots elsewhere in the Downtown Overlay District. Staff believes that there is adequate public and shared lots elsewhere in the Downtown Overlay District.

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.
Existing loading facilities are provided through the alleyway.

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.
This is non-applicable to the request.

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.
This is non-applicable to the request.

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.
This is non-applicable to the request.

I. The site drainage system shall be subject to the review and approval of the City Engineer.
This is non-applicable to the request.

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.
This is non-applicable to the request.

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 existing business currently practices daily litter control, and provides recycling and trash handing on site.

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.
A sign permit has not been applied for, however, City Staff and the applicant are currently working on a sign that is in compliance with the aforementioned sign.

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.
This is non-applicable to the request.

N. Any applicable business licenses mandated by City Code are approved and obtained.
This is non-applicable to the request.

O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.
This is non-applicable to the request.

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.
The proposed use complies with all standards within the B-1 and D-1 zoning district and overlay district, respectively.

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.

1) All applicable licenses are obtained from the proper authorities.
2) Any expansions or enlargement of the dining room area be approved through an amended conditional use permit.

Decision
The Planning Commission held a public hearing on the item at the **APRIL 17, 2018** meeting. After the public hearing, the Planning Commission has recommended approval with the conditions stipulated in the attached Resolution.

Planning Commission Motion:
Motion by Lundeen, seconded by Bergley to recommend approval of the proposed Resolution. Motion passed unanimously.

Location Map - Public Hearing. CUP Amendment, Isanti Retail Meats

A Community For Generations.
Isanti
Department of Community Development

Legend

- City Limits
- City Of Isanti Parcels
- Isanti Roads

N

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MAP 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.

J.5.

A Community For Generations.

Isanti

STAFF REPORT

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: May 1, 2018

SUBJECT: **CONSIDERATION OF MINOR SUBDIVISION PLAT, TAYLOR HOLDINGS**

Background

Taylor Holdings, LLC has submitted a Minor Subdivision Plat application to combine lots 20 & 21, Block 8, Villages on the Rum Third Addition into one parcel. Because the lots had previously been platted, City of Isanti Ordinance 536 requires a minor subdivision be granted by the City of Isanti.

The parcel was previously platted for a zero-lot-line duplex to be constructed on the properties, the applicant is interested in constructing a single-family home on the combined parcels. This area is part of a Planned Unit Development, and as such, any single-family dwelling constructed would have to meet the requirements (size, setbacks, etc.) set forth in that Planned Unit Development.

Staff Comments

This is a simple replat combining two parcels into one parcel. I am recommending **APPROVAL** with the conditions stipulated within the proposed Resolution.

Notice of Public Hearing

The notice of public hearing was published in the *Isanti County News* on April 4, 2018. All property owners within 350' of the subject parcel were also notified by US Postal Service mail.

Planning Commission Recommendation

The Planning Commission reviewed the proposal and held a public hearing on April 17th, 2018 at the regularly scheduled City Planning Commission meeting. Commissioners unanimously voted to recommend approval with the condition that both sewer and water access fees are paid at the time of the building permit being issued.

Attachments

- Resolution 2018-XXX
- Findings of Fact and Conclusions
- Minor Subdivision Certificate of Survey
- Location Map

RESOLUTION 2018-XXX

A RESOLUTION THROUGH ORDINANCE NO. 536 (SUBDIVISION ORDINANCE), ARTICLE 3, APPROVING THE MINOR SUBDIVSION PLAT OF VILLAGES ON THE RUM THIRD ADDITION

WHEREAS, Taylor Holdings, LLC has made an application for a Minor Subdivision Plat for Villages on the Rum Third Addition, to combine the properties legally described as:

Lot 20, Block 8, Villages on the Rum Third Addition, Isanti County, Minnesota
Lot 21, Block 8, Villages on the Rum Third Addition, Isanti County, Minnesota

WHEREAS, the proposed Minor Subdivision Plat will have a new legal description as:

Lots 20 & 21, Block 8, Villages on the Rum Third Addition, Isanti County, Minnesota

WHEREAS, the proposed Minor Subdivision Plat and any residential construction is subject to the regulations set forth in Isanti County Document No. 318878, "Villages on the Rum Third Addition Planned Unit Development Agreement" between the City of Isanti and Ferraro and Iverson LLC and is binding to future parties; and,

WHEREAS, approval of the Minor Subdivision Plat combines the Preliminary and Final Plat approval process; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the Minor Subdivision Plat on April 17, 2018; 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 April 17, 2018, has recommended approval of the Minor Subdivision Plat as presented; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota adopts the Findings of Fact and Conclusion related to the requested Minor Subdivision Plat of Villages on the Rum Third Addition and **BE IT FURTHER RESOLVED** that the requested Minor Subdivision Plat is hereby approved with the following conditions:

1) Sewer and Water Access Charges (SAC/WAC) must be paid in full for both parcels at the time of building permit issuance.

This Resolution is hereby approved by the Isanti City Council this 1st day of May, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

FINDINGS OF FACT AND CONCLUSION

Minor Subdivision Plat – Taylor Holdings, LLC

April 17, 2018
Prepared by Ryan Kernosky, Community Development Director

Request:
Request from Taylor Holdings, LLC to combine lots 20 & 21, Block 8, Villages on the Rum Third Addition, Isanti County, Minnesota.

Findings of Fact:

1) The applicant, Taylor Holdings, LLC, has submitted an application for a Minor Subdivision Plat approval for the properties legally described as:

   Lot 20, Block 8, Villages on the Rum Third Addition, Isanti County, Minnesota
   Lot 21, Block 8, Villages on the Rum Third Addition, Isanti County, Minnesota

2) The property is zoned "R-3A" Low-Density Multiple-Family Residential
3) The property is subject to additional restrictions imposed in Isanti County Document 318878, *Villages on the Rum Third Addition Planned Unit Development Agreement.*
4) The proposed Minor Subdivision Plat combines the Preliminary and Final Plat Public Hearings.
5) A Notice of Public Hearing was published in the *Isanti County News* on April 4, 2018.
6) Notice of the Public Hearing was sent via USPS to all property owners within 350' of the subject parcel.
7) A public hearing was scheduled for April 17, 2018 immediately following the 7:00 p.m. City Council meeting at City Hall within the Council Chambers.

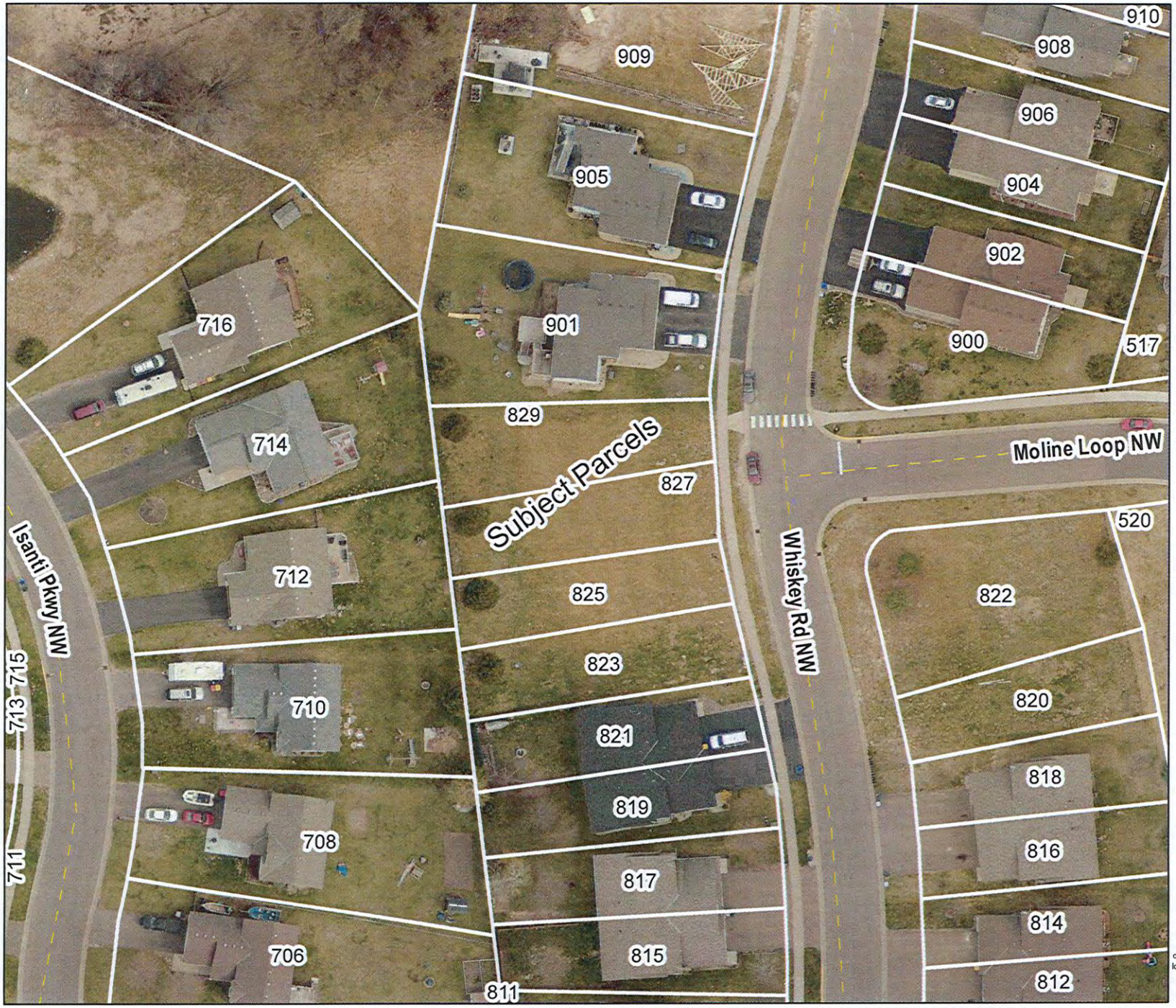
Conclusions:

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 R-3A Zoning District.

Decision:
The City of Isanti Planning Commission held a public hearing on the item at the April 17, 2018 meeting. The meeting minutes, staff memo, and exhibits will be made part of the Findings of Fact and Conclusion.

Planning Commission Motion:
Motion by Lorinser, seconded by Collison to approve the proposed Resolution with the additional condition regarding sewer and water access charges are paid for both parcels. Motion passed unanimously

Location Map - Public Hearing, Minor Subdivision Plat Taylor Holdings



A Community For Generations.
Isanti

Department of Community Development

Legend

- City Limits
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N

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J.6.

A Community For Generations.

Isanti

STAFF REPORT

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: May 1, 2018

SUBJECT: **CONSIDERATION OF CIRCLE B RANCH AMENDMENT TO THE CONDITIONAL USE PERMIT AND SITE PLAN REVIEW OF RESOLUTION NO. 2017-232**

Background
Circle B Ranch (Brennan Cox, applicant) has submitted an application to amend Resolution No. 2017-232. Resolution 2017-232 approved the original Conditional Use Permit and Site Plan for the operation of a Retreat Center and Hobby Farm on three parcels (PID 050313300, 050313301, and 010060505) that were recently annexed into the City's corporate limits.

It should be noted that since the original Resolution was passed, new PID numbers have been issued to the three parcels. The new PID numbers are listed below, along with a brief description and use of the properties:

> Parcel A – PID 160313300 (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 160313301 (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 160090505 (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.

Mr. Cox has informed the City that, in order to obtain financing for the project, the proposed Event Barn (PID 160090505) will have to be on its own parcel, thereby removing it from the rest of 42 acre parcel. The lot division can be approved through an Administrative Subdivision (not

requiring a public hearing or City Council approval). Because of the newly created setbacks and general lot layout, an amendment to the Conditional Use Permit and Site Plan is required under Section 21, Article 2, Subd. 5 and Section 18, Subd. 13 of the Isanti Zoning Code.

Conditional Use Permit 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.
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.

Site Plan Standards

In evaluating a site and building plan, Staff and City Council shall consider its compliance with the following:

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 April 17, 2018.

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.

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.

Public Notice
Notice was published within the Isanti County News on April 4, 2018. 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.

Staff Comments
The proposed uses do not change for this development, and the overall performance standards are consistent with the previously approved conditional use permit and site plan approval. Because the new parcel triggers a required amendment, this request is pretty straight forward. As such, I am recommending **APPROVAL** with the following conditions:

1) Administrative Subdivision to create Parcel D is recorded with the Isanti County.

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 160060505.

3) Proposed parking lot on PID 160060505 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 160313300 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) 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.

9) 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).

Planning Commission Recommendation
The Isanti Planning Commission held a public hearing and reviewed the matter on April 17, 2018. They have recommended approval with the conditions within the proposed Resolution.

Attachments
- Resolution 2017-232
- Resolution 2018-XXX
- Finding of Fact and Conclusion
- Proposed Lot Split
- Engineering Memo Dated 7/26/2017

RESOLUTION 2017-232

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 September 5, 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 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).

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

RESOLUTION 2018-XXX

A RESOLUTION AMENDING RESOLUTION 2017-232, 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 IDENTIFICATION NUMBERS 160313300, 160313301, 160060505

WHEREAS, Ordinance No. 661 annexed 41.99 acres owned by Brennan and Rebecca Cox pursuant to MN Stats. § 414.033, Subd. 2(3) from the Athens Township to the City of Isanti; and,

WHEREAS, the Parcel Identification Number (PID) 010060505 was re-assigned to PID 160060505 as a result of the annexation; and,

WHEREAS, Joint Resolution No. 2017-118 annexed 39.9 acres owned by Beverly VanRuden Cox and Brennan Cox pursuant to MN Stats. § 414 .0325, Subd. 1 from the Isanti Township to the City of Isanti; and,

WHEREAS, PID 050313300 was re-assigned to PID 160313300, and PID 050313301 was re-assigned to PID 160313301 as a result of the annexation; and,

WHEREAS, PID 160313300 is 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, PID 160313301 is 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, PID 160060505 is 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, the applicant has submitted, and been approved for, an Administrative Subdivision of PID 160060505 to create two parcels legally described as:

Parcel A

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 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 350.00 feet of the Southerly 832.10 feet of the Easterly 770.00 feet AND 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.

Parcel D

The Northerly 620.00 feet of the Southerly 1102.10 feet of the Easterly 880.00 feet of the following described property.

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.

WHEREAS, the subject parcels are zoned "RC" Recreational Commercial; and,

WHEREAS, *Retreat Center* and *Hobby Farms* are conditional uses within the "RC" Recreational Commercial Zoning Classification; and,

WHEREAS, the City of Isanti has approved a Conditional Use Permit and Site Plan Approval during the regularly scheduled meeting on September 5, 2017 through Resolution 2017-232; and,

WHEREAS, the creation of a new parcels described above calls for an amendment to be approved by the City of Isanti through Section 21, Article 2, Subd. 5 and Section 18, Subd. 13 of the City of Isanti Zoning Code; and,

WHEREAS, the applicant has applied for an amendment to the Conditional Use Permit and Site Plan Approval as required; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit on April 17, 2018; 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 May 1, 2018.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that it adopts the Findings of Fact and Conclusions related to the requested amended Conditional Use Permit and Site Plan Review adopted by the City Planning Commission on April 17, 2018, and **BE IT FURTHER RESOLVED** that the requested amendment for the Conditional Use Permit and Site Plan Review for the proposed Hobby Farm and Retreat Center be here by approved with the following conditions:

1) Administrative Subdivision to create Parcel D is recorded with the Isanti County.

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 160060505.

3) Proposed parking lot on PID 160060505 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 160313300 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) 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.

9) 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).

This Resolution is hereby approved by the Isanti City Council this 1st day of May, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources / City Clerk

FINDINGS OF FACT AND CONCLUSION

Amendment to the Conditional Use Permit Amendment & Site Plan Review
Brennan and Rebecca Cox, 'Circle B Ranch' and 'The Nest'

April 17, 2018
Prepared by Ryan Kernosky, Community Development Director

Request

Request from Brennan and Rebecca Cox (applicant) for a an amendment to the 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.

AND THE PROPERTIES LEGALLY DESCRIBED AS:

Parcel A

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 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 350.00 feet of the Southerly 832.10 feet of the Easterly 770.00 feet AND 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.

Parcel D

The Northerly 620.00 feet of the Southerly 1102.10 feet of the Easterly 880.00 feet of the following described property.

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.

Findings of Fact

1. The applicant is requesting for approval of an amendment to the Conditional Use Permit and Site Plan Review for the properties legally described under 'Request'.

2. The previous Conditional Use Permit and Site Plan Review was approved through Resolution 2017-232.

3. The properties are zoned "RC" Recreational Commercial.

4. The applicant has submitted an amendment to the Conditional Use Permit Application and Site Plan Review Application on March 16, 2018. The received materials were deemed complete and paid on March 16, 2018.

5. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on April 17, 2018 at 7:00 p.m. at City Hall within the City Council Chambers.

6. Notice of the Conditional Use Permit Amendment Application and approval of a Site Plan Review was published with the *Isanti County News* on April 4, 2018. Notices were sent to all properties owners located within 350 feet of the aforementioned legally described parcel.

7. 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 April 17, 2018.

   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 April 17, 2018.

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.

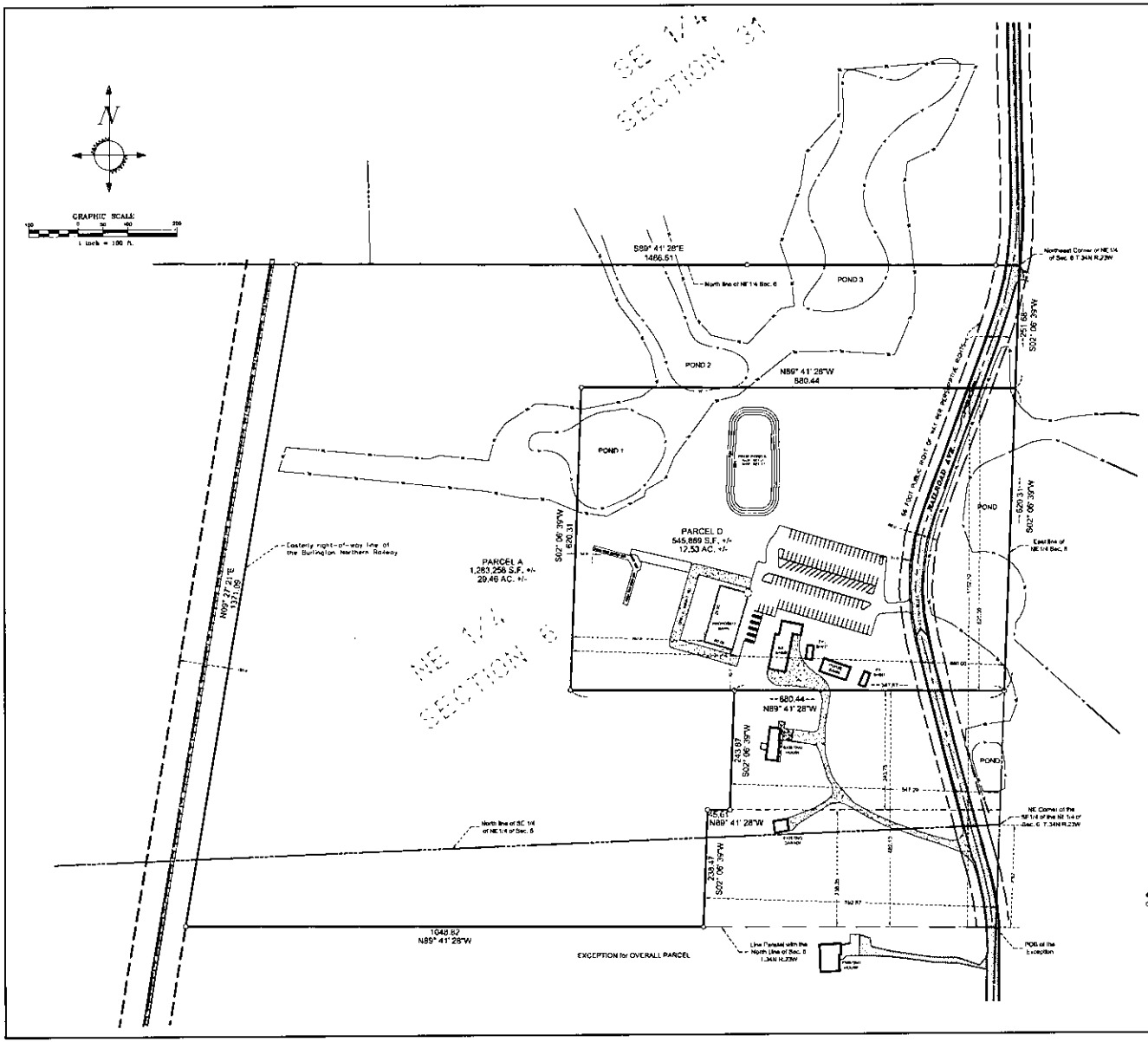
The proposed Site Plan/Building Appearance was reviewed by the City Engineer, their comments should be included in the required conditions of this approval.

Decision

The Planning Commission reviewed the request in a public hearing on April 17, 2018. The meeting minutes, staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Motion:

Motion by Lundeen, seconded by Collison to recommend approval with conditions stipulated in the proposed Resolution. Motion passed unanimously.



OVERALL DESCRIPTION:

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

PARCEL A DESCRIPTION:

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 350.00 feet of the Southerly 837.10 feet of the Easterly 770.00 feet AND 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

PARCEL D DESCRIPTION:

The Northerly 520.00 feet of the Southerly 1102.10 feet of the Easterly 880.00 feet of the following described property

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.

ZONING:

CLASSIFICATION
Subdivision R

AREA
Minimum=10,000 S.F.

SETBACKS
PRINCIPLE AND ACCESSORY STRUCTURES
Front=30 feet
Rear=30 feet
Side=15 feet

PARKING LOT
Front=10 feet
Rear=10 feet
Side=10 feet

IMPERVIOUS LIMITS
Maximum Allowable Impervious=50% City of Isanti, Minnesota

AREA CALCULATIONS:

PARCEL A
Total Area=1,283,258 S.F. (29.46 acre)
Impervious Area (Ponds, Roof)=32,638 S.F.
Impervious=(32,638/1,283,258)*100=2.5%

PARCEL D
Total Area=545,869 S.F. (12.53 acre)
IMPERVIOUS AREAS
Exist. Bldgs.=8840 S.F.
Exist. Canopy=3535 S.F.
Exist. Bit. Road=15304 S.F.
Exist. Ponds=45784 S.F.
Prop. Gravel Maint. Rd.=8271 S.F.
Prop. Parking (lot=47153 S.F.
Prop. Bldgs=7353 S.F.
Prop. Pond=21943 S.F.
Impervious=(156,163/545,869)*100=28%

LEGEND:

● Iron monument found
○ Iron monument set #21292

SURVEYOR'S 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=939.74

M&P
1440 Aydan St. Suite 250
Saint Paul, MN 55108
Phone 651-330-0112
Fax 651-776-0008
E-mail: Mail@mpsite.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.

Mark E. Schop
DATE 3/8/18 LIC. NO. 21292

REVISIONS
DATE

OWNER
BRENNAN COX
27498 POLK STREET
ISANTI, MN 55040

MINOR SUBDIVISION

COX FARM
ISANTI, MINNESOTA

DRAWN	CHECKED
MPK	ACS

PROJECT #
1944.003

DATE
3/8/18

SHEET #
S1

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.

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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.

J.7.

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: May 1, 2018

SUBJECT: **CONSIDERATION OF A RESOLUTION TO SET A PUBLIC HEARING ON A PUBLIC UTILITY EASEMENT VACATION**

Background
Kwik Trip, Inc has submitted a final plat (Kwik Trip 1019) to combine PID 160530010 and PID 160400830 into one parcel. This final plat includes an additional 27' of right of way to be dedicated to the County. The original south parcel included a 10' public utility easement along the south property line and along the west property line (per Isanti County document no. 300498).

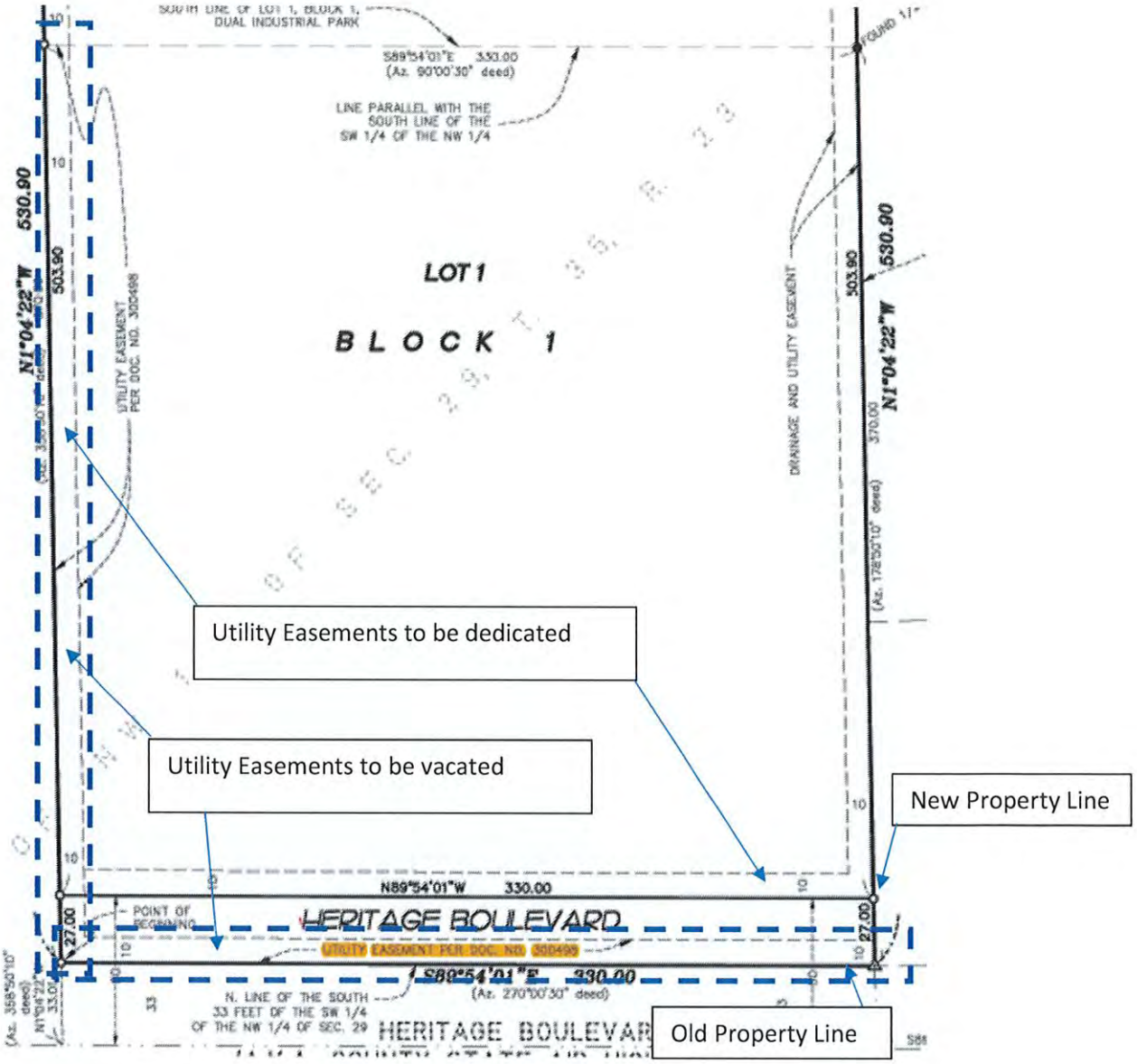
Due to the additional 27' of right of way to be dedicated to the County, there is no need for a 10' utility easement along the existing south lot line. Kwik Trip, through the proposed final plat, is planning on dedicating a new 10' public utility easement along the new south lot line and the west lot line.

As such, the Council is required by MN Stats. §412.851 to adopt a Resolution indicating their intention to vacate the public utility easement and to set the official public hearing as a result.

Community Development will coordinate the publication of the public hearing notices and ensure that state statutes are followed.

Staff Recommendation
Staff recommends **APPROVAL** as presented.

A visual of the request is provided on the next page:


SOUTH LINE OF LOT 1, BLOCK 1, DUAL INDUSTRIAL PARK
S89°54'01"E 330.00
(Az. 90°00'30" deed)
LINE PARALLEL WITH THE SOUTH LINE OF THE SW 1/4 OF THE NW 1/4
LOT 1
BLOCK 1
530.90
N1°04'22"W
503.90
UTILITY EASEMENT PER DOC. NO. 300498
DRAINAGE AND UTILITY EASEMENT
370.00
(Az. 178°50'10" deed)
Utility Easements to be dedicated
Utility Easements to be vacated
New Property Line
N89°54'01"W 330.00
POINT OF BEGINNING
HERITAGE BOULEVARD
27.00
UTILITY EASEMENT PER DOC. NO. 300499
S89°54'01"E 330.00
(Az. 270°00'30" deed)
N. LINE OF THE SOUTH 33 FEET OF THE SW 1/4 OF THE NW 1/4 OF SEC. 29
HERITAGE BOULEVARD
Old Property Line

RESOLUTION NO. 2018-XXX

A RESOLUTION SETTING A PUBLIC HEARING ON A PUBLIC UTILITY 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 a certain public utility easement; and,

WHEREAS, certain public utility easements are contained within the property legally described as:

That part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows: Commencing at the point of lntersection of the East-West Quarter line of Section 29 with the Easterly right-of-way line of the Burlington-Northern Railroad (formerly known as the Great Northern Railway); thence Easterly on an assumed azimuth of 90 degrees 00 minutes, 30 seconds, along the East-West Quarter line of Section 29, a distance of 834.08 feet; thence Northerly an a azimuth of 358 degrees 50 minutes 10 seconds, a distance of 33.01 feet to the point of beginning of the parcel herein described on the North line of the south 33 feet of the SW 1/4 of NW 1/4 of Section 29; thence continuing Northerly on an azimuth of 358 degrees 50 minutes 10 seconds, a distance of 370 feet; thence Easterly on a azimuth of 90 degrees 00 minutes 30 seconds, parallel with the South line of the SW 1/4 of NW 1/4 of Section 29, a distance of 330 feet to the East line of the SW 1/4 of NW 1/4 of Section 29; thence Southerly on an azimuth of 178 degrees 50 minutes 10 seconds, along said East line, a distance of 370 feet ta the North line of the South 33 feet of the SW 1/4 of NW 1/4: thence Westerly on an azimuth of 270 degrees 00 minutes 30 seconds, along said North line, a distance of 330 feet to the point of beginning.

AND

Lot One (1), Block One (1), Dual Industrial Park, excepting therefrom however, the North 132 feet thereof, Isanti County, Minnesota; and,

WHEREAS, the City of Isanti desires to vacate the public utility easement described as that certain utility and drainage easement over, across and under the West 10 feet thereof and the South 10 feet thereof, as described in the Warranty Deed dated June 20, 2002 and recorded in the office of the Isanti County Recorder on June 20, 2002 as document No. 300498.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, ISANTI COUNTY, MINNESOTA:

1. The City of Isanti City Council will consider the vacation of such public utility easement and a public hearing shall be held on such proposed vacation(s) on the 15th day of May, 2018, before the City Council in the City Hall located at 110 First Avenue NW at 7:00 p.m.

2. The Community Development Director is hereby directed to give published, posted, and mailed notices of such hearing as required by law.

Adopted by the City Council of the City of Isanti This 1st day of May, 2018.

Mayor George A. Wimmer

ATTEST:

Katie Brooks
City Clerk/Human Resources

CERTIFICATE OF COMPLETION

Katie Brooks, City Clerk/Human Resources Director 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 utility easement as described herein as of _____ _____, 2018.

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 utility easement which as 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. 2018-_____ attached hereto, has been completed.

BY ORDER OF THE CITY OF ISANTI:

DATED THIS _____ OF _____, 2018.

BY: _____
Its City Clerk

BOLTON & MENK
Real People. Real Solutions.

Ramsey, MN 55303-5119
Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

J.8.

MEMORANDUM

Date: April 24, 2018

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer
Jason Cook, P.E.
Assistant City Engineer

Subject: Approval of Plans and Authorization to Advertise for Bids
2018 Pavement Management Project
City of Isanti, MN
BMI Project No.: R13.115873

We request that the City Council approve the plans and specifications, entitled "2018 Pavement Management Project", and authorize advertisement for bids.

Following is the schedule for the 2018 Pavement Management Project:

Approve Plans & Specs, Authorize Advertisement for Bids	May 1, 2018
Open Bids	May 22, 2018
Award Bid	June 5, 2018
Commence Construction	Early June, 2018
Final Completion of Construction	August 31, 2018

The contractor will be required to complete the Bluebird Park parking lot improvements prior to Rodeo and Jubilee Days. They will then be allowed to resume work on the remainder of the project after the festival is over.

Jason or I will be at the May 1, 2018 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. 2018-xxx

RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE 2018 PAVEMENT MANAGEMENT PROJECT

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 "2018 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 1st day of May, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

K.1.

City of Isanti

Gross Payroll	81,578.33
Social Security & Medicare	4,625.01
Public Employees Retirement	8,137.73
Total City Expense	94,341.07

Pay Date 4/20/2018

Pay Period 8 (4/1-14/18)

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
04/18	04/20/2018	48581	2595	SOUTH METRO PUBLIC SAFETY TRNG	101-20200	49.00-	V
04/18	04/20/2018	48598	127	ABOO, EICK & MEYERS, LLP	101-20200	21,000.00	
04/18	04/20/2018	48599	2081	ACCO BRANDS DIRECT	101-20200	61.50	
04/18	04/20/2018	48600	953	ALL AMERICAN TITLE CO,INC.	601-20200	6.04	
04/18	04/20/2018	48601	494	ALLINA HEALTH SYSTEM	101-20200	190.00	
04/18	04/20/2018	48602	9	BERNICKS PEPSI-COLA	609-20200	847.83	
04/18	04/20/2018	48603	368	BILLS QUALITY CLEANING	101-20200	446.00	
04/18	04/20/2018	48604	2319	BREAKTHRU BEVERAGE	609-20200	4,498.83	
04/18	04/20/2018	48605	2537	BROOKS, KATIE	101-20200	66.38	
04/18	04/20/2018	48606	1198	CENTER POINT ENERGY	601-20200	3,165.83	
04/18	04/20/2018	48607	1815	CENTURYLINK	101-20200	839.17	
04/18	04/20/2018	48608	1822	CENTURYLINK BUSINESS SERVICES	101-20200	36.79	
04/18	04/20/2018	48609	1969	CITY OF SAINT PAUL	101-20200	392.46	
04/18	04/20/2018	48610	918	CRYSTAL SPRINGS ICE	609-20200	81.14	
04/18	04/20/2018	48611	8	DAHLHEIMER DISTRIBUTING CO	609-20200	11,343.59	
04/18	04/20/2018	48612	2478	EAST CENTRAL ENERGY	101-20200	42.85	
04/18	04/20/2018	48613	55	ECM PUBLISHERS INC	101-20200	468.27	
04/18	04/20/2018	48614	1635	FANTH, VICTOR	603-20200	99.96	
04/18	04/20/2018	48615	2596	FRITZE, BETTY	101-20200	45.00	
04/18	04/20/2018	48616	2028	FURTHER	861-20200	215.37	
04/18	04/20/2018	48617	142	G & K SERVICES	609-20200	459.76	
04/18	04/20/2018	48618	739	HACH COMPANY	601-20200	462.23	
04/18	04/20/2018	48619	2209	INNQVATIVE OFFICE	101-20200	135.76	
04/18	04/20/2018	48620	114	ISANTI COUNTY RECORDER	101-20200	46.00	
04/18	04/20/2018	48621	114	ISANTI COUNTY RECORDER	101-20200	46.00	
04/18	04/20/2018	48622	114	ISANTI COUNTY RECORDER	101-20200	46.00	
04/18	04/20/2018	48623	1534	J. J. TAYLOR	609-20200	811.35	
04/18	04/20/2018	48624	2453	JACOBS, JEFFREY W.	101-20200	2,800.00	
04/18	04/20/2018	48625	496	JOHN HIRSCHS	101-20200	288.64	
04/18	04/20/2018	48626	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,952.01	
04/18	04/20/2018	48627	5	KAWALEK TRUCKING	609-20200	168.20	
04/18	04/20/2018	48628	136	LEAGUE OF MN CITIES	101-20200	700.00	
04/18	04/20/2018	48629	1789	MADDEN GALANTER HANSEN, LLP	101-20200	1,440.00	
04/18	04/20/2018	48630	17	MCDONALD DISTRIBUTING CO	609-20200	15,582.80	
04/18	04/20/2018	48631	616	MENARDS - CAMBRIDGE	101-20200	274.46	
04/18	04/20/2018	48632	281	MINNCO CREDIT UNION	101-20200	2,115.60	
04/18	04/20/2018	48633	1180	MLB PRINTING INC	101-20200	125.00	
04/18	04/20/2018	48634	176	MN DEPT OF REVENUE	101-20200	21,182.00	
04/18	04/20/2018	48635	2597	MNSPECT, LLC.	101-20200	45,854.40	
04/18	04/20/2018	48636	2080	MVTL LABORATORIES INC	601-20200	43.20	
04/18	04/20/2018	48637	617	PAUSTIS & SONS	609-20200	843.50	
04/18	04/20/2018	48638	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,640.17	
04/18	04/20/2018	48639	2341	RED BULL DISTRIBUTION	609-20200	32.50	
04/18	04/20/2018	48640	2031	RESOURCE TRAINING	861-20200	34,909.50	
04/18	04/20/2018	48641	2156	SUMMIT COMPANIES	101-20200	35.00	
04/18	04/20/2018	48642	1290	THE AMBLE GROUP	101-20200	172.24	
04/18	04/20/2018	48643	1878	TOWMASTER	101-20200	30.16	
04/18	04/20/2018	48644	2027	US INTERNET	603-20200	57.80	
04/18	04/20/2018	48645	42	VIKING COCA-COLA BOTTLING CO	609-20200	423.99	
04/18	04/20/2018	48646	361	VINTAGE LOCK	226-20200	775.00	
04/18	04/20/2018	48647	4	WATSON CO INC	609-20200	2,732.08	
04/18	04/20/2018	48648	780	WINE MERCHANTS	609-20200	120.00	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						185,103.36

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
04/18	04/26/2018	48649	127	ABDO, EICK & MEYERS, LLP	101-20200	6,500.00
04/18	04/26/2018	48650	2030	ARTISAN BEER COMPANY	609-20200	153.75
04/18	04/26/2018	48651	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	527.65
04/18	04/26/2018	48652	9	BERNICKS PEPSI-COLA	609-20200	733.05
04/18	04/26/2018	48653	2227	BLAINE BROTHERS INC	101-20200	1,652.79
04/18	04/26/2018	48654	1427	BRIGGS AND MORGAN	505-20200	1,000.00
04/18	04/26/2018	48655	2221	C & L DISTRIBUTING	609-20200	137.50
04/18	04/26/2018	48656	2487	CAPITOL BEVERAGE SALES	609-20200	89.00
04/18	04/26/2018	48657	2333	COMPLIANCE SIGNS	101-20200	276.50
04/18	04/26/2018	48658	1472	CRAWFORDS EQUIPMENT INC	101-20200	153.44
04/18	04/26/2018	48659	918	CRYSTAL SPRINGS ICE	609-20200	126.52
04/18	04/26/2018	48660	8	DAHLHEIMER DISTRIBUTING CO	609-20200	6,780.55
04/18	04/26/2018	48661	1941	DELTA DENTAL	602-20200	2,905.85
04/18	04/26/2018	48662	55	ECM PUBLISHERS INC	101-20200	208.80
04/18	04/26/2018	48663	160	HAWKINS INC	602-20200	1,418.27
04/18	04/26/2018	48664	2209	INNOVATIVE OFFICE	101-20200	246.04
04/18	04/26/2018	48665	2599	ISANTI AMBASSADORS	101-20200	19.58
04/18	04/26/2018	48666	1684	ISANTI COUNTY AUDITOR-	101-20200	811.32
04/18	04/26/2018	48667	162	ISANTI RENTAL	101-20200	49.85
04/18	04/26/2018	48668	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,151.61
04/18	04/26/2018	48669	5	KAWALEK TRUCKING	609-20200	197.40
04/18	04/26/2018	48670	2600	MAG MECHANICAL, LLC	226-20200	4,825.86
04/18	04/26/2018	48671	17	MCDONALD DISTRIBUTING CO	609-20200	5,291.82
04/18	04/26/2018	48672	616	MENARDS - CAMBRIDGE	101-20200	398.04
04/18	04/26/2018	48673	1536	MINNESOTA DEED	219-20200	2,331.95
04/18	04/26/2018	48674	2208	MINNESOTA EQUIPMENT	101-20200	166.02
04/18	04/26/2018	48675	1604	MINNESOTA UI FUND	609-20200	263.02
04/18	04/26/2018	48676	2080	MVTL LABORATORIES INC	601-20200	160.12
04/18	04/26/2018	48677	1165	NORTHLAND TRUST	602-20200	58,680.00
04/18	04/26/2018	48678	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,496.20
04/18	04/26/2018	48679	2601	ROB'S TAXIDERMY	101-20200	75.00
04/18	04/26/2018	48680	2396	SOUTHERN GLAZERS OF MN	609-20200	11,660.85
04/18	04/26/2018	48681	1442	ST. LOUIS MRO INC	101-20200	22.50
04/18	04/26/2018	48682	96	STREICHERS	101-20200	1,028.50
04/18	04/26/2018	48683	1290	THE AMBLE GROUP	101-20200	12.86
04/18	04/26/2018	48684	1740	TOSHIBA FINANCIAL SERVICES	108-20200	283.09
04/18	04/26/2018	48685	1878	TOWMASTER	101-20200	1,024.14
04/18	04/26/2018	48686	42	VIKING COCA-COLA BOTTLING CO	609-20200	252.50
04/18	04/26/2018	48687	1286	VINOCOPIA INC	609-20200	687.00
04/18	04/26/2018	48688	4	WATSON CO INC	609-20200	1,683.12
Grand Totals:						120,482.06

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
March 20, 2018

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:18 p.m.

B. Pledge of Allegiance.

The Pledge of Allegiance was recited.

C. Roll Call.

Members Present: George Wimmer, Steve Lundeen, Dan Collison, Ross Lorinser, Paul Bergley, Jeff Miller.

Members Absent: Jim Kennedy.

Staff Present: Ryan Kernosky, Community Development Director.

1D. Agenda Modifications.

Director Kernosky stated that there were no Agenda Modifications, Motion by Lundeen, seconded by Collison to approve, approved unanimously.

2. Approval of the Minutes from the February 20, 2018 Planning Commission

Motion by Collison, seconded by Bergely to approve the minutes from the February 20, 2018 Planning Commission, approved unanimously.

3A. Request from SAC Wireless (on behalf of AT&T Wireless) to amend a Conditional Use Permit to allow the collocation of antennas on an existing telecommunications tower and tbe construction of an accessory structure on the property at 501 West Dual Boulevard NE (PID 160530080) legally described as Lot 1, Block 3, Dual Industrial Park except beginning at the SW corner of Outlot A, then N5.5800 along W line 426' to NW corner of Outlot A; the W 269.5850 Along N Line of Lot 1, 53'; Then S 178.5010 424.60' to POB.

Mayor Wimmer opened the public hearing at 7:18 pm.

Director Kernosky gave an overview of the proposed Conditional Use Permit by SAC on behalf of AT&T. The proposal is to add additional towers and an accessory structure on the tower and ground. Staff is recommending approval with the conditions stipulated in the Resolution.

Mayor Wimmer closed the public hearing at 7:20 pm.

Motion by Lundeen, seconded by Bergley to approve the amended Conditional Use Permit to allow the collocation of antennas on an existing telecommunications tower and the construction of an accessory structure on the property at 501 West Dual Boulevard NE (PID 160530080) legally described as Lot 1, Block 3, Dual Industrial Park except beginning at the SW corner of Outlot A, then N5.5800 along W line 426' to NW corner of Outlot A; the W 269.5850 Along N

Line of Lot 1, 53'; Then S 178.5010 424.60' to POB. With staff conditions. Motion approved unanimously.

3B Request from Jill Hoffman (dba Granny May's) for a Conditional Use Permit to operate a Restaurant at 2 Enterprise Avenue NE Suite D4 (PID 161320020) legally described as Towns Edge Business Center CIC 2010-1.

Mayor Wimmer opened the Public Hearing at 7:20 p.m.

Director Kernosky provided an overview of the proposed Conditional Use Permit. Kernosky stated that in all of the zoning districts, resturants are a conditional use. The location is an existing structure, and house a former cake shop. Staff recommends approval with conditions stated in the Resolution.

Jill Hoffman stated she has been operating her business for quite some time. She currently services several senior communities and centers, home delivered meals, and catering for industrial park businesses. She stated that her business has grown and she can no longer operate from her home. Her plan, once the business gets going, she plans to open up the storefront for a restaurant. There is also another suite next door that she could expand to if needed.

Mayor Wimmer closed the Public Hearing at 7:25 p.m.

Motion by Lundeen, seconded by Lorinser to recommend approval of the proposed Conditional Use Permit to operate a Restaurant at 2 Enterprise Avenue NE Suite D4 (PID 161320020) legally described as Towns Edge Business Center CIC 2010-1 with staff conditions. Motion passed unanimously.

3C Request from Jodi De Tomaso (dba Metz Dog Grooming) for an Interim Use Permit for home occupation for dog grooming at 200 9th Ave SE (PID 161410050) legally described at Lot 5, Block 1, Sun Prairie Second Addition.

Mayor Wimmer opened the Public Hearing at 7:25 p.m.

Director Kernosky provided an overview of the request. Kernosky stated that she had been operating the same business in her old property on Palomino Rd. During a regular inspection of that neighborhood, the Code Enforcement Officer noticed that the business had moved. Upon further inspection, the previous interim use permit stated that if the business moved, a new interim use permit would be required to be obtained. Kernosky stated it was a special home occupation permit because the nature of dog grooming, which requires an interim use permit. Staff is recommending approval with conditions in the Resolution. Kernosky stated that the City had no issues pertaining to the previous operation.

Mayor Wimmer inquired whether or not the current neighbors have provided comment. Kernosky stated that no comments or complaints have been received by the City. Mayor Wimmer clarified that they neighbors were notified of the public hearing.

Jodi De Tomaso stated that she bought a new house and is operating her business out of her extra stall garage.

Mayor Wimmer closed the Public Hearing at 7:28 p.m.

Motion by Lundeen, second by Collison to approve an Interim Use Permit for home occupation for dog grooming at 200 9th Ave SE (PID 161410050) legally described at Lot 5, Block 1, Sun Prairie Second Addition with staff conditions. Motion passed unanimously.

4. Discussion Items

There were no items for discussion.

5. Adjournment

Motion by Bergley, second by to Lundeen to adjourn the March 20, 2018 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:28 p.m.

Dated at Isanti, Minnesota this 27th day of March, 2018.

Respectfully submitted,

Ryan Kernosky
Community Development Director

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
March 27, 2018
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, Mayor Wimmer
Members Absent:	James Witte, and Aaron Zdon
Staff Present:	Katie Everett, Community Events and Parks Coordinator

D. Agenda Modifications.
Garvey stated that she would like to add discussion about park lighting to the agenda. Wimmer stated that he would also like to add a discussion about next month's park tour to the agenda. These items were added under 5. Parks Updates. Wimmer made a motion to approve the amended agenda, second by Johnson. The amended agenda was unanimously approved.

2. Approval of Minutes from February 27, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Wimmer; second by Johnson. Minutes were unanimously approved.

3. School Use of Mattson Tennis Courts

Everett informed that board that the school's current contract goes through the spring season, so they will be using the courts for this spring. As soon as they are done, Everett will get the contractor scheduled to get them resurfaced. In the fall, the schools will be using courts in Cambridge instead of here. If they decide they want to come back sometime in the future, we'll go back to square one and decide where want their contract to sit. Garvey asked if they had any other feedback with not wanting to come back. Everett said they just told her Cambridge gave them a lower price. Johnson said that he's a little disappointed about that. Everett said they did make a point of saying that they didn't ask anyone else for prices, they were just approached with this. Wimmer stated that when we first started doing this, we did receive some significant negative feedback for letting the schools take over the courts. Johnson added that it better for the public now; Wimmer agreed, they get to actually use the courts now that they paid for. Wimmer said that maybe if you're a tennis player you adding more time getting bussed up to Cambridge, but for our City, our residents can use these nice courts that we'll have completely refurbished. Garvey asked as far as the resurfacing if there's been put out to the public yet that that's coming, is it in the Isantian or anything like that? Everett said she did not put it in the Isantian, but it will definitely get posted to the website and signs will be posted at the courts as soon as we know when that is. Everett explained that she did talk to the contractor and because they never know when they're actually going to be able to start their projects, we don't know exactly when that will happen. She told him to put us at the beginning of the list. Garvey asked if Everett knows of any other regular users, senior groups or anything like that, that have used the group regularly. Everett explained that she's not aware of any organized groups, but she just recently did get a call from a gentleman that said he and one of his friends like to use the courts regularly and they wanted to know the school was going to be back. Everett stated that she will keep the board updated on that process.

4. Earth Day Clean Up

Everett stated the groups signed up so far include the Girl Scouts, New Hope Church (who said they really wanted to do Legacy Park when they signed up), Coborn's, Flagship Bank, and the Master Gardeners. She was hoping there would be less snow on the ground so she could get out and see what really needs to be cleaned up, but she shared a draft plan. She spoke with Public Services Director Wood, and they think it may be useful to have people a little farther from the beaten path that Public Works doesn't typically get to right away in the spring. One area Everett would like to have people is at the City Hall parking lot to work on cleaning up in the drainage areas that collect a lot of trash, and they can work into downtown in the former Eagle Park and go from there. She said that we can have the Master Gardeners at River Bluff, and then there may be other garden projects we can have them work on too. Depending on how many people Coborn's can come up with, we can put them at Bluebird and they can cover more area. Everett asked if the board members had any areas that they wanted to have volunteers work on. The goal is that the locations will be advertised so residents can join too. Having some sort of meeting location would be useful, but not completely necessary. She said she can also just work with Public Works to determine the areas that need the most work. Wimmer said that Whisper Ridge and Isanti Hills are areas that seem to get more of the windblown stuff getting stuck in fences and that kind of thing. Johnson asked if we have anyone doing the Cambridge-Isanti trail. Everett said that could potentially be covered by whoever we have at Bluebird, and it is one of the areas that Public Works gets out to right away. Garvey asked if we had numbers that each group is anticipating. Everett said that she doesn't have those yet, but New Hope did share that they're having a community outreach day on the same day so they'll have a lot of people available. Flagship said they'll probably have four or five, so we'll have a wide range. Everett said there may be some light landscaping we can have people work on too; Public Works spends time in the spring raking the woodchips back into the playgrounds and things. Everett stated that the clean up will happen before the next meeting, so she'll give an update on how it goes. The clean up is April 21st, Saturday, from 10:00 to noon. It's the same day as Citywide Clean Up.

5. Parks Updates

Everett shared that March movie night went well with Heavenly Sunshine, there were 67 people. The last movie night is in April with the Isanti Ambassadors; they haven't volunteer at movie night before. The 2018-2019 schedule is up as well as the updated volunteer policy.

The community garden is almost full. Everett received a call that afternoon from someone who said they'd come in to sign up that day, but they didn't so far. Within the next couple of days, she expects they'll be in. Johnson asked if there are still 5 plots. Everett said there are; there are two sets of two plots and a single one, so really if we get three more gardeners we can fill those. There are four raised beds that are reserved and there are two more that we can put up if we need them. If they don't get reserved, we may put them in the area for the Public Health program. The garden opens May 12, and there will be a meeting for the gardeners on May 10. Everett explained that she just talked with Public Works about the pollinator section too.

Everett said that rain garden workshop is coming up April 19, which is before the next meeting as well. Soil and Water is putting together a Powerpoint presentation for that. Everett has received some phone calls from people interested in coming and shared the information at the Master Gardeners' Burst into Spring event. It is open to all County residents, so anyone can come to learn about rain gardens, and there will be a section at the end to talk about the reimbursement program.

Everett stated that staff are working on interviewing Parks Intern candidates, and there have been some good candidates so far.

Everett updated the board on the Farmers' Market. There has been one new big vegetable vendor that signed up for two booths for the whole season. She did find out that Shoua, who has been a regular of the

market will not be back this year. She is at another market every other day of the week, and is hoping that she can get some extra help and maybe come back next year. Everett also sent out emails to a bunch of people listed on Minnesota Grown and is starting to get responses to that. A fair number of last year's vendors have their forms in as well. Now that we can kind of advertise it as a quickly growing market, word is getting out on its own as well as Everett can tell people that this location will be successful for them. There is a vendor meeting at the end of April for anyone who is signed up or interested in signing up.

Everett stated that the sponsorship program has gone out. There have been a couple of quick bites on that, and she will send reminders out before that is due. Allina is on board to help us out again. They've been really great about that. Last year, they gave us a basket to go with the Passport to Parks prize, too. They're always a great resource to have for a lot of the things we do.

Everett added that the City finally owns Academy Park. We will be installing a segment of fence between the storm pond and the open field; Everett is working on bids for that. All of the signage is going up as well. The park has a playground and tennis court which give us another amenity on that side of Hwy 65.

Garvey said she thought we may have discussed them in the past, but was wondering about the lights in Bluebird Park that are on at night. Is there a specific timing schedule that we're following? Are they our lights? She seems them on now. Everett asked if she meant the street lights. Garvey clarified she's talking about the lights that are over where the skatepark equipment is now and the pleasure rink. She added that for many months it's not utilized, so she's wondering why they're coming on. Everett said she would have to check about how those are set up. She thought they were set up to run on a sensor but then shut off after park hours, but there might not be a seasonal option. We should be able to manually shut them off in the winter. Wimmer said they shouldn't be on at all, period. They were put up specifically for hockey when we had the agreement with the youth hockey association and then they were supposed to shut them off when they were done with practice. Everett stated that now they're over the skate equipment and she has had people call and ask about them not being on. Wimmer said that we don't need to have lights on the skate equipment. Garvey said that's why she was wondering because they're on every night and they go off at 10:00. Everett confirmed that's park hours. Garvey stated that they're on all winter long, and asked to clarify if they're City lights. Everett and Wimmer confirmed that they are. Garvey said that to her it's wasting electricity when the equipment can't be used. She would like to see if we can establish more of a definitive schedule for the lights. She did think that at it used to be with the hockey rink that whoever was using it could turn them on or off. Everett explained that, she thought it was just last year, we got those ones and the ones at Unity switched to sensors because people would flip them on and then they didn't get shut off again. Garvey said that this is something she'd like to bring back and just get more definitive. Wimmer stated that he'd give the definitive; they're not supposed to be on. Most likely they'll be moved when we do the rink over on the other side. He doesn't know why they were every switched to the other thing, we don't put lights over anything else. They were only over hockey because it was part of that agreement.

Wimmer stated for the park tour, he'd like a park ambassador kind of thing where each board member takes a couple of the parks and then we check them out before the April meeting. He added that when we go through them and see if there's equipment that needs to be fixed or isn't being used, whatever it could be. We make suggestions about updates to be made or something needs to be changed or what have you. There's no way we could through all the parks in a couple of hours and actually be thorough. We could spend a meeting just at Legacy and River Bluff, each of those alone. He stated that Everett would still like to be out at a park which is a nice idea, depending on the weather. That was his idea to divvy those up and then we have a month to look at them. Johnson asked when the park tour was; Wimmer stated at the April meeting. Johnson asked for clarification about where the meeting would be. Wimmer stated that in the past we would meet at City Hall and do the pledge and approving the minutes and then drive to all the parks and spend maybe five minutes at each one. Garvey said that she likes the change and it's worth a

shot because the old way isn't working anymore. The board discussed the parks and made the following assignments:

- Mayor Wimmer – Legacy Park and River Bluff Preserve
- Jenny Garvey – Riverside Park, Bluebird Park, and Unity Park
- Jeff Johnson – Mattson Park and VFW Park
- James Witte – Rum River Meadows and Isanti Hills Neighborhood Park (formerly Tot Lot)
- Aaron Zdon – Whisper Ridge and Academy Park

Garvey wanted to clarify that we'd only meet in one place. Wimmer stated that we would just meet in one place. Everett stated that she can also send out a list of what kinds of things to look for. Everett asked if everyone has been to Academy Park and if wanted to have the meeting there. Wimmer stated that we can go there, weather permitting. Garvey asked if there's any sort of shelter there; Wimmer stated that there is not, that's why it has to be pretty good weather; Everett said we could just default to having the meeting here. Wimmer said we should publish that the meeting will be held there and then just start there instead of meeting here and driving there. Legally, the meeting has to be where we say it is, so if we do that even if there's bad weather we have to do it there. Garvey asked if the building would be open; Everett said she could look into it. Everett asked how far in advance we have to post it. Wimmer said that we'll have to check. Everett said that having the meeting out there isn't totally necessary; we can just ask everyone to drive by to see Academy Park. The board clarified that the whole meeting will be held be in Council Chambers and each member will to go Academy Park in addition to their assignments before the next meeting. Wimmer explained to Johnson since he hasn't been through this process yet, that all of these ideas will go into the "hopper" and they'll be addressed by priority and budget. In the last year and half, quite a few things have been addressed. Everett explained that she has already received the new diggers for Isanti Hills.

6. Adjournment

Motion by Johnson, second by Wimmer to adjourn the March 27, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:37 p.m.

Dated at Isanti, Minnesota this 27th day of March, 2018.

Respectfully submitted,

Katie Everett
Community Events and Parks Coordinator

K.4.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Wimmer and City Council Members**
From: Chief Gene C. Hill
Date: April 13, 2018
Subject: Reserve Officer Hiring - Replacement

MEMO

Background:

The City of Isanti has a Police Reserve Unit that is a volunteer group and has current openings from resignations. When those Reserves resignations were accepted by City Council, the vacant position was also authorized to be filled upon finding a candidate to fill that position.

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 candidate to the CC for the position of Volunteer Isanti Police Reserve:

- **Taylor Leanne Japp 19971220**

Action:

I ask that the City Council review, consider and approve the hiring of the above candidate to fill vacancy within the Volunteer Isanti Police Reserves Program.

Thank you for your consideration,

Chief Gene C. Hill

RESOLUTION NO. 2018 -XXXX

A RESOLUTION AUTHORIZING FILLING OF VACANCY TO THE ISANTI POLICE RESERVE UNIT BY HIRING TAYLOR LEANNE JAPP

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 has current openings within the Police Reserves Unit and authorization was given to fill those positions; and

WHEREAS, reserve applications were received and reviewed; and

WHEREAS, selected candidate was interviewed and backgrounded successfully by Lt. Muyres; and

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

1. Filling the current vacancy within the Volunteer Isanti Police Reserve Program by hiring Taylor Leanne Japp 19971220.

Adopted by the Isanti City Council this 17th day of April, 2018.

Attest: _____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources / City Clerk

K.5.

RESOLUTION NO. 2018-

RESOLUTION APPROVING A CHECK BE WRITTEN TO ISANTI AMBASSADORS 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 Isanti Ambassadors to volunteer at the April 20, 2018 movie; and,

WHEREAS, the profit from the March 16, 2018 movie night was $19.58; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that a check will be written to Isanti Ambassadors in the amount of $19.58.

This resolution was duly adopted by the Isanti City Council this 1st day of May, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/ City Clerk

K.6.

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: May 1, 2018

Subject: Consider Resolution 2018-XXX Authorizing the Execution of Repayment Agreement on Lot 4, Block 1, Sun Prairie Third Addition with J Robinson Construction, Inc.

Background:

On December 19, 2017 the City Council amended and extended a SAC and WAC Deferral program as Resolution No. 2017-304 to continue to spur development activity. J Robinson Construction, Inc. has requested the City to execute a Repayment Agreement for 816 Marion St SE, Isanti, MN legally described as Lot 4, Block 1, Sun Prairie Third Addition, for the construction of an approximate 1,360 SF main floor single family home. The business is in "good standing" upon review of the Minnesota Secretary of State Office as of April 25, 2018. The form of the Repayment Agreement is consistent with the form approved by the City Council on December 19, 2017. 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 2018- XXX Authorization and Execution of Repayment Agreement on Lot 4, Block 1 Sun Prairie Third Addition with J Robinson Construction, Inc.

Attachment:

1) Resolution 2018- XXX Authorization and Execution of Repayment Agreement on Lot 4, Block 1, Sun Prairie Third Addition with J Robinson Construction, Inc.

RESOLUTION NO. 2018-XXX

AUTHORIZATION AND EXECUTION OF REPAYMENT AGREEMENT FOR LOT 4, 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 19, 2017 which is documented by Resolution 2017-304; and

WHEREAS, A boiler plate Repayment Agreement was drafted by 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 4, 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 April 25, 2018.

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 1st day of May 2018.

_____
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 May, 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 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 1,360 square foot single family house (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, lnc, 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 1,360 square foot single family house 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 Board of Directors.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 5722.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$ 2,537.00** in Water Availability Charges and **$ 3,185.00** 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 May, 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 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 $5,722.00 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 820 Marion Street 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 J Robinson Construction, Inc. 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 May, 2018, 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 May, 2018, 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 4, Block 1, Sun Prairie Third Addition, Isanti County, Minnesota

K.7.

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: May 1, 2018

Subject: Consider Resolution 2018-XXX Authorizing the Execution of Repayment Agreement on Lot 3, Block 1, Sun Prairie Third Addition with J Robinson Construction, Inc.

Background:

On December 19, 2017 the City Council amended and extended a SAC and WAC Deferral program as Resolution No. 2017-304 to continue to spur development activity. J Robinson Construction, Inc. has requested the City to execute a Repayment Agreement for 816 Marion St SE, Isanti, MN legally described as Lot 3, Block 1, Sun Prairie Third Addition, for the construction of an approximate 1,360 SF main floor single family home. The business is in "good standing" upon review of the Minnesota Secretary of State Office as of April 25, 2018. The form of the Repayment Agreement is consistent with the form approved by the City Council on December 19, 2017. 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 2018- XXX Authorization and Execution of Repayment Agreement on Lot 3, Block 1 Sun Prairie Third Addition with J Robinson Construction, Inc.

Attachment:

1) Resolution 2018- XXX Authorization and Execution of Repayment Agreement on Lot 3, Block 1, Sun Prairie Third Addition with J Robinson Construction, Inc.

RESOLUTION NO. 2018-XXX

AUTHORIZATION AND EXECUTION OF REPAYMENT AGREEMENT FOR LOT 3, 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 19, 2017 which is documented by Resolution 2017-304; and

WHEREAS, A boiler plate Repayment Agreement was drafted by 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 3, 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 April 25, 2018.

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 1st day of May 2018.

_____
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 May, 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 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 1,360 square foot single family house (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 1,360 square foot single family house 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 Board of Directors.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 5722.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$ 2,537.00** in Water Availability Charges and **$ 3,185.00** 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 May, 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 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 $5,722.00 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 816 Marion Street 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 J Robinson Construction, Inc. 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 May, 2018, 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 May, 2018, 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 3, 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 Conncil**

From: **Sean M. Sullivan, Economic Development Director**

Date: May 1, 2018

Subject: Consider Resolution 2018 – XXX Authorization For Isanti Economic Development Authority To Lease And Collect Lease Revenue From City Owned Crop Land

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Background:
It is requested that City Council consider granting the authority for the Isanti Economic Development Authority to lease out City owned and City of Isanti Economic Development Authority owned property for crop land purposes and to receive lease revenue. The City has traditionally leased 82.7 "more or less" and 4 "more or less" acres for cropland purposes. Staff is asking the City Council to consider adoption of the attached resolution.

Request:
Consider Adoption of Resolution 2018 – XXX Authorization For Isanti Economic Development Authority To Lease And Collect Lease Revenue From City Owned Crop Land

Attachment:

- Resolution 2018 – XXX Authorization For Isanti Economic Development Authority To Lease And Collect Lease Revenue From City Owned Crop Land

RESOLUTION NO. 2018-XXX

AUTHORIZATION FOR ISANTI ECONOMIC DEVELOPMENT AUTHORITY TO LEASE AND COLLECT LEASE REVENUE FROM CITY OWNED CROP LAND

WHEREAS, the City of Isanti has leased out 82.7 " more or less" acre and 4 "more or less" acre parcels for crop land purposes as referenced in Resolution 2017-182 and 2017-183; and

WHEREAS, the City of Isanti transferred ownership of approximately 66.06 acres of the 82.7 "more or less" and all of the 4 "more or less" acre parcels to the Isanti Economic Development Authority referenced in Resolution 2017-168; and

WHEREAS, the Isanti City Council understands that approximately 16.64 acres of the 82.7 acre "more or less" parcel referenced in Resolution 2017-182 still is owned by the City of Isanti; and

WHEREAS, the Isanti City Council agrees that crop land lease revenue received from the parcels identified in Resolution 2017-182 and 2017-183 will be received by the City of Isanti EDA.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorize the Isanti Economic Development Authority to lease out the entire 82.7 "more or less" and 4 " more or less" acre parcels referenced in Resolutions 2017-182 and 2017-183 to interested parties and to receive any lease revenue collected from such crop leases.

This Resolution hereby approved by the Isanti City Council this 1st day of May 2018.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
Human Resources / City Clerk

K.9.

RESOLUTION 2018-XXX

RESOLUTION ACCEPTING FULL-TIME PW MAINTENANCE TECHNICIAN I CALEB MOLITOR'S VERBAL RESIGNATION EFFECTIVE APRIL 25, 2018

WHEREAS, Full-Time PW Maintenance Technician I Caleb Molitor gave a verbal resignation to Human Resources/City Clerk Katie Brooks on April 25, 2018; and,

WHEREAS, the effective date of this resignation is April 25, 2018.

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 Caleb Molitor is hereby accepted effective April 25, 2018.

2. That Human Resources/City Clerk and Public Services Director/Assistant City Administrator Josi Wood are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 1st day of May, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
April 17, 2018

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:29 p.m.

B. Pledge of Allegiance.

The Pledge of Allegiance was recited.

C. Roll Call.

Members Present: George Wimmer, Steve Lundeen, Dan Collison, Ross Lorinser, Paul Bergley.

Members Absent: Jim Kennedy, Jeff Miller.

Staff Present: Ryan Kernosky, Community Development Director.

1D. Agenda Modifications.

Director Kernosky stated that there were no Agenda Modifications, Motion by Lundeen, seconded by Bergley to approve, approved unanimously.

2. Approval of the Minutes from the March 20, 2018 Planning Commission

Motion by Lundeen, seconded by Collison to approve the minutes from the March 20, 2018 Planning Commission, approved unanimously.

3A. Request from Kwik Trip Inc. for a final plat to combine two parcels to create plat "Kwik Trip 1019" for PID 160530010 and PID 160400830

Director Kernosky stated that Kwik Trip has submitted a final plat to combine two parcels into one parcel. Kernosky stated that staff is recommending approval with the conditions stipulated in the proposed Resolution.

Mayor Wimmer opened the public hearing at 7:32 pm.

Dean George, representing Kwik Trip, stated he was there to address any questions that members of the Commission may have.

Mayor Wimmer closed the public hearing at 7:32 pm.

Motion by Lundeen, seconded by Lorinser to approve with conditions within the Resolution. Motion passed unanimously.

3B Request from Isanti Retail Meats to amend Conditional Use Permit 2008-157 to allow for a sit-down restaurant in conjunction with the existing meat market for the property located at 30 Main Street W, legally described as PID 160500440.

Director Kernosky stated that an amendment to the existing conditional use permit application has been submitted to allow for an additional restaurant use with the meat market. Kernosky stated that this is within the B-1 zoning district, and as such parking is not required. Kernosky stated that staff is recommending approval with conditions stipulated within the proposed Resolution.

Mayor Wimmer opened the Public Hearing at 7:34 p.m.

Mayor Wimmer closed the Public Hearing at 7:34 p.m.

Mayor Wimmer stated that the City is excited for this new restaurant, and that he's excited to see more outdoor seating downtown.

Commissioner Collision briefly asked about restroom capacity. Mayor Wimmer stated that the existing restrooms meet code.

Motion by Lundeen, seconded by Bergley to recommend approval of the proposed Resolution. Motion passed unanimously.

3C Request from Taylor Holdings Inc. for a Minor Subdivision Plat to combine 829 and 827 Whiskey Road NW into one parcel, parcels legally described as PID 160960970 and 160900960.

Director Kernosky stated that Taylor Holdings has submitted a minor subdivision plat to combine the two parcels into one parcel. Kernosky stated that the property is currently platted for a zero-lot line duplex, and further explained what a zero-lot line duplex was. Kernosky stated that there's an existing crosswalk that goes directly into the north parcel's driveway area, making it difficult to develop. Kernosky stated that ordinance allows for a minor subdivision process because it has been previously platted, and that the parcels are within a planned unit development, and that the single-family requirements of that PUD would be enforced for the proposed single-family home on that site. Kernosky is recommending approval with the conditions stated in the proposed resolution.

Mayor Wimmer questioned the sewer and water access charges for the two parcels.

Director Kernosky stated that the City has established that both sewer and water access charges would be paid, even if the parcels are combined.

Mayor Wimmer opened the public hearing at 7:37 pm.

Mayor Wimmer closed the public hearing at 7:37 pm.

Mayor Wimmer stated that he wished to add as a condition of the Resolution that both sewer and water access charges are paid as a result of the combination.

Motion by Lorinser, seconded by Collison to approve the proposed Resolution with the additional condition regarding sewer and water access charges are paid for both parcels. Motion passed unanimously.

3D Request from Circle B Ranch for an amendment to a Conditional Use Permit and Site Plan Review of Resolution No. 2017-232 as a result of the administrative subdivision that creates a new parcel of PID 160060505, which would adjust the site plan design and proposed uses of the other parcels.

Director Kernosky stated that Circle B ranch has submitted an application to amend Resolution 2017-232, the original resolution encompassed three properties in the south end of the City. Kernosky stated that the applicant has stated they need to split the southern most parcel in order to accommodate bank financing for the project. Kernosky stated that, because of the split, an amended conditional use permit and site plan is appropriate due to the new setbacks and different uses on other parcels.

Mayor Wimmer stated that there needs to be an agreement between two parcels if the uses overlap.

Mayor Wimmer opened the public hearing at 7:40 pm.

Mayor Wimmer closed the public hearing at 7:40 pm.

Motion by Lundeen, seconded by Collison to recommend approval with conditions stipulated in the proposed Resolution. Motion passed unanimously.

4. Discussion Items

There were no items for discussion.

5. Adjournment

Motion by Lundeen, second by to Bergely to adjourn the April 17, 2018 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:41 p.m.

Dated at Isanti, Minnesota this 19th day of April, 2018.

Respectfully submitted,

Ryan Kernosky
Community Development Director

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
April 24, 2018
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Zdon called the meeting to order at 6:05 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.
Members Present: Jennifer Garvey, Jeff Johnson, Mayor Wimmer, James Witte, and Aaron Zdon
Staff Present: Katie Everett, Parks, Recreation, and Culture Manager

D. Agenda Modifications.
Zdon asked if there were any agenda modifications; there were none. Motion by Johnson, second by Witte to approve the agenda for the April 24, 2018 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from March 27, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Johnson; second by Witte. Minutes were unanimously approved.

3. Park Visit Reports

Everett invited the board to share their reports; she explained that she will take notes on their findings so they did not have to turn anything in after the meeting unless they had something they wanted to leave with her. She said that after the reports, there could be discussion about whether we need to make a list of things to be done or if there are things that staff can just address.

Zdon reported on Academy Park and Whisper Ridge. Academy Park is a new park, so in general the report was all 5's, new or like new. The overall appearance was a 5. For safety or maintenance concerns, the tennis net was loose and the crank was sitting on the ground, so he gave that to Everett. That net should be tightened. The mulch looked good, but it was a little low under the swings as always and at the bottom of slides. It could stand to be raked. Zdon wasn't sure if that was the City's responsibility. Everett explained that it is, and we'll do everything over there now. She also stated that the school had called about the playground being flooded, but there was just still frost under there so there wasn't anywhere for the water to go. Zdon rated the park a 5; his recommendations were to rake the mulch when it's dry and it might be cool to put the hopscotch stencils on the trail there. Everett explained that we have gotten the animal print stencils, so that may be something we can add. Zdon stated that Whisper Ridge is the park we've negotiated over the years; do we fix it, do we take it, do we make it green space. It's kind of in limbo last he's heard. Overall appearance is a 2; it's getting rundown. It's general maintenance, but it hasn't been maintained. There was no tennis net; Everett explained that it should go out this week. Zdon added that the latch on the door to go in was broken. Zdon added that there were kids there playing around. Trails were a 3; they're a little bit older but not bad. Overall condition was a 2; it's a little rundown and we know that. It's mainly the surface. Zdon's recommendations, if we want to keep it an active park, would be a new surface which we know is expensive or at least seal the cracks with a concrete caulking so they don't get any worse. It also needs a good cleaning, and maybe restriping. Everett explained that what we ran into at Mattson, which may be true there too, is that the cracks were too big and they won't fill them anymore. Zdon said that they're not too big right now, and he's done concrete filling before and thinks these are fillable. It would at least prevent weeds from coming up.

Garvey added before we moved on that everyone also should have visited Academy. She thought that she remembered having some kind of sign indicating when the school had use of the park. Everett stated that we do have one and it will go up soon. She made a note to make sure that it gets put up.

Witte stated that he visited Rum River Meadows; overall appearance he gave a 5. He did notice that some of the play stones on the rock wall were a little bit loose. There was some paint chipping near the triple slide on the north on the larger posts. It almost looked like someone had been pulling at it because it was a large section. It will probably get worse as time goes by. Park rating was between a 4 and 5. His recommendations included putting the trash cans closer to the park. Everett explained that she believes they have to be up by the curb so the garbage company will dump them. Wimmer added that we have also found that the closer they are to the equipment, the more often they are dumped in or on the equipment. Witte also recommended adding pet receptacles at the park because there was a significant amount of dog feces in the area. Wimmer stated that we have a property there that has been cited on a number of occasions for allowing their dogs to go on the park instead of their own property. Witte stated that his second park was Isanti Hills. He rated it a 4 and didn't see any visible damage during his visit. He parked on Cottonwood Street, and noticed some minor cracks on the walk to the park. He said the pavilion was a 4. His overall rating was a 4. He recommends pet receptacles here as well. He thought that the equipment also seems outdated, especially the teeter totter system. He said that maybe a rope climbing system like out at Bluebird and something to replace the teeter totter bouncer. Everett explained that the play system out there is actually a different brand than all of the others, so our normal rep won't get us parts for it. The bottom the slide there has a lip that's broken, it's not a safety issue but it will crack more. That park is one that if we want to do anything with it, it will probably be a bit of a bigger overhaul. Wimmer added that these ideas will be put into a hopper and then prioritized. There was a subcommittee a couple of years that prioritized a list of things; Zdon stated that list was a long one with every park, and that's why there's less to do now.

Garvey stated that she went to Unity. The grounds are pretty much grass and dirt at that location; both were soft but looked good. There is one pavilion and one picnic table. The picnic table with the roof has wood shingles, and there were a few on the ground. They look in very rough shape. The regular pavilion looks wonderful. Her question was why the pavilion is so far off the road and she wonders if anyone uses it. Some of the parking lot pillars are broken and it seems like there are some missing. She's guessing that those will need to be replaced. Everett explained that she and Public Services Director Wood had just been discussing those, and neither were aware of any previous discussions of what to do about them. Everett guessed that those were probably put in in the 80's. Garvey also asked about the agreement with the school for the use of the parking lot. Wimmer stated that there isn't one; Everett added that she thought there was. Garvey explained that it was plowed all winter. Wimmer stated that it shouldn't be and didn't know who was doing that. Garvey stated that the bleachers still look good. Garvey stated that she also went to Riverside Park. The playground still looks like it's in good shape, she gave it a 4. She didn't notice any safety or maintenance things. The mulch is adequate in both places, and the borders still look good. Overall, she gave it a 4. Zdon added that it's a little faded; Garvey agreed that it is. Garvey did notice that the little torpedo seems slow; Everett said that one was replaced last fall, and you have to be hanging on them for them to really move. Garvey stated that she also went to Bluebird. She gave the playground a 4, it's in really good shape still. The only thing was the swings. It seems like the poles are in the ground more at Bluebird than they are at Riverside and other parks; so where the feet hang is deeper. Zdon added that it gets really deep at Bluebird. Garvey stated that she thinks the swings should be adjusted to where the mulch is, rather than the mulch being dug out. The swings should be higher, but she doesn't think you can there because the poles are in the ground so much. Wimmer asked if there's a lot more material at Bluebird. Garvey said that there is, and it looks like a lot of mulch has been added over time. Everett said that there is some money budgeted to do a full replacement of the mulch, and she believes it includes Bluebird. You need a certain depth of mulch, and at the bottom it's not mulch anymore, so we'll have to dig it out. That process might bring those swings up; but it shouldn't be too hard to make the chains shorter either. Garvey stated that she still thinks it may be interesting to measure

the frames in different parks to see if they really are different. Garvey noticed that the trails have some larger cracks, and made a note that the larger one would be a concern for skateboarders or rollerbladers. Wimmer added that the trails get done at the same time as crack sealing and those kinds of things are being done in the area. Garvey also added that the hopscotch needs to be redone. The pavilion looks good, she gave it a 5. Her recommendations include moving the public ice rink sign from the back of the rink to the parking lot side so people see the rules before they get on the rink, and repairing the curb near the basketball court because it may be an ADA concern. She added that she also asked a few of the adults that were there, and no one knew there was public restrooms at BMX; recommends a sign near the playground since not everyone goes to the pavilion.

Mayor Wimmer stated that he went to Legacy Park. There is some exposed fabric and some ATV tracks, more than we have in a while. There is some patch/repair needed for the limestone that's taken out of there. And the basic things we have every year clearing the little branches and things as much as we can. It's still pretty wet and soggy. At River Bluff it's a grass trail, so there's not much going on there yet. The trails got a lot of use in the winter. When the water goes down, we'll get the bridge back in as quick as we can too. Wimmer also added that Everett can expand later on the Isanti County Public Health program at the community garden. He said we'll also be working with the schools, there are three interested so far, to do painting the plow. We'll take a Public Works plow, they'll sand it down and put a coat of primer on it, then we'll park it at any Isanti school and then they can paint it. Everett clarified that it is just the blades, not the vehicles. So far the two charter schools as well as the Middle School/MNC are looking to do that. We'll put them out at Isanti Day then.

Johnson stated that he went to Mattson Park. He said it's newly constructed; he gave the overall appearance a 5. The parks will probably all need to be graded for the mulch. The pavilion looked great, and there were actually a lot of kids playing there when he went. Overall condition he rated a 4.5. The only problem he noticed was that the slides had a back-pitch that creates a pool of water, and if it's not water it's a bunch of sand. He thinks it looks like something that could be adjusted. Otherwise, the park looks great. Since he has moved here, he as seen them in the park doing work more times than he can count; they just replaced swings and mulch last year. Johnson said that his other park was the VFW Park. That one to him is old and outdated. It looks like we took new stuff and put it in the park with the old stuff still there. There's paint peeling on the swings; it's higher up where the kids can't reach it though. Everett stated that there is now a sidewalk to it that was never there before. Garvey added that that may help get people there to use it. Johnson asked if we are fully responsible for that park. Everett explained that we are fully responsible for everything inside the fence. She said she's not sure exactly what the history of that park is. Zdon added that the VFW likely built the park or something to begin with, but that was before all of their terms.

Everett asked for a quick recap; she asked if anyone has something at a park that needs to be put on a list. Zdon said his only thing is getting the tennis net fixed. Witte said that he would just want the stones on the rock wall at Rum River Meadows to be tightened, and with Isanti Hills he'd recommend updating that equipment. He said it doesn't have to be a rope climber, but he asked some kids that were there what they would like to see and that was what they said. Everett stated that those kinds of things may also be worked into the comprehensive plan update.

4. Public Parking Signs

Everett explained that one of the biggest complaints we hear after BMX events is the parking. The association has said that their volunteers haven't been able to effectively point people to all of the lots in Bluebird. Putting up some signs might help to educated people that the lot at the arena isn't the only place to park. Everett explained that she included two options in the packet. The first one is what we already have at the City Hall lot. Maybe we put a couple of those out on Isanti Parkway pointing into the park. One thing to consider with that, is that at River Bluff we posted a sign that said that lot is reserved for park visitors. That's kind of different from public parking; we don't want people parked there overnight,

we don't care if people park here overnight. The one hour spaces at Bluebird are each labeled. Johnson asked where we're thinking of putting these. Everett said that's the question. Zdon stated you'd want one on Isanti Parkway pointing toward those lots. He asked if the asphalt pad that's labeled as a parking lot is going to be converted. Everett stated that it will this year, and we're hoping to get it done at the same time as some other projects to save money. Everett asked if it would be helpful to have sign on the north side of Isanti Parkway as you're leaving BMX telling them to take a left out of there for more parking. Zdon said it would. Garvey stated that the problem with parking is only a couple of times per year. Zdon said that even a normal race with regular turnout, the lot is over flow. For a big race, they fill every single lot and more. Garvey asked if we've thought about doing A-frame signs and keeping them at BMX, putting them out during the event, and when the event is done taking them in. Everett added that those might catch their attention more. Zdon agreed and said that the city's signs look nice, but they're not high vis. Garvey stated you could put one up as you're leaving the lot and then into Bluebird and/or depending on the weekend maybe soccer too. Zdon stated these could be used for soccer too, because they're not supposed to park on the grass along Isanti Parkway for soccer either but they do. Johnson stated that if you go with option 1, you'll need 4 or 5 of them, and since the A-frames might be cheaper, maybe just go with those. Everett said the prices might not be that different since we can just reorder the signs we have made. Johnson said that he's noticed the parking issues too. Garvey said she doesn't think people will notice the public park sign, but they will notice an A-frame. Everett stated that BMX does post a lot of printed signs showing where the parking is, and wanted to know if the board thought we should post option 2 somewhere so while people are at the arena they have an idea of what's available. Zdon clarified it would be a decent sized sign with a map; Everett said yes. Johnson said it's not a bad idea, but you're kind of fighting a losing battle. Garvey asked if anyone knew if BMX has a sponsorship from Coke or Pepsi. Zdon said that they do from Pepsi, and they had a sign from Pepsi that they were putting out. It was a banner, which does wear down and tear. Everett stated that when groups have special events that require permits, they are not allowed to put out signs unless they get a sign permit. BMX has decided they don't want to do that anymore. Zdon said that it's too much hassle, and then they're making signs and putting signs up. Everett said it's really just about knowing that you have permission to put the signs up where you are putting them up. There was an incident during one of the nationals that they just put them out on a business's property, and the City got a call about that and it was a big deal. They haven't put up signs since then. Garvey said that we can't do the A-frames then because they'd need a permit. Everett said that A-frames are different and are allowed with a permit as long as they're taken in at night. Zdon said that he'd be willing to bet that if the City got A-frames made that BMX could use and soccer could use, they'd have people to put them out. Johnson asked if there was anyone upholding the parking rules and regulations. Everett stated that the Police Department will ticket anyone who is parked where they're not supposed to. Zdon said there were tickets at the last event. Garvey asked where they're being ticketed. Zdon stated that basically if they're not parked on asphalt. Garvey said that the public parking signs and A-frame signs won't really solve that problem. Zdon explained that the track used to be in a field and people parked on the field all the way around, and that's the way it is at many tracks. Garvey asked then if we need to do the opposite and put out no parking on grass signs. Everett said that typically at those events they put out barricades at the places where a person can get onto the grass. If someone is going to drive around that, they're going to drive around whatever we put up too. That's part of the event responsibility, managing spectators. Garvey said that if we have sign up that says no parking on grass, the police have something to point to. Everett said that the police don't need that to ticket someone. Johnson and Zdon agreed that no parking on grass signs are a good idea, and it's not a difficult thing to put up. Zdon said it wouldn't hurt to have a couple more public parking signs, whether or not people see them, and if we want to we can look into A-frames. Witte asked if BMX would disclose the information on their website or post it while it's happening. Zdon said that it's posted everywhere during events, you can't miss it. Garvey asked if their signs say specifically to not park on the grass; neither Zdon or Everett were sure exactly what they say. Garvey stated that typically when facilities know that they're having one or two events a year with overflow parking, they have some type of temporary signs that direct people to do that. That is the bigger problem, the bigger events with people who aren't regularly coming here. Everett asked in that case, is it the City's responsibility to be getting them signs for their event. Zdon said that it is

not. Everett said that Public Works does already borrow out barricades and those kinds of things for events. Johnson stated that we're handing out a lot of stuff to these events. Garvey asked if Everett new if the BMX board has looked into this. Everett said that there has been a lot of turnover for them in the last couple of years, so it's possible that the decision to not put up signs was not made by people who are there now. It's worth revisiting with them and letting know they can do it, they just need to turn in the paperwork. Everett said we can certainly still get more of the public parking signs. Zdon said that isn't just servicing the BMX community. People coming in for soccer tournaments that aren't regulars don't know those lots are down there either. They just see people parking by the pine trees so they do that too. Garvey asked if there are any A-frame signs that the City already uses for events. Everett stated she has a couple that she uses for the farmer's market and things. Johnson asked about putting a sign at 3rd and Isanti Parkway; Zdon said that would definitely service soccer. Johnson said what about one there and then 1st and Isanti Parkway and call it a day.

Zdon asked Everett if there were any plans to connect the section of paved trail from the south Bluebird lot toward BMX without having to weave in and out of the tree line. Everett explained that she hasn't heard any plans for that, but maybe at the time the trail is redone.

Everett clarified that the decision is to just get the public parking signs and not maps, and then no parking on the grass. Zdon said he'd just get a few of each and put them out where Public Works thinks is best.

5. Parks Updates

Everett said that the final movie night went pretty well. There were 36 people, but it was really nice outside so we weren't sure we'd get any. Those will start again in October, and the applications for volunteers are available.

The community garden is down to 4 plots, someone else came in today. We will have the meeting with everyone on May 10th before it opens so everyone can get together and meet each other and go over rules. Everett was just out at the garden to take inventory of what needs to be done, and it's still very soupy out there, so we won't be able to do any tilling out there for a while. Hopefully we can get out there soon to do that.

We did postpone Earth Day until May 5th so the shady areas could get melted and hopefully dry out a little bit. There were four locations with groups signed up. The Master Gardeners have a highway clean up day, so they're not able to attend so Everett may move the Girl Scouts from Riverside Park to River Bluff. For the most part, people could still come to the new date.

We have hired our Parks Intern for the summer. Everett is looking forward to working with Bree. She actually worked at one of our farmer's market vendors farms for a few summers. She is local, but going to school out of state. She should be back by the end of May.

There's a farmers' market vendor meeting scheduled for Friday. There have been several new vendors who have contacted Everett, so hopefully many of them will make the meeting. The market will open May 25th. It's the same spot and same time as last year. There were also a couple of new businesses in town that took us up on sponsorships this year.

The Rain Garden Workshop went pretty well. We had 22 people show up. Since it was open to all county residents, she kept track and about half were City residents. It was a good workshop, and she thinks people learned a lot. People seemed interested in finding out what kinds of rain gardens they can do. Tiffany from Soil and Water did a really good job of making them seem like they're just another garden you can plant and anyone can do it.

Everett explained that the lights at Bluebird Park that the board talked about at the last meeting have been switched off. They will not come on until or unless Everett hears otherwise. Zdon asked if the plan is still to move them to the pleasure rink. Everett said she's not sure how that will turn out. When it first came up, they were told that it might be more expensive to just put up new ones than to move those ones. It will depend on cost.

Everett stated that Curious Creatures will be hosted May 8th. A daycare provider is going to bring some kids and hopefully we get some more too. The provider also forwarded the information for the County licensing person so Everett sent the program information there as well.

Everett also expanded on the Isanti County Public Health program that Mayor Wimmer mentioned earlier. They are hoping to get five families to mentor throughout the summer. They're going to split the space that the school had last year. They will mentor those families in how to garden and use those foods. The other half of that space then will be used by the School For All Seasons again. We will be putting up another raised bed. We have 4 reserved and only 3 up right now. We'll probably take down the tables that are out there because they keep collapsing. If no one reserves them, we don't want to keep fixing them. Witte asked for clarification on what was being taken down. Everett said it was the elevated beds. Public Works can rebuild them, but we don't have any reserved right now. Johnson asked what's available. Everett said that we have six raised beds total that we can put up. She said that if they don't all get reserved, we may also put one in the Public Health section so they can use it if they have someone who needs it. Everett said there are also 4 regular plots available.

6. Adjournment

Motion by Johnson, second by Witte to adjourn the April 24, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 7:16 p.m.

Dated at Isanti, Minnesota this 24th day of April, 2018.

Respectfully submitted,

Katie Everett

Katie Everett
Community Events and Parks Coordinator

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, May 15, 2018 – 7:00 P.M.
CITY HALL

E. Proclamations/Commendations/Certificate Awards
F. Approve City Council Minutes
G. Announcements
H. Council Committee Reports
I. Public Hearings
J. Business Items

K. Consent Agenda
1. **Add New K. 10** – Resolution 2018-XXX Accepting Planning Commission Member Jeff Miller's Resignation

L. Other Communications

Adjournment

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor Wimmer
Members of the City Council

FROM: Ryan Kernosky, Community Development Director

DATE: May 15, 2018

SUBJECT: **ACCEPTANCE OF PLANNING COMMISSIONER JEFF MILLER'S RESIGNATION**

Background

Planning Commissioner Jeff Miller has provided an email notice of resignation from his seat on the Planning Commission. The Planning Commission will now have two vacant seats, one expiring December 31, 2018 and the other expiring December 31, 2019.

Staff Request

Staff is seeking to fill the vacant position.

Attachments:

- Resolution 2018-XXX Accepting Planning Commission Member Jeff Miller's Resignation

RESOLUTION 2018-XXX

RESOLUTION ACCEPTING PLANNING COMMISSION MEMBER JEFF MILLER'S RESIGNATION

WHEREAS, Mr. Jeff Miller was appointed by the City Council to serve as a member of the Planning Commission for a term that that expires on December 31, 2019; and,

WHEREAS, Mr. Miller has provided email notice of resignation as a member of the Planning Commission.

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

1. That Mr. Jeff Miller's resignation as a member of the Planning Commission is hereby approved.

This Resolution is hereby approved by the Isanti City Council this 15th day of May, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, May 15, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards
1. MMBA Customer Service Award – Isanti Liquor Store

F. Approve City Council Minutes
1. May 1, 2018 – Regular Meeting of the City Council

G. Announcements

1. Parks, Recreation and Culture Board Meeting	Tuesday, May 22, 2018 @ 6:00 p.m.
2. **CITY OFFICES CLOSED**	Monday, May 28, 2018 *(In Observance of Memorial Day)*
3. City Council Meeting	Tuesday, June 5, 2018 @ 7:00 p.m.
4. EDA Meeting	Tuesday, June 5, 2018 *(Immediately following City Council Meeting)*

H. Council Committee Reports
1. Green Steps Award (Mayor Wimmer)

I. Public Hearings
1. Resolution 2018-XXX Vacating a Public Utility Easement Along the West and South Property Lines of 400 E Dual Blvd NE

J. Business Items

<u>City Administrator Don Lorsung</u>
1. Resolution 2018-XXX to Purchase Two Kubotas and Authorizing Staff to Enter into an agreement with Lano Equipment Tradeout Program
2. Resolution 2018-XXX to Purchase Office Equipment and Upgrade the Electrical at City Hall

K. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $296,324.18 and Payroll in the amount of $104,203.93
2. Final Meeting Minutes for the April 3, 2018 Economic Development Authority Meeting
3. Resolution 2018-XXX Approving Exempt Gambling Permit for Isanti Rodeo Association
4. Resolution 2018-XXX Approving Temporary Liquor License for Isanti Rodeo Association
5. Resolution 2018-XXX Approving Updated Special Event Permit Application
6. Resolution 2018-XXX Accepting Planning Commission Member Jim Kennedy's Resignation
7. Resolution 2018-XXX Accepting Part-Time Liquor Store Clerk Jim Maloney's Resignation

8. Resolution 2018-XXX Amending the Policy for Use of City Water Hydrants Within the City of Isanti
9. Resolution 2018-XXX Authorizing Staff to Work with Connexus Energy and Fleetkarma for an Electric Vehicle Fleet Assessment

L. Other Communications

1. Draft Minutes of the May 1, 2018 Economic Development Authority Meeting
2. April Police Department Report
3. April Code Enforcement Report
4. April Building Inspector Report
5. May Engineering Report

Adjournment

F.1.

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, May 1, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input

None.

II. Agenda

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, City Attorney Clark Joslin, Police Chief Gene Hill, Economic Development Director Sean Sullivan, Assistant City Engineer Jason Cook, and Administrative Data Clerk Jeannifer Anderson

Others Present: Isanti County Commissioner Mike Warring, George Hemen, Jeff Johnson, Joe Dumas

D. Adopt Agenda

Motion by Lundeen, second by Collison to approve the Agenda as presented. Motion carried.

E. Proclamations/Commendations/Certificate Awards

None.

F. Approve City Council Minutes

1. April 17, 2018 – Regular Meeting of the City Council

Motion by Lundeen, second by Bergley to approve minutes as presented. Motion carried.

G. Announcements

1. City Council Meeting	Tuesday, May 15, 2018 at 7:00 p.m.
2. Planning Commission Meeting	Tuesday, May 15, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*
3. Park, Recreation, and Culture Board Meeting	Tuesday, May 22, 2018 at 6:00 p.m.

H. Council Committee Reports

Mayor Wimmer shared the following:

- The City won the arbitration they were in with the Police Union.
- Communication was received from the BMX after the last event stating they were very happy with the City's assistance. There were many strong, positive comments which was great to see.
- The Liquor Store received the customer service award for the year at the MMBA Conference. A presentation of the award will occur at the next City Council meeting.

- The City will be starting a new program with all six schools in the City. Each school will be painting one of the City snowplows after they gave been cleaned off and sanded. The painted plows will the be shown at the Celebrate Isanti Days in August.

I. Public Hearings

None.

J. Business Items

1. Discussion on School Resource Officer

Mayor Wimmer shared that the City has not received any response from the letter sent to the school district regarding the part-time school resource officer being made full-time. The school district runs on a different Budget calendar with the school district's calendar running through June 30th. The City contract with the school district for the part-time school resource officer terminates at the end of June. Another communication will be sent asking if they will continue the SRO position on a part-time basis. The issue is highlighted by the fact that the school resource officer, Adam Gau, has received both the 2017 School Resource Officer of the Year from the Minnesota Juvenile Officers Association and the 2018 Distinguished Service Award from the Minnesota Chiefs of Police Association this year. It is unclear why the district is not communicating about this issue when discussions have occurred between the school district and the City regarding other issues, such as the tennis courts. Mayor Wimmer mentioned that he is aware the district has cut about 1.5 million out of their budget and speculated that this may be part of it. However, the City has to plan accordingly and look at the budget so adjustments can be made if necessary.

City Administrator Don Lorsung

2. Resolution 2018-106 Phase IV Street Lighting Program

This is the last year the program will be funded so if it continues to move forward the budget will need to be looked at. The program has filled in street lighting to bring it to what would be considered standard.

Motion by Bergley, second by Collison to approve the request. Motion carried

3. **Resolution 2018-107** Approving Request from Kwik Trip, Inc, for the Final Plat of "Kwik Trip 1019"

Motion by Lundeen, second by Lorinser to approve the request. Motion carried

4. **Resolution 2018-108** Approving Request from Isanti Retail Meats to Amend Resolution 2008-157 to Allow for a Sit-Down Restaurant in Conjunction with the Existing Meat Market at 30 Main Street W

There will be a grand opening on Thursday. This will be a great addition for a dining experience in downtown Isanti with outdoor seating coming soon.

Motion by Lundeen, second by Lorinser to approve the request. Motion carried

5. **Resolution 2018-109** Approving Request from Taylor Holdings, Inc for a Minor Subdivision Plat to Combine Two Parcels into One Parcel at 827 & 829 Whiskey Rd NW

Motion by Lorinser, second by Lundeen to approve the request. Motion carried.

6. **Resolution 2018-110** Approving Request from Circle B Ranch to Amend Resolution 2017-232 to Amend the Existing Conditional Use Permit and Site Plan Review approval

Motion by Collison, second by Bergley to approve the resolution. Motion carried.

7. **Resolution 2018-111** Establishing a Public Hearing for the Vacation of a Utility and Drainage Easement Pursuant §412.851

This will be for the Kwik Trip project along County Road 5 and Heritage Boulevard.

Motion by Lundeen, second by Bergley to approve the resolution. Motion carried.

City Engineer Brad DeWolf

8. **Resolution 2018-112** Authorizing Advertisement for Bids Within the City of Isanti

Motion by Lorinser, second by Collison to approve the resolution. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $185,103.36 and Payroll in the amount of $94,341.07
2. Final Meeting Minutes for the March 27, 2018 Park, Recreation and Culture Board Meeting
3. Final Minutes of the March 20, 2018 Planning Commission Meeting
4. **Resolution 2018-113** Hiring of Reserve Officer
5. **Resolution 2018-114** Approving a Check Be Written to Isanti Ambassadors for Volunteering at the Community Movie Night
6. **Resolution 2018-115** Authorizing the Execution of Repayment Agreement on Lot 4, Block 1, Sun Prairie Third Addition with J Robinson Construction, Inc.
7. **Resolution 2018-116** Authorizing the Execution of Repayment Agreement on Lot 3, Block 1, Sun Prairie Third Addition with J Robinson Construction, Inc.
8. **Resolution 2018-117** Authorizing the Economic Development Authority to Lease and Collect Lease Revenue from City Owned Crop Land
9. **Resolution 2018-118** Resignation of Caleb Molitor Public Works Maintenance Tech I

Motion by Bergley, second by Lorinser to approve the Amended Consent Agenda. Motion carried.

L. Other Communications

1. Draft Minutes of the April 17, 2018 Planning Commission Meeting
2. Draft Minutes of the April 24, 2018 Meeting of the Park, Recreation and Culture Board

Adjournment

Motion to adjourn by Bergley, second by Lundeen. Motion carried. The meeting was adjourned at 7:09 p.m.

Respectfully Submitted,

Jeannifer Anderson

Jeannifer Anderson
Administrative Data Clerk

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: May 15, 2018

SUBJECT: **PUBLIC HEARING – VACATION OF A PUBLIC UTILITY EASEMENT**

Background
Kwik Trip, Inc has submitted, and been approved for, a final plat (Kwik Trip 1019) to combine PID 160530010 and PID 160400830 into one parcel. This final plat includes an additional 27' of right of way to be dedicated to the County. The original south parcel included a 10' public utility easement along the south property line and along the west property line (per Isanti County document no. 300498).

Due to the additional 27' of right of way to be dedicated to the County, there is no need for a 10' utility easement along the existing south lot line. Kwik Trip, through the proposed final plat, is planning on dedicating a new 10' public utility easement along the new south lot line and the west lot line.

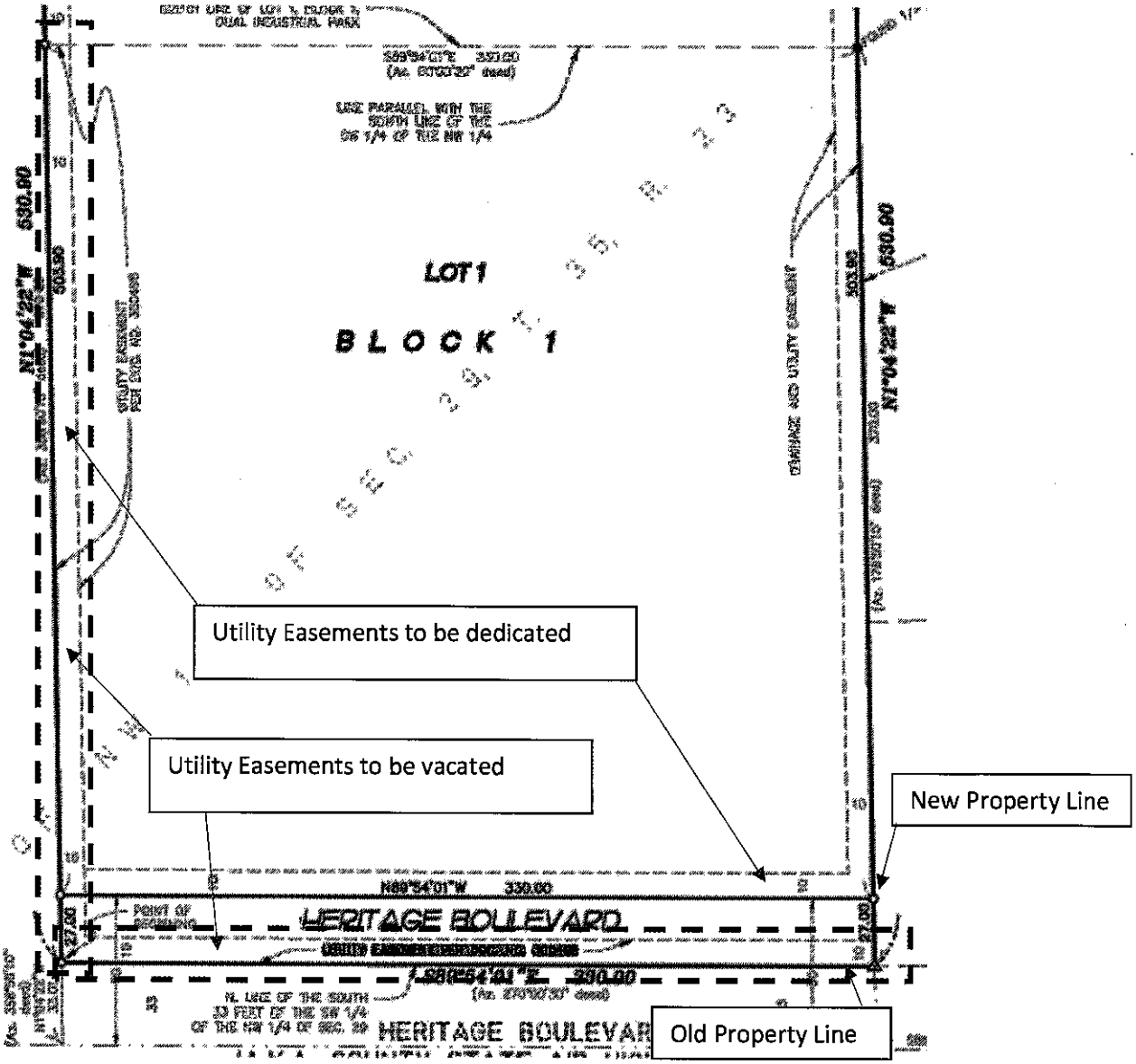
During the regularly scheduled May 1, 2018 City Council meeting, the City passed Resolution 2018-111 establishing a public hearing date of May 15, 2018 and stating the City's intentions to vacate the public utility easement.

Notice of Public Hearing
Per Minnesota State Statute, a notice of the public hearing for the proposed public utility easement vacation was published on May 2, 2018 and May 9, 2018 in the *Isanti County News*. Additionally, the City is required to notify affected property owners of the public hearing. Kwik Trip was notified via USPS of the public hearing. At the time of writing this report, no public comment has been provided to my office.

Standards of Granting a Vacation
Minnesota statutes establish that the city council may vacate a public utility easement only upon a finding that the vacation is "in the interest of the public." Because this easement is being re-established and because a proposed right turn lane will be installed as part of the ROW dedication, this vacation is in the interest of the public.

Staff Recommendation
Staff recommends **APPROVAL** of the attached Resolution vacating the public utility easement described.

A visual of the request is provided here:


LOT 1
BLOCK 1
Utility Easements to be dedicated
Utility Easements to be vacated
New Property Line
Old Property Line
HERITAGE BOULEVARD
HERITAGE BOULEVAR
330.00
330.00
330.00

RESOLUTION 2018-111

A RESOLUTION SETTING A PUBLIC HEARING ON A PUBLIC UTILITY EASEMENT VACATION

WHEREAS, the City Council of the City of Isanti pursuant to Minnesota Statute §412.851 desires to consider the vacation of a certain public utility easement; and,

WHEREAS, certain public utility easements are contained within the property legally described as:

That part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows: Commencing at the point of Intersection of the East-West Quarter line of Section 29 with the Easterly right-of-way line of the Burlington-Northern Railroad (formerly known as the Great Northern Railway); thence Easterly on an assumed azimuth of 90 degrees 00 minutes, 30 seconds, along the East-West Quarter line of Section 29, a distance of 834.08 feet; thence Northerly an a azimuth of 358 degrees 50 minutes 10 seconds, a distance of 33.01 feet to the point of beginning of the parcel herein described on the North line of the south 33 feet of the SW 1/4 of NW 1/4 of Section 29; thence continuing Northerly on an azimuth of 358 degrees 50 minutes 10 seconds, a distance of 370 feet; thence Easterly on a azimuth of 90 degrees 00 minutes 30 seconds, parallel with the South line of the SW 1/4 of NW 1/4 of Section 29, a distance of 330 feet to the East line of the SW 1/4 of NW 1/4 of Section 29; thence Southerly on an azimuth of 178 degrees 50 minutes 10 seconds, along said East line, a distance of 370 feet ta the North line of the South 33 feet of the SW 1/4 of NW 1/4: thence Westerly on an azimuth of 270 degrees 00 minutes 30 seconds, along said North line, a distance of 330 feet to the point of beginning.

AND

Lot One (1), Block One (1), Dual Industrial Park, excepting therefrom however, the North 132 feet thereof, Isanti County, Minnesota; and,

WHEREAS, the City of Isanti desires to vacate the public utility easement described as that certain utility and drainage easement over, across and under the West 10 feet thereof and the South 10 feet thereof, as described in the Warranty Deed dated June 20, 2002 and recorded in the office of the Isanti County Recorder on June 20, 2002 as document No. 300498.

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

1. The City of Isanti City Council will consider the vacation of such public utility easement and a public hearing shall be held on such proposed vacation(s) on the 15th day of May, 2018, before the City Council in the City Hall located at 110 First Avenue NW at 7:00 p.m.
2. The Community Development Director is hereby directed to give published, posted, and mailed notices of such hearing as required by law.

This Resolution is hereby approved by the Isanti City Council this 1st day of May, 2018.

Mayor George A. Wimmer

Attest:

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2018-XXX

A RESOLUTION VACATING A PUBLIC UTILITY EASEMENT ALONG THE WEST AND SOUTH PROPERTY LINES OF 400 E DUAL BLVD NE

WHEREAS, the City Council of the City of Isanti previously passed Resolution 2018-111, providing its interest in vacating, pursuant to Minnesota Statutes §412.851, a public utility easement; and,

WHEREAS, certain public utility easements are contained within the property legally described as:

> That part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows: Commencing at the point of Intersection of the East-West Quarter line of Section 29 with the Easterly right-of-way line of the Burlington-Northern Railroad (formerly known as the Great Northern Railway); thence Easterly on an assumed azimuth of 90 degrees 00 minutes, 30 seconds, along the East-West Quarter line of Section 29, a distance of 834.08 feet; thence Northerly an a azimuth of 358 degrees 50 minutes 10 seconds, a distance of 33.01 feet to the point of beginning of the parcel herein described on the North line of the south 33 feet of the SW 1/4 of NW 1/4 of Section 29; thence continuing Northerly on an azimuth of 358 degrees 50 minutes 10 seconds, a distance of 370 feet; thence Easterly on a azimuth of 90 degrees 00 minutes 30 seconds, parallel with the South line of the SW 1/4 of NW 1/4 of Section 29, a distance of 330 feet to the East line of the SW 1/4 of NW 1/4 of Section 29; thence Southerly on an azimuth of 178 degrees 50 minutes 10 seconds, along said East line, a distance of 370 feet to the North line of the South 33 feet of the SW 1/4 of NW 1/4: thence Westerly on an azimuth of 270 degrees 00 minutes 30 seconds, along said North line, a distance of 330 feet to the point of beginning.
>
> AND
>
> Lot One (1), Block One (1), Dual Industrial Park, excepting therefrom however, the North 132 feet thereof, Isanti County, Minnesota; and,

WHEREAS, the City of Isanti desires to vacate the public utility easement described as that certain utility and drainage easement over, across and under the West 10 feet thereof and the South 10 feet thereof, as described in the Warranty Deed dated June 20, 2002 and recorded in the office of the Isanti County Recorder on June 20, 2002 as document No. 300498; and,

WHEREAS, the City Council of the City of Isanti has approved Final Plat "Kwik Trip 1019" and has conditioned that the aforementioned public utility easement is vacated; and,

WHEREAS, a new easement is being dedicated along the approved Final Plat of "Kwik Trip 1019"; and,

WHEREAS, the City Council, through Resolution 2018-111, set a public hearing noting its interest in vacating, pursuant to Minnesota Statute §412.851, said public utility easement; and,

WHEREAS, a public hearing to consider the vacation of such public utility easement was held on May 15th, 2018 before the City Council in the City Hall located at 110 First Avenue NW, Isanti, Minnesota at 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 5th day of May, 2018. Published notice was published in the *Isanti County News* on May 2nd & May 9th, 2018. 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. That the easement is within a proposed CSAH 5 (Heritage Blvd) Right of Way, which will include a right turn lane from CSAH 5 to E Dual Blvd.
2. A new public utility easement is established within the previously approved final plat titled "Kwik Trip 1019".

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 the aforementioned public utility easement 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 15th day of May, 2018.

_____
George Wimmer, Mayor

ATTEST:

_____
Katie Brooks
City Clerk/ Human Resources

EXHIBIT 'A'

LEGAL DESCRIPTION OF PUBLIC UTILITY EASEMENT PROPOSED FOR VACATION

That part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows: Commencing at the point of Intersection of the East-West Quarter line of Section 29 with the Easterly right-of-way line of the Burlington-Northern Railroad (formerly known as the Great Northern Railway); thence Easterly on an assumed azimuth of 90 degrees 00 minutes, 30 seconds, along the East-West Quarter line of Section 29, a distance of 834.08 feet; thence Northerly an a azimuth of 358 degrees 50 minutes 10 seconds, a distance of 33.01 feet to the point of beginning of the parcel herein described on the North line of the south 33 feet of the SW 1/4 of NW 1/4 of Section 29; thence continuing Northerly on an azimuth of 358 degrees 50 minutes 10 seconds, a distance of 370 feet; thence Easterly on a azimuth of 90 degrees 00 minutes 30 seconds, parallel with the South line of the SW 1/4 of NW 1/4 of Section 29, a distance of 330 feet to the East line of the SW 1/4 of NW 1/4 of Section 29; thence Southerly on an azimuth of 178 degrees 50 minutes 10 seconds, along said East line, a distance of 370 feet to the North line of the South 33 feet of the SW 1/4 of NW 1/4: thence Westerly on an azimuth of 270 degrees 00 minutes 30 seconds, along said North line, a distance of 330 feet to the point of beginning.

AND

Lot One (1), Block One (1), Dual Industrial Park, excepting therefrom however, the North 132 feet thereof, Isanti County, Minnesota.

That certain utility and drainage easement over, across and under the West 10 feet thereof and the South 10 feet thereof, as described in the Warranty Deed dated June 20, 2002 and recorded in the office of the Isanti County Recorder on June 20, 2002 as document No. 300498

CERTIFICATE OF COMPLETION

I, Katie Brooks, City Clerk/Human Resources Director 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 utility easement as described herein as of the 16th day of May, 2018.

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 City Clerk hereby certifies that said vacation as evidenced by Resolution No. 2018-_____ attached hereto, has been completed.

BY ORDER OF THE CITY OF ISANTI:

DATED THIS _____ OF _____, 2018.

BY: _____
Its City Clerk

J.1.

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 15, 2018
Subject: Consider Resolution to Purchase Two Kubotas and Enter into an Agreement with Lano Equipment Inc. for Trade-out Program

---

Background
The 2018 budget includes $20,000.00 for the purchase of two Kubota Zero Turn Mowers, after current Kubota Mower trade-in, with plans to implement a trade out program similar to the skidsteers.

Lano Equipment Inc. holds the state contract on Kubota. They have quoted the City $7,000.00 per unit for trade-in of the City's two old units and $13,400.00 per new unit. The total net cost for two Kubotas is $12,800.00. The trade-out program would be $1500.00 per year to trade in one unit starting in 2019. The units would be traded out every other year.

Furthermore the 2018 Budget for expense account 101-45300-500 (PRC – Capital Outlay) would be reduced by $7,200 to reflect the better than anticipated pricing.

Finance Committee Recommendation:
The Finance Committee reviewed the Kubota bid and annual trade-out program and recommends approval.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2018-XXX – Authorizing Purchase and Agreement
- Resolution 2018-XXX – Amending 2018 Budget
- Lano Equipment Mower Quote

RESOLUTION NO. 2018-XXX

A RESOLUTION TO PURCHASE TWO KUBOTAS AND AUTHORIZING STAFF TO ENTER INTO AN AGREEMENT WITH LANO EQUIPMENT FOR THE EQUIPMENT TRADEOUT PROGRAM

WHEREAS, the 2018 budget included the purchase of two new Kubota Zero Turn lawn mowers and trade-in of the existing two 2013 Kubotas; and,

WHEREAS, the City of Isanti has determined that it is in the city's best interest to enter into an agreement for a trade out program for the Kubotas every other year with Lano Equipment, Inc.; and,

WHEREAS, quotations were received from Lano Equipment, Inc. to purchase each Kubota in the amount of $13,400.00 and the trade-in value for each current mower in the amount of $7,000.00; and,

WHEREAS, the amount for the annual trade out program with Lano Equipment, Inc. is $1,500.00; and,

WHEREAS, the Finance Committee has reviewed the purchase and trade out Program offered by Lano Equipment, Inc. and recommends approval as outlined per this Resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the City trade-in their two 2013 Kubotas, purchase two new Kubotas for a net amount of $12,800.00 and is hereby authorized to enter into an agreement with Lano Equipment, Inc. for the annual trade out of the two Kubota units every other year at an annual cost of $1,500.00 from the City's General Fund Parks, Recreation and Culture Operating Fund.

This resolution was duly adopted by the Isanti City Council this 15th day of May, 2018.

ATTEST:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2018-XXX

RESOLUTION APPROVING AMENDMENT TO THE 2018 BUDGET

WHEREAS, on December 5, 2017 the City Council approved the City of Isanti 2018 Budget; and

WHEREAS, the 2018 budget included $20,000 in account 101-45300-500 for the purchase of 2 Kubota mowers; and

WHEREAS, the Finance Committee is recommending the 2018 budget be amended to reflect a net purchase price of $12,800 by reducing the budget in 101-45300-500 by $7,200;

NOW THEREFORE BE IT RESOLVED BY THE City Council of the City of Isanti, Minnesota to amend the 2018 budget by reducing budgeted expenditures in account 101-45300-500 by $7,200.

This resolution is duly adopted by the Isanti City Council this 15th day of May 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources / City Clerk

Lano EQUIPMENT INC
3021 W 133rd St • Shakopee, MN 55379 • 952-445-6310
6140 Hwy 10 NW • Anoka, MN 55303 • 763-323-1720
23580 Hwy 55 • Loretto, MN 55357 • 763-479-8200
www.lanoequip.com • www.lanoeq.com • www.lanogardengear.com

QUOTE

Quote: 02-100949
Date: 4/25/2018

PO: Matt
CustId: CITYISANTI

Cust Email: jwelcome@cityofisanti.us
Phone: (763) 444-5512
Salesperson: DanO
User: DanO

Bill To:
CITY OF ISANTI
MATT SYLVESTER
PO BOX 428
ISANTI, MN 55040

Ship To:
CITY OF ISANTI

Item	Type	Description	Qty	Tax	Price	Discount	Net Price
145720 / NEW	UN	Kubota ZD1211L-72 Yr: 2018	1.0000		$13,400.00		$13,400.00
		S/N: 23114					
		KUB - KUBOTA ZERO TURN MOWER,72" DECK,24.8HP					
15831 / NEW	TR	Kubota ZD331LP-72 Yr: 2013	1.0000		$7,000.00		($7,000.00)
		S/N: 36497					
		KUB - KUBOTA 31HP 72" PRO COMMERCIAL DECK W/TIRES					
145014 / NEW	UN	Kubota ZD1211L-72 Yr: 2018	1.0000		$13,400.00		$13,400.00
		S/N: 22583					
		KUB - KUBOTA ZERO TURN MOWER,72" DECK,24.8HP					
54189 / NEW	TR	KUBOTA ZD331LP-72 Yr: 2013	1.0000		$7,000.00		($7,000.00)
		S/N: 37622					
		KUB - KUBOTA ZERO TURN MOWER,31HP,72" DECK 2013					
						Total:	$12,800.00

Totals

Sub Total:	$12,800.00
Total Tax:	$0.00
Invoice Total:	$12,800.00

Balance Due On This Invoice: $12,800.00

Signature:_____

Quote is Valid for 30 days, programs and discounts subject to change without notice

J.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/ Assistant City Admin.
Date: May 15, 2018
Subject: Consider Resolution for the Purchase of Office Equipment for Small Conference Room and Electrical Upgrades for City Hall

---

Background
Staff was directed to solicit quotes for matching office equipment to convert the small conference room to an office, small top to add to a shared office between MnSpect and the Planner, and also upgrade the electrical circuits at City Hall to accommodate the necessary electrical needs of the facility's equipment.

We received one quote from Staples Business Advantage. The total cost to upgrade the room into an office is $4,039.51 which includes installation. The cost to add an additional side desk top for MnSpect within the Planner's office is $284.03. The color will be matched as close as possible to the current office equipment.

Staff also reached out to the City contracted electrician for quotes to upgrade the electrical and add in circuits to account for moving the printer to the open space, assist current equipment from over-powering the circuits, and the availability to add in more cubicle offices in the future. The cost for the electrical work is $2,500.00.

The total cost for all three, including 5% contingency, is $7,164.72.

The funding will be provided by budget amendment, increasing budgeted expenditures to the following accounts by the amounts listed;

101-45300-500 (PRC Capital Outlay)	$4,240.00
101-42401-200 (Bldg. Insp. Office Supplies)	$300.00
101-41941-500 (Muni. Bldg. Capital Outlay)	$2,625.00

Finance Committee Recommendation:
The Finance Committee reviewed the office and electrical needs within City Hall and recommends approval.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2018-XXX
- Staples Office Equipment Quote
- Isanti Electric, Inc. Quote

RESOLUTION NO. 2018-XXX

A RESOLUTION TO PURCHASE OFFICE EQUIPMENT AND UPGRADE THE ELECTRICAL AT CITY HALL

WHEREAS, the City of Isanti staff has grown and there is a need to furnish the current small conference room with office equipment, add an additional side table and also upgrade the electrical to accommodate equipment needs; and,

WHEREAS, staff solicited quotes and one was received from Staples Business Advantage for office equipment in the amount of $4,323.54; and,

WHEREAS, the electrical quote from the City's contracted electrician, Isanti Electric Inc., for electrical upgrades in the amount of $2,500.00; and,

WHEREAS, the total amount, including 5% contingency, is $7,164.72; and,

WHEREAS, the funding will provided by budget amendment, increasing budgeted expenditures to the following accounts by the amounts listed;

101-45300-500 (PRC Capital Outlay)	$4,240.00
101-42401-200 (Bldg. Insp. Office Supplies)	$300.00
101-41941-500 (Muni. Bldg. Capital Outlay)	$2,625.00; and,

WHEREAS, the Finance Committee has reviewed the facility and equipment needs and recommends approval as outlined per this Resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to purchase new office equipment and electrical upgrades for City Hall in the amount, not to exceed, $7,164.72.

This resolution was duly adopted by the Isanti City Council this 15th day of May, 2018.

ATTEST: Mayor George A. Wimmer

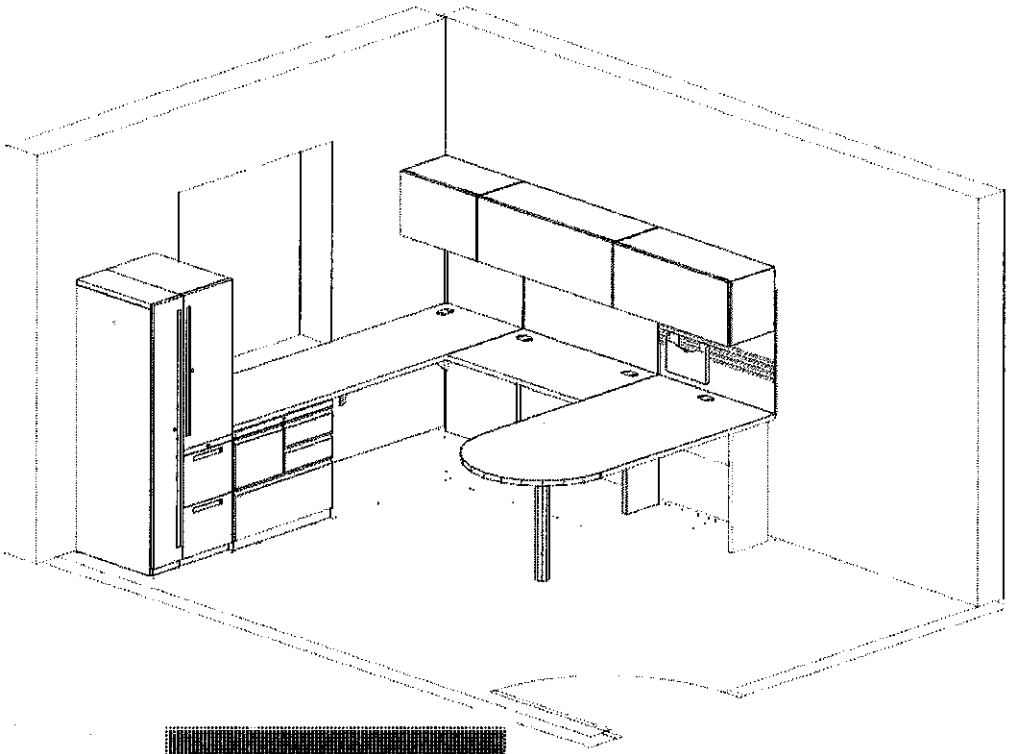
Katie Brooks
Human Resources/City Clerk

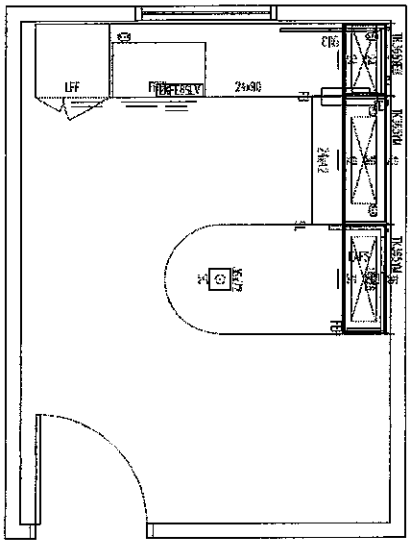
Workplace Studio

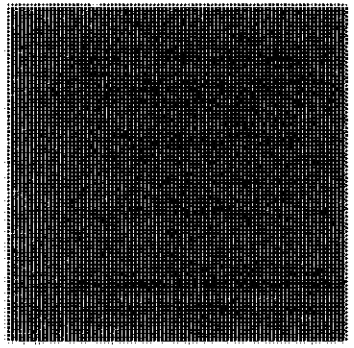
Office

Allsteel U-Shaped Desk

- 36x72 Peninsula Surface
- 24x42 Bridge
- 24x90 Back Surface
  - Whitestone Laminate
  - Bungalow Edge
- Three Overheads Units w/No-Pull
- Wardrobe and Personal File Storage
- Tackable Wall Panels w/Railing







Whitestone

Bungalow

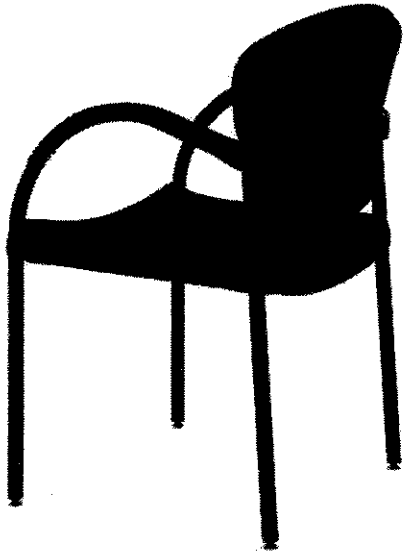
STAPLES
Business Advantage

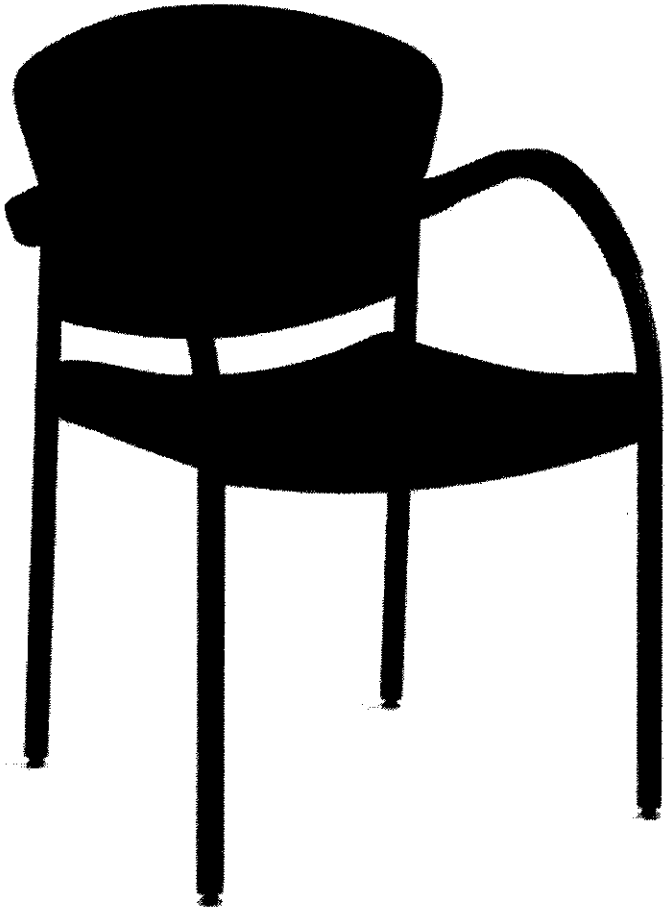
Workplace Studio

Chair

Allsteel Tolleson Side Chair

- Black Frame
- Previous Fabric Unavailable
  - Shown in Dapper Currant
  - Numerous Options Available
- 4-Legged Version
- Ships 2/Carton





STAPLES
Business Advantage

Workplace Studio

Group Totals:

- Private Offices - **$3,672.81**
- Side Chair- **$181.70**
- Delivery and Install - **$185**

Grand Total:

$4,039.51

Small Side Table $284.03

Next Steps:

- Approve Product and Layout
- Select Fabric on Side Chair
  - Original not Available
- Approve Quote
- Sign Quote/Send PO
- Celebrate New Furniture!

A Community For Generations.
Isanti

STAPLES
Business Advantage

Isanti Electric Inc

1536 277th Lane NW
Isanti, MN 55040
Office 763-444-3891
Cell 763-286-0060

Proposal

Date:	Estimate:
5/1/2018	98

Customer:

City of Isanti
P.O. Box 428
110 1st Ave N.W.
Isanti,MN. 55040

Job No.:

Item	Description	Cost	Qty	Total
Address	City Hall			
work	so with the need for more cics and power the idea is to use the conduit to install a sub panel under cubicle and run the existing and new cics from sub panel so besides installing the existing four cics in sub panel we would install two dedicated cics for copiers and three additional cics for space heaters and two cics for new office partions			0.00
misc		2,500.00		2,500.00
			Total	$2,500.00

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/18	05/07/2018	48694	1503	7-UP BOTTLING	609-20200	216.23
05/18	05/07/2018	48695	2603	ANDERSON RACE MANAGEMENT	101-20200	500.00
05/18	05/07/2018	48696	2335	BCBSM	101-20200	21.39
05/18	05/07/2018	48697	53	BELLBOY CORPORATION	609-20200	3,593.60
05/18	05/07/2018	48698	9	BERNICKS PEPSI-COLA	609-20200	1,788.65
05/18	05/07/2018	48699	2321	C EMERY NELSON INC	602-20200	285.68
05/18	05/07/2018	48700	1629	CITY OF ISANTI	226-20200	227.14
05/18	05/07/2018	48701	120	CONNEXUS ENERGY	101-20200	18,733.38
05/18	05/07/2018	48702	918	CRYSTAL SPRINGS ICE	609-20200	139.32
05/18	05/07/2018	48703	187	CRYSTEEL TRUCK EQUIPMENT	101-20200	181.71
05/18	05/07/2018	48704	8	DAHLHEIMER DISTRIBUTING CO	609-20200	7,224.55
05/18	05/07/2018	48705	55	ECM PUBLISHERS INC	101-20200	810.91
05/18	05/07/2018	48706	385	FEDERATED CO-OPS INC	101-20200	190.98
05/18	05/07/2018	48707	235	FIRST STATE TIRE RECYCLING	101-20200	9.60
05/18	05/07/2018	48708	2028	FURTHER	101-20200	35.40
05/18	05/07/2018	48709	2028	FURTHER	861-20200	308.55
05/18	05/07/2018	48710	134	GOPHER STATE ONE-CALL INC	601-20200	64.05
05/18	05/07/2018	48711	1684	ISANTI COUNTY AUDITOR-	101-20200	1,287.00
05/18	05/07/2018	48712	1534	J. J. TAYLOR	609-20200	1,589.40
05/18	05/07/2018	48713	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,296.13
05/18	05/07/2018	48714	5	KAWALEK TRUCKING	609-20200	199.80
05/18	05/07/2018	48715	762	KEEPRS INC	101-20200	1,059.11
05/18	05/07/2018	48716	1338	KNIFE RIVER	101-20200	567.00
05/18	05/07/2018	48717	1745	LINDEN WEB DESIGN	101-20200	15.00
05/18	05/07/2018	48718	394	LMCIT	603-20200	100,034.00
05/18	05/07/2018	48719	131	MACQUEEN EQUIPMENT INC	101-20200	56.57
05/18	05/07/2018	48720	17	MCDONALD DISTRIBUTING CO	609-20200	13,477.10
05/18	05/07/2018	48721	616	MENARDS - CAMBRIDGE	101-20200	258.52
05/18	05/07/2018	48722	1044	MINNEAPOLIS FINANCE	101-20200	164.70
05/18	05/07/2018	48723	2116	MINUTEMAN PRESS	101-20200	415.50
05/18	05/07/2018	48724	2080	MVTL LABORATORIES INC	602-20200	277.59
05/18	05/07/2018	48725	2170	NHH BUILDING	101-20200	2,504.40
05/18	05/07/2018	48726	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,888.15
05/18	05/07/2018	48727	1113	RJM DISTRIBUTING INC	609-20200	164.85
05/18	05/07/2018	48728	96	STREICHERS	101-20200	59.98
05/18	05/07/2018	48729	2598	T.A. SCHIFSKEY & SONGS	101-20200	112.00
05/18	05/07/2018	48730	2566	TH CONSTRUCTION OF ANOKA INC	601-20200	35.94
05/18	05/07/2018	48731	1347	V.F.W. POST 2735	101-20200	140.00
05/18	05/07/2018	48732	2602	VALENTO, AUDREY	601-20200	87.91
05/18	05/07/2018	48733	42	VIKING COCA-COLA BOTTLING CO	609-20200	164.10
05/18	05/07/2018	48734	4	WATSON CO INC	609-20200	1,412.48
05/18	05/07/2018	48735	780	WINE MERCHANTS	609-20200	560.00
Grand Totals:						168,158.37

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 5/10/2018 - 5/10/2018 | May 10, 2018 02:38PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/18	05/10/2018	48736	915	ABLE HOSE & RUBBER, LLC	601-20200	529.70
05/18	05/10/2018	48737	9	BERNICKS PEPSI-COLA	609-20200	956.75
05/18	05/10/2018	48738	368	BILLS QUALITY CLEANING	101-20200	746.00
05/18	05/10/2018	48739	1500	BOLTON & MENK INC	602-20200	15,476.20
05/18	05/10/2018	48740	1792	CARLOS CREEK WINERY	609-20200	306.00
05/18	05/10/2018	48741	1198	CENTER POINT ENERGY	601-20200	3,371.67
05/18	05/10/2018	48742	120	CONNEXUS ENERGY	101-20200	16,806.25
05/18	05/10/2018	48743	918	CRYSTAL SPRINGS ICE	609-20200	178.90
05/18	05/10/2018	48744	8	DAHLHEIMER DISTRIBUTING CO	609-20200	19,140.35
05/18	05/10/2018	48745	55	ECM PUBLISHERS INC	101-20200	120.31
05/18	05/10/2018	48746	385	FEDERATED CO-OPS INC	101-20200	129.99
05/18	05/10/2018	48747	1698	FINANCE AND COMMERCE	442-20200	155.80
05/18	05/10/2018	48748	424	H&L MESABI	101-20200	2,578.10
05/18	05/10/2018	48749	1048	HENRYS WATERWORKS,INC.	601-20200	957.50
05/18	05/10/2018	48750	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,261.35
05/18	05/10/2018	48751	1857	JOSLIN & MOORE	101-20200	5,748.20
05/18	05/10/2018	48752	5	KAWALEK TRUCKING	609-20200	78.00
05/18	05/10/2018	48753	1773	KLERSY,SCOT	603-20200	302.99
05/18	05/10/2018	48754	1338	KNIFE RIVER	603-20200	294.00
05/18	05/10/2018	48755	17	MCDONALD DISTRIBUTING CO	609-20200	8,994.00
05/18	05/10/2018	48756	616	MENARDS - CAMBRIDGE	101-20200	124.62
05/18	05/10/2018	48757	2500	METRO SALES INC.	101-20200	112.92
05/18	05/10/2018	48758	281	MINNCO CREDIT UNION	101-20200	1,118.15
05/18	05/10/2018	48759	2208	MINNESOTA EQUIPMENT	101-20200	17.47
05/18	05/10/2018	48760	1780	PATS SMALL ENGINE PLUS	101-20200	699.98
05/18	05/10/2018	48761	617	PAUSTIS & SONS	609-20200	163.50
05/18	05/10/2018	48762	44	PHILLIPS WINE & SPIRITS INC	609-20200	954.25
05/18	05/10/2018	48763	12	POSTMASTER	101-20200	100.00
05/18	05/10/2018	48764	2031	RESOURCE TRAINING	861-20200	34,909.50
05/18	05/10/2018	48765	1113	RJM DISTRIBUTING INC	609-20200	219.80
05/18	05/10/2018	48766	2598	T.A.SCHIFSKY & SONS INC.	101-20200	200.48
05/18	05/10/2018	48767	1290	THE AMBLE GROUP	101-20200	367.39
05/18	05/10/2018	48768	2604	THE COURIER	101-20200	101.00
05/18	05/10/2018	48769	1820	URBANS HARDWARE	101-20200	341.68
05/18	05/10/2018	48770	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
05/18	05/10/2018	48771	2027	US INTERNET	603-20200	57.80
05/18	05/10/2018	48772	686	VERIZON WIRELESS	601-20200	934.61
05/18	05/10/2018	48773	686	VERIZON WIRELESS	609-20200	538.38
05/18	05/10/2018	48774	1286	VINOCOPIA INC	609-20200	256.25
05/18	05/10/2018	48775	361	VINTAGE LOCK	101-20200	405.00
05/18	05/10/2018	48776	874	WASTE MANAGEMENT -	101-20200	386.98
05/18	05/10/2018	48777	1922	WEX BANK	101-20200	3,401.74
05/18	05/10/2018	48778	2475	White Bear IT Solutions, LLC	101-20200	279.00
05/18	05/10/2018	48779	2067	ZABINSKI BUSINESS	609-20200	280.25
Grand Totals:						128,165.81

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	90,661.37
Social Security & Medicare	5,063.50
Public Employees Retirement	8,479.06
Total City Expense	104,203.93

Pay Date 5/4/2018

Pay Period 9 (4/15-28/18)

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
April 3, 2018
Isanti City Hall

1. Call To Order

The meeting was called to order by President George Wimmer at 7:25 p.m.

a. Pledge of Allegiance

b. Roll Call

Members Present:	Tara Hallberg, Steve Lundeen, Ross Lorinser, Dan Collison, Paul Bergley, Jill Reller and George Wimmer
Members Absent:	None
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

2. Approval of Agenda

Economic Development Director Sullivan asked to add 3.1 Consider Survey for New Isanti Residents to the Agenda. Motion by Commissioner Lundeen, seconded by Comissioner Bergley to approve Agenda adding Item 3.1 Consider Survey for New Isanti Residents to the Agenda. Motion carried unanimously.

3. Approve Minutes of March 6, 2018 Regular Economic Development Meeting

Motion by Commissioner Lundeen seconded by Commissioner Lorinser to approve the minutes for March 6, 2018. Motion carried unanimously

3.1 Consider Survey for New Isanti Residents

ED Director Sullivan highlighted the survey conducted in January 2017. He indicated that the survey had a 36% participation rate which was statistically significant. Isanti is growing quickly and getting meaningful data on why people are moving here and to get a better pulse on the housing market is important. He revised the survey to include some questions in reference to the City website to hopefully get some feedback from new residents on how to improve it. He explained that it would be possible to expand the scope of the survey to all new residents within a certain time period, not just ones that constructed new homes.

President Wimmer reiterated that this proposed survey would include both new construction and new residents which is an expanded scope and will provide better a better data set. He stated that the cost be shared with Park, Recreation and Culture Board and to put a not to exceed amount from the EDA.

The memo provided a cost estimate of $1,038.93 based on 500 surveys.

Motion by Commissioner Lorinser seconded by Commissioner Collison to move forward with conducting a survey and to share the cost with Park Recreation and Culture Board in an amount not to exceed $1,038.93. Motion carried unanimously.

4. Other Business / Updates

Economic Development Director Sullivan highlighted the Staff Memo. Sullivan indicated that the Hotel project was moving along as planned and was on schedule to close on or before April 30, 2018. He reminded the EDA of the April 14-15 BMX Event and the 200 bags that would be distributed at the event. Sullivan stated that 16 new SFR permits had been pulled with 6 more in process. This puts the City ahead of last year's pace which totaled 91 at years end. City representation at the state capitol for the EDAM and LMC events was effective.

President Wimmer stated that the 25 SFR building permits was budgeted for the Sewer and water systems and that the growth has allowed Isanti reduce rates and SAC and WAC charges.

Economic Development Director highlighted the new arrival of Joes Cabinetry Shop and Cellular Clinic and that they were going to have grand openings set up when the weather gets nice.

Sullivan stated that he and President Wimmer had attended the LMC Day at the Capitol together and that the city message was well received by our local legislators along with other key members of each caucus. Meeting multiple times over multiple years with legislators is making a difference.

President Wimmer echoed the effectiveness of the visits with legislators. He stated that communications with legislators during this session had led to direct action that was positive for the City of Isanti in regards to local government control. He spoke specifically to a bill that includes reducing retainage for city projects. He indicated that this would provide for an environment where project could be left incomplete. He also indicated that the City was able to meet with Key leaders in each caucus which is a good way to assure that the City of Isanti concerns are being heard and addressed.

Commissioner Lundeen highlighted the demolition of the Riverside Market building and that they did a good job with the demolition. He thanked the previous businesses for their time here but welcomed the new investment to the city of Isanti.

Economic Development Director Sullivan stated that the development standards in place along Hwy 65 set the tone for future development and prevent costly future redevelopment project in the future. The face of Isanti is changing with the removal of Riverside Market and Burger Top buildings. He indicated we get one chance to "do it right".

a. Business Prospects
b. EDAM
c. GPS 45:93
d. 2018 City Promo Bag Program
e. Mayor's Employer Celebration Day
f. LMC Day at the Capitol
g. Housing Starts in 2018
h. Business Arrivals and Departures in Isanti 2018

5. Adjournment

Motion by Commissioner Bergley, seconded by Commissioner Collison to adjourn at 7:42 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 3rd day of April, 2018.

Respectively Submitted,

Sean M. Sullivan, Economic Development Director

RESOLUTION 2018-XXX

A RESOLUTION APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR THE ISANTI RODEO ASSOCIATION

WHEREAS, the City has received an application for an exempt gambling permit from the Isanti Rodeo Association to hold a fundraiser event on July 8, 2018 at the Isanti Rodeo Grounds, Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is more 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; 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 the Isanti Rodeo Association's application for an exempt gambling permit is approved for the following date:

Sunday, July 8, 2018 at the Isanti Rodeo Grounds, Isanti, MN; and,

BE IT FURTHER RESOLVED, that approval is subject to 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 15th day of May, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
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: ISANTI Rodeo Asoc

Address of Organization: 401 1st Ave NW

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

TAD Hitchings
Name Address Phone No.

MARC VOLK
Name Address Phone No.

Name Address Phone No.

Type of Event: Raffle Date of event: 7-8-18

Use of Proceeds: ISANTI Rodeo Asoc

Rodeo Grounds
Location and address of event:

Estimated value of prizes to be awarded: $10,000

Name of applicant: TAD Hitchings Applicant's phone number:

Signature of applicant:

Date: 4/27/18

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: Isanti Firefighters Rodeo Association

Previous Gambling Permit Number: x-33213-17-001

Minnesota Tax ID Number, if any: 2684298

Federal Employer ID Number (FEIN), if any: 41-1819383

Mailing Address: PO Box 490

City: Isanti State: MN Zip: 55040 County: Isanti

Name of Chief Executive Officer (CEO): Tad Hitchings

CEO Daytime Phone: _ CEO Email: @yahoo.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): @gmail.com

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): Isanti Firefighters Rodeo Grounds

Physical Address (do not use P.O. box): 401 1st Avenue North

Check one:

☑ City: Isanti Zip: 55040 County: Isanti

☐ Township: Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing): July 8th

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☑ Raffle

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 the ***List of Licensees*** tab, 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: Tad Hitchings Date: 4/24/18
(Signature must be CEO's signature; designee may not sign)

Print Name: Tad Hitchings

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.

K.4.

RESOLUTION 2018-XXX

APPROVING A 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 2018 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 6 through 8, 2018 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 is hereby approved by the Isanti City Council this 15th day of May, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
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: 41-1819783
STREET ADDRESS: 401 - 1st Ave NW	CITY: Isanti	STATE: MN ZIP CODE: 55040
NAME OF PERSON MAKING APPLICATION: Marc Volle	BUSINESS PHONE: (763) 444-8079	HOME PHONE: ( )

DATES & HOURS ~~BEER~~/NONINTOXICATING LIQUOR WILL BE SOLD (1 to 4 days): Friday July 6th at noon thru Sunday July 8th at 8:00pm

TYPE OF ORGANIZATION
- ☐ CLUB
- ☐ CHARITABLE
- ☐ RELIGIOUS
- ☑ OTHER NONPROFIT

ORGANIZATION OFFICER'S NAME: Tad Hitchings	ADDRESS
ORGANIZATION OFFICER'S NAME: Marc Volle	ADDRESS
ORGANIZATION OFFICER'S NAME: Jeff Halmgren	ADDRESS

Description of Event: 42nd 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: 4/30/2018

APPROVAL

FOR OFFICE USE

CITY FEE AMOUNT_____
DATE FEE PAID_____
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.

K.5.

Request for City Council Action
MEMO

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

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: May 15, 2018

Subject: Resolution Approving Updated Special Event Permit Application

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Background:
Per City Code, Chapter 278, some events held within the City of Isanti require Special Event Permits. Updated Special Event Permit application and supplemental forms are attached.

Attachments:
- Resolution 2018-XXX
  - Special Event Application
  - Release and Indemnification From
  - Vendor Information
  - Special Event Temporary Sign Permit
  - Equipment Request Form

RESOLUTION NO. 2018-XXX

RESOLUTION APPROVING UPDATED SPECIAL EVENT PERMIT APPLICATION

WHEREAS, Isanti City Code 278-3 requires permits for Special Events; and,

WHEREAS, an updated Special Event Permit application and supplemental forms are attached to this resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the Special Event Permit application and supplemental forms as attached in Appendix A.

This resolution was duly adopted by the Isanti City Council this 15th day of May, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

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:_____

APPLICANT INFORMATION

Sponsoring Entity (if applicable): _____

Contact Person: _____

Address:_____

City:_____ State:_____ Zip:_____

Phone:____-____-____ Fax:____-____-____ Cell:____-____-____

E-mail:_____

Secondary Contact Person: _____

Address:_____

City:_____ State:_____ Zip: _____

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

EVENT INFORMATION

Event Name: _____

Date(s) of Event: _____

Hours of Event: _____

Type of Event: ☐ Open to the Public ☐ Private ☐ Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):

_____

_____

_____

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Proposed Location of the Event (be specific, site map also required):

_____

_____

_____

Estimated Number of People in Attendance (includes staff, participants, and spectators):

_____

Parking Impact – Describe in detail:

_____

_____

_____

Tents, equipment, amusement rides, etc.

Type: _____

Size: _____

Location: _____

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:

_____

_____

Are you requesting any street closures? If yes, list streets:

_____

_____

_____

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.

_____

_____

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:

_____

_____

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Live entertainment – Describe in detail:

_____

_____

Will any other public addressing system or sound amplification be used? If so, describe:

_____

_____

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: _____

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OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
_____ Approved _____ Denied _____ N/A Signature: _____

Police Chief
_____ Approved _____ Denied _____ N/A Signature: _____

Public Services Director
_____ Approved _____ Denied _____ N/A Signature: _____

Community Events & Parks Coordinator
_____ Approved _____ Denied _____ N/A Signature: _____

Community Development Director
_____ Approved _____ Denied _____ N/A Signature: _____

City Administrator
_____ Approved _____ Denied _____ N/A Signature: _____

City Council
_____ Approved _____ Denied

Date of Review: _____

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SPECIAL EVENT PERMIT APPLICATION
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-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:

_____
_____
_____
_____

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) _____

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:

_____

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name _____

Title _____

Signature _____

Date _____

SPECIAL EVENT PERMIT APPLICATION
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www.cityofisanti.us

VENDOR LIST

Special Event Name: _____

Special Event Date(s): _____

Coordinator Name: _____

Coordinator Phone Number: _____ Email: _____

Provide the following information for all vendors participating in the above Special Event.

Business Name	Contact Name	Items for Sale

Business Name	Contact Name	Items for Sale

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Fee – Temporary Sign $50

SPECIAL EVENT TEMPORARY SIGN PERMIT APPLICATION

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www.cityofisanti.us

Applicant Name:_____ Event Name:_____

Address:_____

City:_____ State:_____ Zip:_____

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

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:_____ Date:_____

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.*	
Description of the colors, construction materials, and sign dimensions.	
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:_____ Date application deemed complete:_____

Application Fee:_____

_____ _____

City Planner 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.

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Special Event Equipment Request Form

Event Name: _____

Date(s) of Event: _____

Contact Person: _____

Equipment Drop Off/Pick Up Location: _____

Equipment Drop Off Date/Time: _____

Please list the number of each item requested. Isanti Public Works will determine the availability of equipment for each event, and reserves the right to deny requests. *All equipment must be returned no later than 24 hours after the end of the event. The replacement of any broken or missing equipment will be billed to the event organizers.*

Construction Cones: _____ Picnic Tables: _____

Barricades: _____ Stage: _____

Road Closed Signs: _____ No Parking Signs: _____

Office Use Only

Date Delivered: _____ By: _____

Date Checked In: _____ By: _____

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K.6.

Request for Council Action

To: Mayor Wimmer
Members of the City Council

From: Ryan Kernosky, Community Development Director

Date: May 15, 2018

Subject: Acceptance of Planning Commissioner Jim Kennedy's Resignation.

Background

Planning Commissioner Jim Kennedy has provided verbal notice of resignation from his seat on the Planning Commission. The Planning Commission will now have a vacant seat for one of the three-year terms ending December 31, 2018.

Staff Request

Staff is seeking to fill the vacant position.

Attachments:

- Resolution 2018-XXX Accepting Planning Commission Member Jim Kennedy's Resignation

RESOLUTION 2018-XXX

RESOLUTION ACCEPTING PLANNING COMMISSION MEMBER JIM KENNEDY'S RESIGNATION

WHEREAS, Mr. Jim Kennedy was appointed by the City Council to serve as a member of the Planning Commission for a term that that expires on December 31, 2018; and,

WHEREAS, Mr. Kennedy has provided a verbal notice of resignation as a member of the Planning Commission.

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

1. That Mr. Jim Kennedy's resignation as a member of the Planning Commission is hereby approved.

This Resolution is hereby approved by the Isanti City Council this 15th day of May, 2018.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

K.7.

RESOLUTION 2018-XXX

RESOLUTION ACCEPTING PART TIME LIQUOR STORE CLERK JIM MALONEY'S LETTER OF RESIGNATION

WHEREAS, Part Time Liquor Store Clerk Jim Maloney has submitted a letter of resignation to the City of Isanti and presented this to Liquor Store Manager John Jacobi on May 4, 2018; and,

WHEREAS, the effective date of this resignation is May 16, 2018; and,

WHEREAS, Jim Maloney is leaving employment in good standing; 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 Jim Maloney is hereby accepted effective May 16, 2018.

2. That Human Resources/City Clerk and Liquor Store Manager John Jacobi are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 15th day of May, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

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Request for City Council Action

To: Mayor Wimmer
Members of the City Council
From: Josi Wood
Public Services Director/ Assist. City Admin.
Date: May 15, 2018
Subject: Resolution Amending the Policy for Use of City Water Hydrants Within the City of Isanti

---

After recent discussions regarding the need to revise the current hydrant use policy, Staff has worked to draft an amended policy by Resolution and also a corresponding form for private water sales.

This will apply to all hydrant and bulk water use.

DOAC Committee Recommendation
The DOAC Committee reviewed the draft Resolution and agreement and recommends approval.

Request
Staff is requesting action on this item.

Attachments
- Resolution 2018-XXX
- 'Exhibit A' Purchase Water Agreement Form

RESOLUTION NO. 2018-xxx

A RESOLUTION AMENDING THE POLICY FOR USE OF CITY WATER HYDRANTS WITHIN THE CITY OF ISANTI

WHEREAS, a potable community water supply system shall be designed, installed, and maintained in such manner as to prevent contamination from non-potable liquids, solids, or gases being introduced into the potable water supply system through a cross-connection or any other piping connections to the system, and

WHEREAS, every building equipped with plumbing fixtures and used for human occupancy or habitation shall be provided with a supply of potable water, which meets the standards of the Department of Health and only potable water shall be assessable to plumbing fixtures supplying water for drinking, bathing, culinary use, or the processing of food, medical or pharmaceutical products, and

WHEREAS, it is unlawful to use a water supply for potable water purposes after the water has transferred through a pipe and receptor not officially accepted by the State of Minnesota Plumbing Code, and

WHEREAS, the use of hoses and other unapproved piping connections from City owned fire hydrants to supply water to plumbing fixtures and hose bibs creates the situation where non-potable water is created and may be mistakenly consumed as potable water, creating a health concern and unlawful connection, and

WHEREAS, unauthorized consumption or use of water from a City owned hydrant is prohibited and is subject to violation and penalties under City Code Chapter 325-8(C.); and

WHEREAS, the City adopted City Resolution 2010-117 that placed in policy requirements for operation of and use of City water hydrants. This resolution amends and supersedes that resolution:

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City Council of the City of Isanti, Minnesota adopts the following amended policy for non-emergency use of water from City owned water hydrants.

1. Approval of use by an outside agency or group must be granted by the Public Services Director or Designee. Such approval shall note the water supply as non-potable water.
2. Sale of bulk water and any related deposit for meters/back flow preventers shall be charged as per the City Fee Schedule. An Agreement for the Purchase of Water shall be completed. See 'Exhibit A'
3. A back flow preventative device approved by the State Plumbing Code for such use must be connected between the fire hydrant and the fire hose. This requirement could be exempted if the connection is continuously being monitored during the transfer of water by a qualified City employee or someone acting under the approval of the Public Services Director.

4. A meter must be used to measure the water appropriated from a hydrant unless an alternative measurement is authorized by the Public Services Director or Designee.
5. The time and duration of the connection is to be arranged with the Public Services Director or Designee to minimize the potential of the City's water pressure fluctuating during the hydrant discharge.
6. The meter and any hose must be disconnected immediately following termination of use. The hydrant valve shall be closed and the cap replaced.
7. If the water is transferred into an open vessel, the water must discharge from the hose into open air without being connected to any additional piping, water system or plumbing fixtures. The vessel shall be labeled, "non-potable water".

This resolution was duly adopted by the Isanti City Council this 15th day of May, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources /City Clerk

'Exhibit A'

AGREEMENT FOR THE PURCHASE OF WATER FROM THE CITY OF ISANTI

I, _____, acting on behalf of _____
(Print Name) (Business Name)

Acknowledge the City of Isanti's Resolution No. 2018-XXX; A Resolution Amending the Policy for Use of City Water Hydrants within the City of Isanti and as set forth in the annual fee schedule of Private Metered Water Sales, which states the following charges:

> $10.00 minimum and up to the first one thousand (1,000) gallons of water disbursed; as per Water Rate Table per/1,000 thereafter

A refundable deposit in the amount **$2000.00** is required prior to the use of a City water meter ($1200) and backflow preventer ($800). After the water has been supplied and the water meter and backflow preventer have been returned, I will be invoiced for the cost of the water by the City. The deposit for the water meter and backflow preventer will only be returned after full payment has been made for the purchase of the water. If full payment for the purchase of the water is not made within 30 days of the date on the invoice, the **$2000.00** deposit will be applied to toward the purchase.

I understand and agree to the terms of this water purchase.

_____ _____
Signature Date

Contact Person: _____

Contact Phone #: _____

Contact Email: _____

Contact Address: _____

_____

Anticipated work/project completion date: _____

Deposit Check # / Credit Card #: _____

Expiration Date: _____

CVV Code: _____

Deposit Amount: _____

Work/Project Address: _____

Meter Size: _____

Meter Serial #:_____

Start Read: _____

Start Read Date: _____

End Read: _____

End Read Date: _____

Gallons Used: _____

Total Amount Due: _____

K.9.

A Community For Generations.
Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: May 15, 2018

SUBJECT: **ELECTRIC CAR FLEET MONITORING**

Background
Connexus Energy and City staff met to discuss the possibility of performing a study on the City's vehicle fleet to determine whether or not considering electric cars are a viable option for the City in the future.

Connexus Energy has partnered with Fleetcarma to gather data on the existing vehicles. A small data gathering device would be installed in selected City vehicles. That device would record things like acceleration, speed, idle time, MPG, distance traveled, and GPS the vehicles if we choose so. Fleetcarma would then utilize the data given to simulate electric vehicle modelling and simulation for our City fleet. After a predetermined amount of time, devices would be removed from the vehicles and a free electric vehicle suitability assessment report would be provided to the City. This is at no cost to the City.

Other communities such as Elk River and Andover have participated in this program. Staff intends to reach out to them to discuss the findings and their general thoughts.

DOAC Recommendation
DOAC reviewed the possible partnership and has recommended indicating interest in the program.

Staff Recommendation
Staff is recommending approval of the attached Resolution indicating interest in the program.

Attachments:
- Resolution 2018-XXX

RESOLUTION NO. 2018-XXX

A RESOLUTION AUTHORIZING STAFF TO WORK WITH CONNEXUS ENERGY AND FLEETCARMA FOR AN ELECTRIC VEHICLE FLEET ASSESSMENT

WHEREAS, the City of Isanti desires to continue to be a leader in sustainable approaches to municipal government; and,

WHEREAS, the City of Isanti has recently been awarded Step 4 of the Minnesota Green Steps Communities; and,

WHEREAS, the City of Isanti desires to explore the option for the use of electric vehicles in the future when replacing fleet vehicles; and,

WHEREAS, Connexus Energy and Fleetcarma are partnered in a program to provide municipalities with an electric vehicle fleet assessment at no cost to the community; and,

WHEREAS, the City of Isanti desires to have fleet vehicles monitored for a year to gather accurate data.

NOW, THEREFORE, BE IT RESOLVED, that the City of Isanti City Council approves a program through Connexus Energy and Fleetcarma to have an electric vehicle fleet assessment performed for selected City of Isanti fleet vehicles as follows:

1. Staff is directed to work with Connexus Energy and Fleetcarma to coordinate this program and authorizes the City Administrator to sign any required agreement.

2. In order to gather accurate data, the City Council of the City of Isanti hereby directs that monitoring of the City's fleet vehicles takes place for a minimum of 12 months.

Adopted by the Isanti City Council this 15th of May 2018.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
May 1, 2018
Isanti City Hall

1. Call To Order

The meeting was called to order by President George Wimmer at 7:11 p.m.

a. Pledge of Allegiance

b. Roll Call

Members Present:	Tara Hallberg, Steve Lundeen, Ross Lorinser, Dan Collison, Paul Bergley, Jill Reller and George Wimmer
Members Absent:	None
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

2. Approval of Agenda

Motion by Commissioner Lundeen, seconded by Comissioner Bergley to approve agenda as presented. Motion carried unanimously.

3. Approve Minutes of April 3, 2018 Regular Economic Development Meeting

Motion by Commissioner Collison seconded by Commissioner Hallberg to approve the minutes for April 3, 2018. Motion carried unanimously.

4. Consider Authorization for Advertising for Quotes for Lease of EDA/City Owned Crop Land

Motion by Commissioner Collison seconded by Commissioner Bergley to authorize Staff to advertise for quotes for lease of city owned crop land. Motion carried unanimously.

5. Other Business / Updates

Economic Development Director Sullivan highlighted the Staff Memo. Sullivan updated the information on housing starts to 26 new permits pulled with 11 in process.

President Wimmer indicated there was a piece of legislation in house Omnibus bill that would impact EDA's and the ability to lease back facilities to cities. He also stated that class 1 cities were exempt.

Economic Development Director Sullivan indicated there were bills in the house and Senate that impacted MIF and JCF. He indicated that EDAM was lobbying against them and that the City had contacted local legislators and expressed strong opposition to bills that would negatively impact programs.

President Wimmer stated the City has used MIF and it was an important economic development tool. He also stated that BMX complimented the City on the provision of promotional bags.

Commissioner Bergley asked for an update on the hotel project.

President Wimmer stated the project was moving forward. The City has been ready to close for 6 months.

Economic Development Director Sullivan stated that the financing is being reviewed by the financial institution and that he was confident that the project was moving forward. Sullivan indicated that there was a possibility the project could have broken ground last fall and began construction during the winter in hopes of favorable costs. The developer indicated there was no cost savings, as hoped, and decided to have the project rebid for the typical spring/summer construction season. The rebidding process and submittal of revised construction plans delayed the final approval process from the financial institution.

a. Business Prospects
b. EDAM
c. GPS 45:93
d. City Promotional Bag Program
e. Mayor's Employer Celebration Day
f. Economic Development / Marketing Intern
g. Innovative Approaches to Career Readiness – May 4, 2018
h. 2017 (2018) MBAF Report Complete
i. Housing Starts in 2018
j. Business Arrivals and Departures in Isanti 2018

6. Adjournment

Motion by Commissioner Collison, seconded by Commissioner Bergley to adjourn at 7:19 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 1st day of May, 2018.

Respectively Submitted,

_____

Sean M. Sullivan, Economic Development Director

Isanti Police Department Monthly Report

April 2018

Reported Crime	Month to Date	Year to Date
Theft	14	30
Assault	4	8
Vandalism/Damage to Property	3	7
Narcotics	8	11
Burglary	4	6
Domestics	10	31
Crim Sex	1	2
Robbery	1	1
Loud Party/Disturbance	6	15
Medical	39	99
Permit to Purchase (Eff 3/1/2016)	13	31
Extra Patrol	37	51
Security Check	157	407

Traffic Offenses	Month to Date	Year to Date
No Insurance	5	12
DUI	0	1
Accidents	8	25
Hit & Run	1	3
Warrant P/U	5	13
Speed	17	34
DAR/DAS	5	9
Administrative Citations (Including Speed)	16	32

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	56,803	1,228	2,201
Dodge 222	131,671	905	2,619
Ford Explorer 224	36,985	1,941	3,543
Ford F150 225	7,330	672	2,430
Chevy Silverado 220	106,968	53	136
Chevy Impala 223	86,514	61	833

CEZT REPORT
April 2018

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**151**	**116**	**81**	**31**	**755**	**735**	**679**
TOTAL OPEN CASES	**42**	**37**	**30**		**32**	**40**	**41**
VIOLATIONS CLOSED THIS PERIOD	**36**	**26**	**41**	**21**	**29**	**31**	**49**
NEW ISSUES THIS PERIOD	**35**	**35**	**50**	**31**	**20**	**56**	**33**
CAN-Proh Animals					2		1
CCV-Comm Vehicle Storage							
CDO--Dogs							
CPA-Park & Store	14	9	12	14	12	9	16
CSN-Snow Removal	1			1			
CSP-Admin Permits/Solicitors/Peddlers		1		1		3	
CST--Fish Houses, PODS, Rolloffs							
GAR - Garage Sales							
H2O-Water restrictions							
NEX-Exterior Structure, Paint/Repair		5					
NGA-Garbage Service & Storage							
NGR--Grass Length							
NJU--Junk/Brush	8	2	2	2	3	6	7
NOX-Noxious Weeds							
NUV-Unlicensed vehicle or missing plates	10	14	34		3	2	3
RNT-Unlicensed rental		1		10		28	
SGN-Signs	1	1	2	3		6	6
ZAC-Accessory Building		1				1	
ZFE-Fence	1	1					
ZTD--Temporary Dwelling							
Compliance Letters Mailed this period	40	41	53	38	23	87	35
Administrative Citations Issues/period	4	4	2	0	3	2	1
Criminal Citations Issued/period	0	1					
Abated Properties/Period	0						2
Admin Hearings Requested	1	1	1	1	2		
Admin Hearings Held w positive judgement	1			3			
Criminal trials w positive judgement	0						
AVERAGE TIME TO COMPLIANCE	**19**	**19**	**26**	**44**	**28**	**16**	**33**

L.3.

CITY OF ISANTI MONTHLY REPORT

Apr-18

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	7	$0.00	$0.00	$3.00	$4.00	$240.00	$560.00		
Decks	1	2	$7,500.00	$12,000.00	$3.75	$3.75	$277.20	$480.15		
Basement Finish	2	8	$44,000.00	$109,533.00	$21.98	$21.98	$1,247.90	$3,406.10		
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	12	45	$133,103.00	$138,857.00	$77.55	$80.55	$3,311.60	$7,257.52		
Single dwellings	10	25	$1,871,084.00	$4,630,372.00	$935.86	$935.86	$25,157.48	$63,529.93		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	6	36			$6.00	$8.00	$450.00	$2,700.00		
Plumbing	12	45			$12.00	$16.00	$1,080.00	$3,622.00		
									$40,054.00	
Resid. Totals	**46**	**168**	**$2,055,687.00**	**$4,890,762.00**	**$1,060.14**	**$1,070.14**	**$31,764.18**	**$81,555.70**	**$40,054.00**	**$122,662.00**
Commercial										
New Buildings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Addtns./Remodel	0	1	$0.00	$4,800.00	$0.00	$0.00	$0.00	$202.95		
Plumbing	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$50.00		
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		
Miscellaneous	5	11	$46,400.00	$73,400.00	$26.20	$26.20	$1,852.75	$2,559.65		
Comm. Totals	**5**	**13**	**$46,400.00**	**$78,200.00**	**$26.20**	**$26.20**	**$1,852.75**	**$2,812.60**	**$0.00**	**$0.00**
Resid. Plus Comm. Totals	**51**	**181**	**$2,102,087.00**	**$4,968,962.00**	**$1,086.34**	**$1,096.34**	**$33,616.93**	**$84,368.30**	**$40,054.00**	**$122,662.00**

YEARLY BUILDING PERMIT COMPARISONS

YTD April 2018

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	$48,697.99	$108,514.00
2015	114	12	0	0	$2,203,220.45	$42,200.42	$87,813.00
2016	168	26	0	1	$7,083,535.74	$97,096.53	$199,575.00
2017	193	28	0	1	$5,566,976.50	$88,516.65	$242,988.80
2018	181	25	0	0	$4,968,962.00	$84,368.30	$122,662.00

Total permit fees do not include Sac / Wac or State Surcharge fees

MONTH TO MONTH COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	32	$510,011.00	$10,273.45
February	39	$230,639.00	$6,361.95
March	59	$2,126,225.00	$34,115.97
April	51	$2,102,087.00	$33,616.93
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	181	$4,968,962.00	$84,368.30

BOLTON & MENK
Real People. Real Solutions.

7533 Sur
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

L.5.

MEMORANDUM

Date: May 10, 2018

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.115547

Please find listed below a status report of the current projects in the City of Isanti:

1) 2017 Palomino Road Improvements

Final project completion is scheduled to be completed this month..

2) Arts & Science Addition

The final pavement lift will occur this 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) Cajima Street/TH 65 Signal Study

We will continue with discussions with MnDOT regarding funding and layout.

5) Richard Avenue Feasibility Report

We have completed the Richard Avenue feasibility report.

6) 2018 Storm System Maintenance Project

We will hold an open house to discuss access with residents.

7) 2018 Pavement Maintenance Project

The bid opening is scheduled for May 22, 2018.

8) MnDOT Highway 65 Resurfacing

This project is scheduled to be completed in early June, 2018.

In addition to the current projects listed above we have completed and accepted 48 private developments and 61 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.

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, JUNE 5, 2018 – 7:00 P.M.
CITY HALL

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes

G. Announcements

H. Council Committee Reports

I. Public Hearings

J. Business Items

Add New J. 6. Resolution 2018-XXX Approving Agreement Between the City of Isanti and Minnco Credit Union

Renumber Remaining Items J.7 - J. 8

K. Consent Agenda

L. Other Communications

Adjournment

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 SMS

Date: June 5, 2018

Subject: Consider Resolution 2018-XXX Approving Agreement Between the City of Isanti and Minnco Credit Union

---

Request:

Last year the City of Isanti adopted a Redevelopment Plan near the intersection of Highway 65 and Main Street. Staff has been directed to secure the Right of way easement, utility easement and temporary construction easement for the purposes to construct and maintain an extension of 5th Avenue NE as part of this plan. The terms of obtaining these easements are outlined in the attached agreement. One of the terms include an agreement to not charge a special assessment to Minnco Credit Union now or in the future for the initial construction of this street. Staff is asking the City Council to consider adoption of the attached resolution

Attachment:

- Resolution 2018-XXX – Approving Agreement Between the City of Isanti and Minnco Credit Union

RESOLUTION NO. 2018-XXX

APPROVING AGREEMENT BETWEEN THE CITY OF ISANTI AND MINNCO CREDIT UNION

WHEREAS, the City of Isanti adopted Redevelopment Plan on September 5, 2017 that included the extension of 5th Avenue NE; and

WHEREAS, City Staff has negotiated an Agreement for Grant of Easement (the "Agreement") attached hereto with Minnco Credit Union that would provide the City the Right of Way, and easements needed to complete the construction of the extension of 5th Avenue NE; and

WHEREAS, The Agreement also states that the City will not charge special assessments to Minnco Credit Union now or in the future relating to the initial construction of the 5th Avenue Extension.

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 Agreement.

This Resolution hereby approved by the Isanti City Council this 5th day of June 2018.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources / City Clerk

AGREEMENT FOR GRANT OF EASEMENT

THIS AGREEMENT IS MADE AS OF THIS _____ day of _____, 2018, by and between Minnco Credit Union, a credit union duly organized and existing under the corporate laws of the State of Minnesota ("Minnco") and the City of Isanti, a political subdivision of the State of Minnesota ("City of Isanti"). Minnco and the City of Isanti are referred to collectively in this Agreement as the "Parties" and individually without differentiation, each as a "Party".

WHEREAS, the City of Isanti desires to extend 5th Avenue NE in the City of Isanti southerly from its existing southerly terminus a distance of approximately 231 feet, more or less, to intersect with the northerly right of way line of Main Street East, in the City of Isanti; and

WHEREAS, the City Engineer for the City of Isanti has prepared proposed legal descriptions together with an Easement Exhibit sketch drawing depicting the location of the proposed perpetual easement and temporary easement needed for the proposed extension of said street, said legal descriptions and sketch attached hereto as Exhibit "A"; and

WHEREAS the Parties are in agreement that Minnco will convey the said proposed perpetual and temporary easement to the City of Isanti at no cost to the City of Isanti, with the understanding that Minnco will incur no costs related to its conveyance of the subject easements to the City of Isanti; that the City of Isanti will not assess or otherwise charge or hold Minnco responsible for any construction or other costs relating to the subject extension of 5th Avenue NE; and that Minnco will not be responsible for any other fees relating to the conveyance of the easements to the City of Isanti or construction of the street extension as proposed.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. Minnco will execute and deliver to the City of Isanti, upon approval of this Agreement by Resolution of its City Council, an Easement Agreement in the form set forth in Exhibit "B" attached hereto and made a part hereof conveying the subject perpetual and temporary easements to the City of Isanti at no cost.

2. The City of Isanti will be solely responsible for any and all costs of preparation of this Agreement and for preparation and recording of the Easement Agreement, and all costs related thereto, including but not limited to surveying costs and recording fees.

3. The City of Isanti will not assess or otherwise charge or hold Minnco responsible for any construction or other costs relating to the extension of 5th Ave. NE as provided herein nor for any other fees relating to the conveyance to the City of Isanti of the easements provided for herein or for construction of the street extension as herein provided.

IN TESTIMONY WHEREOF the Parties have executed this Agreement as of the _____ day of _____, 2018.

Minnco Credit Union

By: _____

Its: _____

By: _____

Its: _____

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 document was acknowledged before me on _____, 2018, by _____, the _____, and by _____, the _____ of Minnco Credit Union, a Credit Union duly organized and existing under the corporate laws of the State of Minnesota, on behalf of the Credit Union.

_____
Notary Public

State of Minnesota)
) ss.
County of Isanti)

The foregoing document was acknowledged before me on _____, 2018, by George A. Wimmer and Donald C. Lorsung, the Mayor and City Administrator, respectively of the City of Isanti, a political subdivision of the State of Minnesota, on behalf of said City.

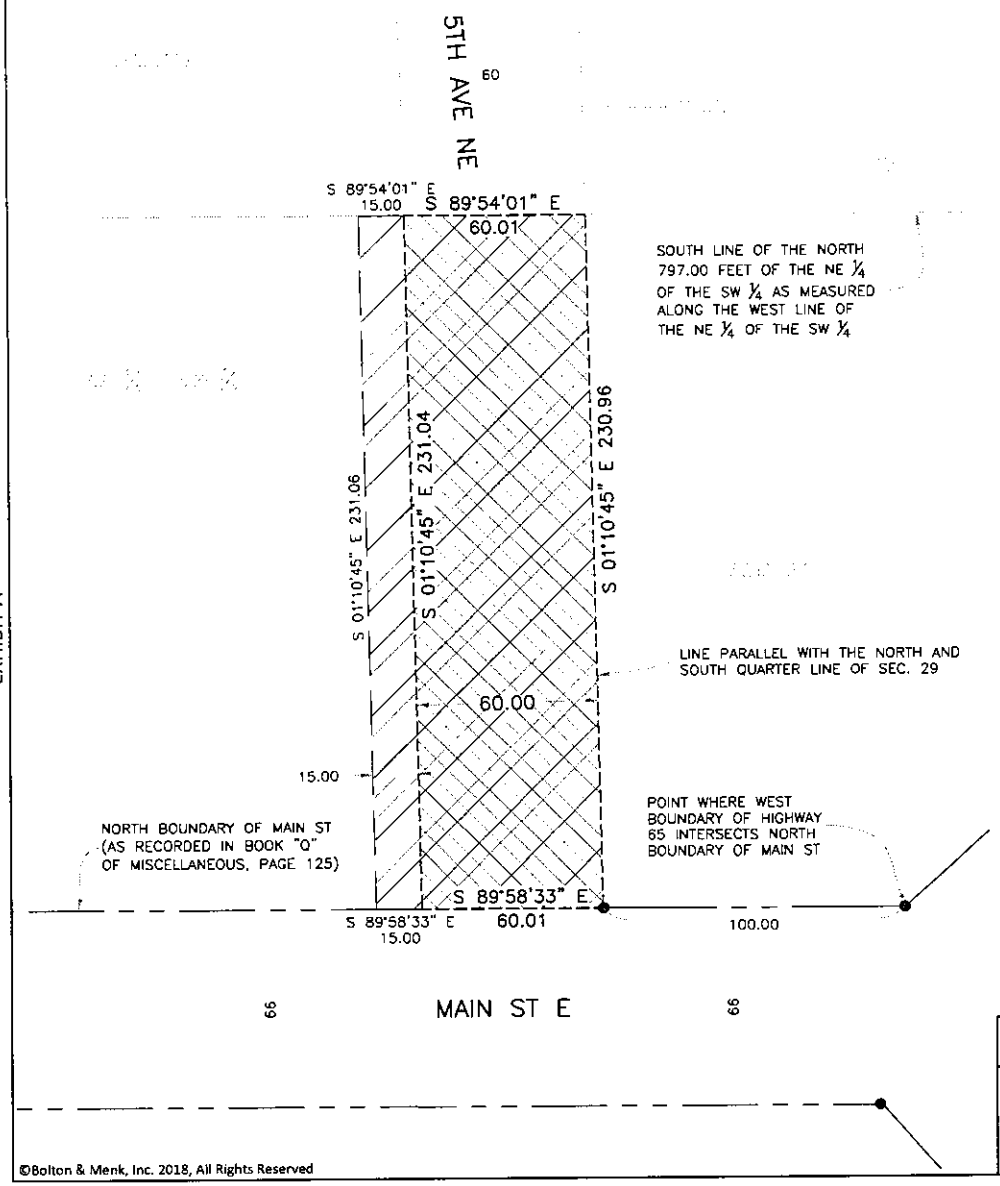
_____
Notary Public

This Agreement has been approved by the City of Isanti pursuant to Resolution No. _____ adopted and approved by the City of Isanti, Minnesota on _____, 2018.

_____
Katie Brooks, Human Resources/City Clerk
for the City of Isanti, Minnesota

This Document Was Drafted By:
Clark A. Joslin, Attorney ID #52802
City Attorney for City of Isanti
Joslin & Moore Law Offices, P.A.
221 NW 2nd Ave.
Cambridge, MN 55008
763/689-4101

EXHIBIT A



PROPOSED EASEMENTS

ROAD AND UTILITY EASEMENT

A perpetual easement for road and utility purposes over, under and across the east 60.00 feet of the following described tract:

That part of the Northeast Quarter of the Southwest Quarter (NE1/4 of SW1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows: Commencing at a point where the West boundary of the present State Trunk Highway No. 65 (most Westerly point of triangular cutoff) intersects the North boundary of the present Main Street running East from the Village (now City) of Isanti (as recorded in Road Easement description in Book "Q" of Miscellaneous, Page 125); thence West following the North boundary of said Street a distance of 100 feet to the actual point of beginning of the tract of land to be hereby described; thence Northerly and parallel with the North and South quarter line of said Section 29 to the South line of the North 797.00 feet of said Northeast Quarter of Southwest Quarter (NE1/4 of SW1/4), as measured along or parallel with the West line of said NE1/4 of SW1/4; thence West, along said South line, to the Westerly boundary of said Northeast Quarter of the Southwest Quarter (NE1/4 of SW1/4); thence Southerly along the Westerly boundary of said Northeast Quarter of the Southwest Quarter (NE1/4 of SW1/4) to the North boundary line of said Main Street as described in Book "Q" of Miscellaneous, Page 125; thence Easterly along the North boundary of said Main Street to the actual point of beginning.

TEMPORARY CONSTRUCTION EASEMENT

A temporary easement for construction purposes over, under and across the west 15.00 feet of the east 75.00 feet of the following described tract:

That part of the Northeast Quarter of the Southwest Quarter (NE1/4 of SW1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows: Commencing at a point where the West boundary of the present State Trunk Highway No. 65 (most Westerly point of triangular cutoff) intersects the North boundary of the present Main Street running East from the Village (now City) of Isanti (as recorded in Road Easement description in Book "Q" of Miscellaneous, Page 125); thence West following the North boundary of said Street a distance of 100 feet to the actual point of beginning of the tract of land to be hereby described; thence Northerly and parallel with the North and South quarter line of said Section 29 to the South line of the North 797.00 feet of said Northeast Quarter of Southwest Quarter (NE1/4 of SW1/4), as measured along or parallel with the West line of said NE1/4 of SW1/4; thence West, along said South line, to the Westerly boundary of said Northeast Quarter of the Southwest Quarter (NE1/4 of SW1/4); thence Southerly along the Westerly boundary of said Northeast Quarter of the Southwest Quarter (NE1/4 of SW1/4) to the North boundary line of said Main Street as described in Book "Q" of Miscellaneous, Page 125; thence Easterly along the North boundary of said Main Street to the actual point of beginning.

Said temporary easement is due to expire on December 31, 2019

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

05/24/2018
Date

0 40
SCALE IN FEET

PROPOSED ROAD AND UTILITY EASEMENT CONTAINING 13858 SQ. FT.

PROPOSED TEMPORARY CONSTRUCTION EASEMENT CONTAINING 3466 SQ. FT.

NOTE: BEARINGS ARE IN TERMS OF ISANTI COUNTY COORDINATE SYSTEM (1986 ADJUSTMENT)

EASEMENT EXHIBIT
5TH AVENUE, ISANTI, MINNESOTA

PART OF NE 1/4 OF THE 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: R13.115547 FIELD BOOK: N/A DRAWN BY: ALH

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H:\ISAN\R13115547\CAD\C3D\115547 5th Ave Exhibit.dwg 5/24/2018 12:20 PM

Exhibit B

EASEMENT AGREEMENT

THIS AGREEMENT IS MADE AS OF THIS _____ day of _____, 2018, by and between Minnco Credit Union, a credit union duly organized and existing under the corporate laws of the State of Minnesota ("Minnco") and the City of Isanti, a political subdivision of the State of Minnesota ("City of Isanti"). Minnco and the City of Isanti are referred to collectively in this Agreement as the "Parties" and individually without differentiation, each as a "Party".

For good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

1. **Grant of Perpetual Easement.** Minnco hereby grants and conveys unto the City of Isanti, its successors and assigns, a perpetual easement for public roadway and utility purposes over, under and across the following described premises (the "Permanent Easement Premises"), situated within Isanti County, Minnesota, to-wit:

   A perpetual easement for public roadway and utility purposes over, under and across the east 60.00 feet of the following described tract:

   That part of the Northeast Quarter of the Southwest Quarter (NE ¼ of SW ¼) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows: Commencing at a point where the West boundary of the present State Trunk Highway No. 65 (most Westerly point of triangular cutoff) intersects the North boundary of the present Main Street running East from the Village (now City) of Isanti (as recorded in Road Easement description in Book "Q" of Miscellaneous, Page 125); thence West following the North boundary of said Street a distance of 100 feet to the actual point of beginning of the tract of land to be hereby described; thence Northerly and parallel with the North and South quarter line of said Section 29 to the South line of the North 797.00 feet of said Northeast Quarter of Southwest Quarter (NE ¼ of SW ¼), as measured along or parallel with the West line of said NE ¼ of SW ¼; thence West, along said South line, to the Westerly boundary of said Northeast Quarter of the Southwest Quarter (NE ¼ of SW ¼); thence Southerly along the Westerly boundary of said Northeast Quarter of the Southwest Quarter (NE ¼ of SW ¼) to the North boundary line of said Main Street as described in Book "Q" of Miscellaneous, Page 125; thence Easterly along the North boundary of said Main Street to the actual point of beginning.

2. **Grant of Temporary Easement.** Minnco hereby grants and conveys unto the City of Isanti, its successors and assigns, a temporary easement for construction purposes over, under and across the following described premises (the "Temporary Easement Premises"), situated within Isanti County, Minnesota, to-wit:

A temporary easement for construction purposes over, under and across the West 15.00 feet of the east 75.00 feet of the following described tract:

That part of the Northeast Quarter of the Southwest Quarter (NE ¼ of SW ¼) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows: Commencing at a point where the West boundary of the present State Trunk Highway No. 65 (most Westerly point of triangular cutoff) intersects the North boundary of the present Main Street running East from the Village (now City) of Isanti (as recorded in Road Easement description in Book "Q" of Miscellaneous, Page 125); thence West following the North boundary of said Street a distance of 100 feet to the actual point of beginning of the tract of land to be hereby described; thence Northerly and parallel with the North and South quarter line of said Section 29 to the south line of the North 797.00 feet of said Northeast Quarter of Southwest Quarter (NE ¼ of SW ¼), as measured along or parallel with the West line of said NE ¼ of SW ¼; thence West, along said South line, to the Westerly boundary of said Northeast Quarter of the Southwest Quarter (NE ¼ of SW ¼); thence Southerly along the Westerly boundary of said Northeast Quarter of the Southwest Quarter (NE ¼ of SW ¼) to the North boundary line of said Main Street as described in Book "Q" of Miscellaneous, Page 125; thence Easterly along the North boundary of said Main Street to the actual point of beginning.

Said temporary easement shall terminate and be of no further effect as of 11:59 p.m. on December 31, 2019.

3. **Depiction of Easement Areas.** See Exhibit "A" attached hereto and made a part hereof depicting the location of the easement herein granted.

4. **Easement Premises.** The Permanent Easement Premises and the Temporary Easement Premises may be collectively referred to as the "Easement Premises".

5. **Rights of City of Isanti.** The grant of the foregoing easements includes the right of the City of Isanti, its contractors, agents and servants to enter upon the Easement Premises to construct, reconstruct, inspect, repair and maintain streets, public rights-of-way, ditches, pipes, conduits and mains; and the further right to remove trees, brush, undergrowth and other obstructions, as the sole cost of City of Isanti.

6. **Representation of Minnco.** Minnco, its successors and assigns, do covenant with the City of Isanti, its successors and assigns, that it is the fee owner of the Easement Premises and that it has good right to grant and convey the easement herein to the City of Isanti, subject to any existing easements burdening the Easement Premises.

7. **Indemnification.** The City of Isanti, subject to the limits specified in Minnesota Statutes Chapter 466, shall indemnify Minnco, its successors and assigns, from and against all loss, costs (including reasonable attorney fees), injury, death, or damage to persons or property that at any time may be suffered or sustained by any person or entity in connection with the City of Isanti's activities conducted on the Easement Premises or the public's use of the Easement Premises, regardless of the cause of the injury, except to the extent caused by the negligence or misconduct of Minnco or its agents or employees or its successors or assigns.

8. **Restoration of Surface.** At its sole cost, the City of Isanti shall restore any surface disturbed by any construction or maintenance within the Temporary Easement Premises or any other property damaged in accessing or maintaining the Easement Premises to its condition before the disturbance.

9. **Costs and Expenses of Construction of Street.** The City of Isanti shall be solely responsible for any and all initial construction and other related costs, including, but not limited to: (1) site preparation; and (2) the construction, inspection, and installation of the street and of any pipes, conduits and mains or similar utilities and activities within the Easement Premises. The City of Isanti shall not assess or otherwise seek contribution from Minnco for any of the City of Isanti's costs pertaining to the initial construction of the street or related improvement activities in the Easement Premises.

10. **Covenants Run with Land.** All of the terms and conditions in this Agreement, including the benefits and burdens, shall run with the land and shall be binding upon, inure to the benefit of, and be enforced by Minnco and the City of Isanti and their respective successors and assigns. Minnco, and any successor or assign to Minnco, as fee simple owner of the Easement Premises shall cease to have any liability under this Agreement with respect to facts or circumstances arising after the party has transferred its fee simple interest in the Easement Premises.

11. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Minnesota

12. **Entire Agreement.** This Agreement sets forth the entire understanding of the parties and may not be changed except by a written document executed and acknowledged by all parties to this Agreement and duly recorded in the office of the County Recorder of Isanti County, Minnesota.

13. **Invalidity.** If any term or condition of this Agreement, or the application of this Agreement to any person or circumstance, shall be deemed invalid or unenforceable, the remainder of this Agreement, or the application of the term or condition to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each term and condition shall be valid and enforceable to the fullest extent permitted by law.

IN TESTIMONY WHEREOF the Parties have executed this Agreement as of the _____ day of _____, 2018.

Minnco Credit Union

By: _____

_____

Its: _____

By: _____

_____

Its: _____

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 document was acknowledged before me on _____, 2018, by _____, the _____, and by _____, the _____ of Minnco Credit Union, a Credit Union duly organized and existing under the corporate laws of the State of Minnesota, on behalf of the Credit Union.

_____
Notary Public

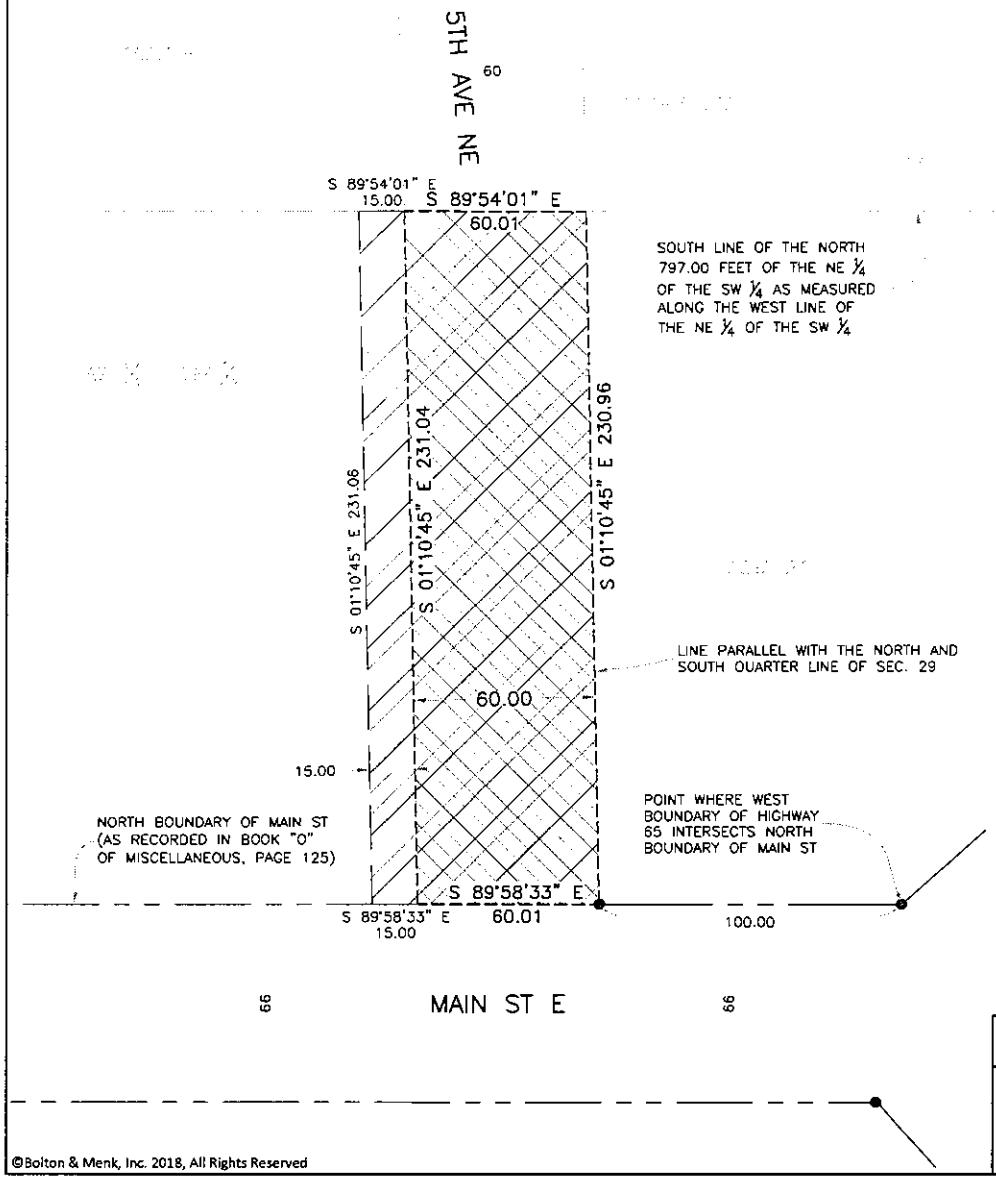
State of Minnesota)
) ss.
County of Isanti)

The foregoing document was acknowledged before me on _____, 2018, by George A. Wimmer and Donald C. Lorsung, the Mayor and City Administrator, respectively of the City of Isanti, a political subdivision of the State of Minnesota, on behalf of said City.

_____
Notary Public

THIS DOCUMENT DRAFTED BY:
Grant W. Lindberg, #0347644
Lindberg Law Office, P.A.
100 Buchanan St. N., Suite 2
Cambridge, MN 55008
(763) 689-6896

EXHIBIT A



PROPOSED EASEMENTS

ROAD AND UTILITY EASEMENT

A perpetual easement for road and utility purposes over, under and across the east 60.00 feet of the following described tract:

That part of the Northeast Quarter of the Southwest Quarter (NE1/4 of SW1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows: Commencing at a point where the West boundary of the present State Trunk Highway No. 65 (most Westerly point of triangular cutoff) intersects the North boundary of the present Main Street running East from the Village (now City) of Isanti (as recorded in Road Easement description in Book "Q" of Miscellaneous, Page 125); thence West following the North boundary of said Street a distance of 100 feet to the actual point of beginning of the tract of land to be hereby described; thence Northerly and parallel with the North and South quarter line of said Section 29 to the South line of the North 797.00 feet of said Northeast Quarter of Southwest Quarter (NE1/4 of SW1/4), as measured along or parallel with the West line of said NE1/4 of SW1/4; thence West, along said South line, to the Westerly boundary of said Northeast Quarter of the Southwest Quarter (NE1/4 of SW1/4); thence Southerly along the Westerly boundary of said Northeast Quarter of the Southwest Quarter (NE1/4 of SW1/4) to the North boundary line of said Main Street as described in Book "Q" of Miscellaneous, Page 125; thence Easterly along the North boundary of said Main Street to the actual point of beginning.

TEMPORARY CONSTRUCTION EASEMENT

A temporary easement for construction purposes over, under and across the west 15.00 feet of the east 75.00 feet of the following described tract:

That part of the Northeast Quarter of the Southwest Quarter (NE1/4 of SW1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, described as follows: Commencing at a point where the West boundary of the present State Trunk Highway No. 65 (most Westerly point of triangular cutoff) intersects the North boundary of the present Main Street running East from the Village (now City) of Isanti (as recorded in Road Easement description in Book "Q" of Miscellaneous, Page 125); thence West following the North boundary of said Street a distance of 100 feet to the actual point of beginning of the tract of land to be hereby described; thence Northerly and parallel with the North and South quarter line of said Section 29 to the South line of the North 797.00 feet of said Northeast Quarter of Southwest Quarter (NE1/4 of SW1/4), as measured along or parallel with the West line of said NE1/4 of SW1/4; thence West, along said South line, to the Westerly boundary of said Northeast Quarter of the Southwest Quarter (NE1/4 of SW1/4); thence Southerly along the Westerly boundary of said Northeast Quarter of the Southwest Quarter (NE1/4 of SW1/4) to the North boundary line of said Main Street as described in Book "Q" of Miscellaneous, Page 125; thence Easterly along the North boundary of said Main Street to the actual point of beginning.

Said temporary easement is due to expire on December 31, 2019

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

05/24/2018
Date

N

0 40
SCALE IN FEET

PROPOSED ROAD AND UTILITY EASEMENT CONTAINING 13858 SQ. FT.

PROPOSED TEMPORARY CONSTRUCTION EASEMENT CONTAINING 3466 SQ. FT.

NOTE: BEARINGS ARE IN TERMS OF ISANTI COUNTY COORDINATE SYSTEM (1986 ADJUSTMENT)

EASEMENT EXHIBIT
5TH AVENUE, ISANTI, MINNESOTA

PART OF NE 1/4 OF THE 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

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H:\ISAN\R13115547\CAD\C3D\115547 5th Ave Exhibit.dwg 5/24/2018 12:20 PM

JOB NUMBER: R13.115547 FIELD BOOK: N/A DRAWN BY: ALH

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 5, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards
1. Mayor's Employer Celebration Day

F. Approve City Council Minutes
1. May 15, 2018 – Regular Meeting of the City Council

G. Announcements

City Council Meeting	Tuesday, June 19, 2018 at 7:00 p.m.
Planning Commission Meeting	Tuesday, June 19, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*
Park, Recreation, and Culture Board Meeting	Tuesday, June 26, 2018 at 6:00 p.m.

H. Council Committee Reports

I. Public Hearings

J. Business Items
1. Resolution 2018-XXX Approving a Special Event Permit Application for BMC British Auto Car Show (*John Engstrom*)
2. Resolution 2018-XXX Amending Resolution 2017-237 Approving a Special Event Permit Application for the 2018 Isanti Firefighters PRCA Rodeo (*Rodeo Association*)
3. Resolution 2018-XXX Approving a Special Event Permit Application for 2018 Jubilee Days (*N 65 Chamber*)
4. Interview Applicant for the Vacant Term Seat for Planning Commission (*Mayor Wimmer*)
    a. Resolution 2018-XXX Designating Committees and Representatives for City Commissions and Advisory Boards for 2018

<u>City Administrator Don Lorsung</u>

5. Expansion of Police Reserve Officer Duties
    a. Ordinance No. XXX Amending the Code for the City of Isanti, Chapter 47, Police Reserves
    b. Ordinance No. XXX Amending the Code for the City of Isanti, Chapter 65, Administrative Penalties
    c. Ordinance No. XXX Amending the Code for the City of Isanti Chapter 160, Fees
    d. Resolution 2018-XXX Adopting Fees Within the City of Isanti
6. Resolution 2018-XXX Ordering the 2018 Street and Utility Improvement Project and Preparation of Plans

Assistant City Engineer- Jason Cook

7. Resolution 2018-XXX Awarding the Bid for the 2018 Pavement Management Project

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $1,159,202.04 and Payroll in the amount of $185,170.64
2. Final Minutes of the April 17, 2018 Planning Commission Meeting
3. Final Minutes of the April 24, 2018 Park, Recreation and Culture Board Meeting
4. Resolution 2018-XXX Approving Amendment to the 2018 Budget
5. Resolution 2018-XXX Approving the Purchase of Employee Replacement Computer
6. Resolution 2018-XXX Approving Water Bottle Filling Station Installation and Funding
7. Resolution 2018-XXX Accepting PD Reserve Officer Anissa Bekka's Resignation
8. Resolution 2018-XXX Approving Officer Adam Gau to Attend NASRO Conference
9. Resolution 2018-XXX Authorizing Officer Daniel Vandenheuvel to Carry Over Excess Vacation Hours
10. Resolution 2018-XXX Resolution Offering the Position of Part-time Liquor Store Clerk to Ryan Vander Venter
11. Resolution 2018-XXX Resolution Offering the Position of Economic Development/Marketing Intern to Benjamin Hylen
12. Resolution 2018-XXX Resolution Offering the Position of Maintenance Tech I to Jordan Rapp

L. Other Communications

1. Draft Minutes of the May 15, 2018 Planning Commission Meeting
2. Draft Minutes of the May 22, 2018 Meeting of the Park, Recreation and Culture Board

Adjournment

Mayor's Proclamation

City of Isanti

Whereas Employers and Employees are a dynamic part of the City of Isanti's and Minnesota's economy; and,

Whereas The promotion of our Employer's and their talented Staff showcase the strength and success which is an integral part of the City of Isanti's economic development strategy; and,

Whereas All Isanti employers located within the City of Isanti provide jobs which significantly contribute to the City of Isanti's standard of living and economic vitality; and,

Whereas The City of Isanti has approximately 1,928 people that are employed within its corporate limits; and,

Whereas Employees contribute to the economic success of Isanti businesses by buying local and supporting other Isanti businesses; and,

Whereas The City EDA is sponsoring an appreciation luncheon to the Employers and their Employees on June 19, 2018 highlighting certain businesses with milestone Isanti anniversaries.

Now, therefore, I, George A. Wimmer, Mayor of the City of Isanti, do hereby proclaim that the day of June 19, 2018 shall be observed as:

Mayor's Employer Celebration Day

in the City of Isanti on this 5th day of June, Two Thousand Eighteen.

_____

George A. Wimmer, Mayor

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MAY 15, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input
None.

II. Agenda
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, Community Development Director Ryan Kernosky, Liquor Store Manager John Jacobi, and Assistant City Engineer Jason Cook

Others Present: Commissioner Mike Warring

D. Adopt Agenda
Administrator Lorsung explained the Agenda was amended by adding Items K.10 – Resolution Accepting Planning Commission Member Jim Kennedy's Resignation

Motion by Lorinser, second by Collison to approve the Agenda as presented. Motion carried.

E. Proclamations/Commendations/Certificate Awards
1. MMBA Customer Service Award – Isanti Liquor Store

John Jacobi, Liquor Store Manager, explained the Minnesota Municipal Beverage Association hands out facility awards each year and this year the Isanti Liquor Store entered for the customer service award based on the positive feed-back received about the staff. Mr. Jacobi explained that the Liquor Store had done customer service training three or four years ago with one of the goals being that every customer that walks in should be acknowledged.

Mayor Wimmer thanked Mr. Jacobi and the staff, pointing out the phenomenal job the Liquor Store does. Mayor Wimmer noted that the City of Isanti is transferring $350,000.00 from the Liquor Store profits into the City's budget, which equals approximately 15-17% of the City's tax base, and that the Liquor Store serves many good purposes. Mr. Jacobi also mentioned that the City will receive a $250.00 check with the award to be used toward community service projects.

F. Approve City Council Minutes
1. May 1, 2018 – Regular Meeting of the City Council

Motion by Lorinser, second by Lundeen to approve minutes as presented. Motion carried.

G. Announcements
1. Park, Recreation, & Culture Board Meeting — Tuesday, May 22, 2018 at 6:00 p.m.
2. City Offices Closed — Monday, May 28, 2018 *(In observance of Memorial Day)*

3. City Council Meeting — Tuesday, June 5, 2018 at 7:00 p.m.
4. Economic Development Authority — Tuesday, June 5, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*

H. Council Committee Reports

1. Green Steps Award

Mayor Wimmer shared that the City of Isanti has now reached the 4th Green Step with an award to follow in June. It is a great accomplishment, which only 10 other Cities have received. Mayor Wimmer credited Community Development Director Ryan Kernosky and Public Services Director/Assistant City Administrator Josi Wood with helping the City reach this level. When the Award is received in June, it will be presented to the Council at that time.

I. Public Hearings

1. **Resolution 2018-119** Vacating a Public Utility Easement Along the West and South Property Lines of 400 E Dual Blvd NE

Mayor Wimmer explained that this has been discussed at the Planning Commission meeting. This is along Dual Blvd, which impacts the Kwik Trip project.

Mayor Wimmer opened the Public Hearing at 7:06 p.m.

With no comments from the public, Mayor Wimmer closed the Public Hearing at 7:06 p.m.

Motion by Lundeen, second by Bergley to approve the request as presented. Motion carried.

J. Business Items

City Administrator Don Lorsung

1. **Resolution 2018-120** to Purchase Two Kubotas and Authorizing Staff to Enter into an Agreement with Lano Equipment Tradeout Program

Motion by Collison, second by Lorinser to approve the request as presented. Motion carried.

2. **Resolution 2018-121** to Purchase Office Equipment and Upgrade the Electrical at City Hall

Motion by Lorinser, second by Collison to approve the request as presented. Councilmember Bergley asked if the money is available in the accounts that will pay for the necessary work. Mayor Wimmer responded affirmatively that it was. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $296,324.18 and Payroll in the amount of $104,203.93
2. Final Meeting Minutes for the April 3, 2018 Economic Development Authority Meeting
3. **Resolution 2018-122** Approving Exempt Gambling Permit for Isanti Rodeo Association
4. **Resolution 2018-123** Approving Temporary Liquor License for Isanti Rodeo Association
5. **Resolution 2018-124** Approving Updated Special Event Permit Application
6. **Resolution 2018-125** Accepting Planning Commission Member Jim Kennedy's Resignation
7. **Resolution 2018-126** Accepting Part-Time Liquor Store Clerk Jim Maloney's Resignation
8. **Resolution 2018-127** Amending the Policy for Use of City Water Hydrants Within the City of Isanti
9. **Resolution 2018-128** Authorizing Staff to Work with Connexus Energy and Fleetkarma for an Electric Vehicle Fleet Assessment
10. **Resolution 2018-129** Accepting Planning Commission Member Jeff Miller's Resignation

Motion by Lorinser, second by Bergley to approve Consent Agenda as presented. Motion carried.

L. Other Communications

1. Draft Minutes of the May 1, 2018 Economic Development Authority Meeting
2. April Police Department Report
3. April Code Enforcement Report

4. April Building Inspector Report
5. May Engineering Report

Adjournment
Motion to adjourn by Bergley, second by Lorinser. Motion carried. The meeting was adjourned at 7:08 p.m.

Respectfully Submitted,

Jeannifer Anderson

Jeannifer Anderson
Administrative Data Clerk

Request for City Council Action - MEMO

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

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: June 5, 2018

Subject: A Resolution Approving a Special Event Permit Application for BMC British Auto Car Show

---

Background

The City received a special event application from BMC British Auto which will be hosting a car show on their premises at 444 East Dual Blvd on Saturday, June 23, 2018 from 10:00 am to 2:00 pm. Organizers are expecting 75 – 100 people for the event. Show cars will be parked on the premises; spectators will park along both sides of East Dual Blvd. Organizers have also received permission from Metal Coatings to use their property for additional show car parking; permission email is attached. Event organizers anticipate their onsite restrooms to be adequate for the event. Their staff and volunteers will clean up after the event; the $100 clean up deposit has been submitted. Organizers have notified area businesses of the event as well.

Event organizers have indicated that they will be putting out ground signs the day of the event at the intersection of Heritage Blvd and East Dual Blvd; this use is allowed under City Code without a permit. They have also indicated that they would like to put out signs on Highway 65; staff has communicated to them that the City of Isanti does not have the authority to grant this use, and has instructed them to work with MnDOT and Isanti County as needed.

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. 2018-
- Special Event Application
    - Special Event Application
    - Department Head Review Sheet
    - Event Map
    - Certificate of Liability Insurance

RESOLUTION 2018-

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE BMC BRITISH AUTO CAR SHOW

WHEREAS, BMC British Auto will be hosting a car show on Saturday, June 23, 2018 from 10:00 am to 2:00 pm on their premises at 444 East Dual Blvd in Isanti; and,

WHEREAS, the estimated number of participants 75-100; and,

WHEREAS, show cars will be parked on BMC premises with potential overflow on the Metal Coatings property on the west side of East Dual Blvd, spectator parking will occur on the street; and,

WHEREAS, event organizers have indicated they will put out signs which are allowed within City Code the day of the event and will remove them when the event has finished, and other signs not on City property must be approved by the property owner prior to the event; and,

WHEREAS, event staff and volunteers 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 BMC British Auto Car Show to be held on June 23, 2018 with the following conditions:

- Property owner approval is submitted for any signs not on City property.
- A signed Release and Indemnification form is submitted prior to the event.

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 5th day of June, 2018.

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
- [ ] Cleanup Deposit Fee - $100
- [X] Proof of Insurance or Certificate of Insurance
- [X] Site Map
- [ ] 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 say Carshow Today w/directional Arrows → Signs will be, Directional 2'x2' (4 total signs)

- [X] Signs will be posted for event: (2 on highway 1 on Heritage And Dual and 1 on property)
  - [ ] 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
  - [ ]
- [ ] Event will occur on City Property: NO
  - [ ] 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): BMC BRITISH Auto

Contact Person: John Engstrom

Address: 444 East Dual Blvd

City: Isanti State: MN Zip: 55040

Phone [redacted] Fax: - - Cell: [redacted]

E-mail: [redacted]

Secondary Contact Person: Brian McCullough (property owner)

Address: 444 East Dual Blvd

City: Isanti State: MN Zip: 55040

Phone [redacted] Cell: - - E-mail: [redacted]

EVENT INFORMATION

Event Name: CAR Show

Date(s) of Event: Saturday June 23rd, 2018

Hours of Event: 10AM until 2PM

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 For British Built Cars - done in conjunction with The Jaguar Club of Minnesota

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):
444 East Dual Blvd, Isanti

Estimated Number of People in Attendance (includes staff, participants, and spectators):
From 75 To 100

Parking Impact – Describe in detail:
Parking of Show Cars on BMC property, we Also have permission To park Across the Street if Needed (From Lot owner METAL Coatings)

Tents, equipment, amusement rides, etc.
Type: perhaps 1 or 2 pop up tents
Size:
Location: on BMC property

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
Not Needed

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.

Two (2) restrooms Located inside of BMC Building

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 Alcohol being served

Clean-up Plans – Describe in detail:
Staff Volunteers will do clean up

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:

No

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 on private property

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: John Engstrom

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: Jim Wood

Community Events & Parks Coordinator
__✓__ Approved _____ Denied _____ N/A Signature: Katie Ernst

Community Development Director
__✓__ Approved _____ Denied _____ N/A Signature:

City Administrator
__K__ Approved _____ Denied _____ N/A Signature:

City Council
_____ Approved _____ Denied

Date of Review: _____

* Signs allowed w/o permit on Heritage and E Dual as long as they are brought in that day and do not interfere w/ vehicle or pedestrian sight lines. -KE

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, May 17, 2018 8:09 PM
To: Isanti Parks
Subject: Re: Special Event Permit Request - BMC Car Show

Approved... Gene

Get Outlook for Android

From: Isanti Parks
Sent: Thursday, May 17, 2018 5:33:12 PM
To: Chief Gene Hill; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org)
Subject: Special Event Permit Request - BMC Car Show

Good afternoon,

BMC British Auto has submitted a Special Event Permit application for their car show event scheduled for June 23 from 10:00 am to 2:00 pm. They plan to park show cars on their lot, and may potentially park some across the street on the Metal Coatings lot. Spectators will park on both sides of the street. They are expecting 75-100 people. Event organizers have not asked for an Police or Fire support for this event.

Please review the application and respond with your comments or approval at your convenience.

Thank you,

Katie Everett
Parks, Recreation, and Culture Manager
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 21, 2018 8:53 AM
To: Isanti Parks
Subject: RE: Special Event Permit Request - BMC Car Show

Hi Katie,

Isanti Fire reviewed and approves the June 23rd BMC British Auto car show application as presented. Thank you!

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 <IsantiParks@cityofisanti.us>
Sent: Thursday, May 17, 2018 5:33 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 - BMC Car Show

Good afternoon,

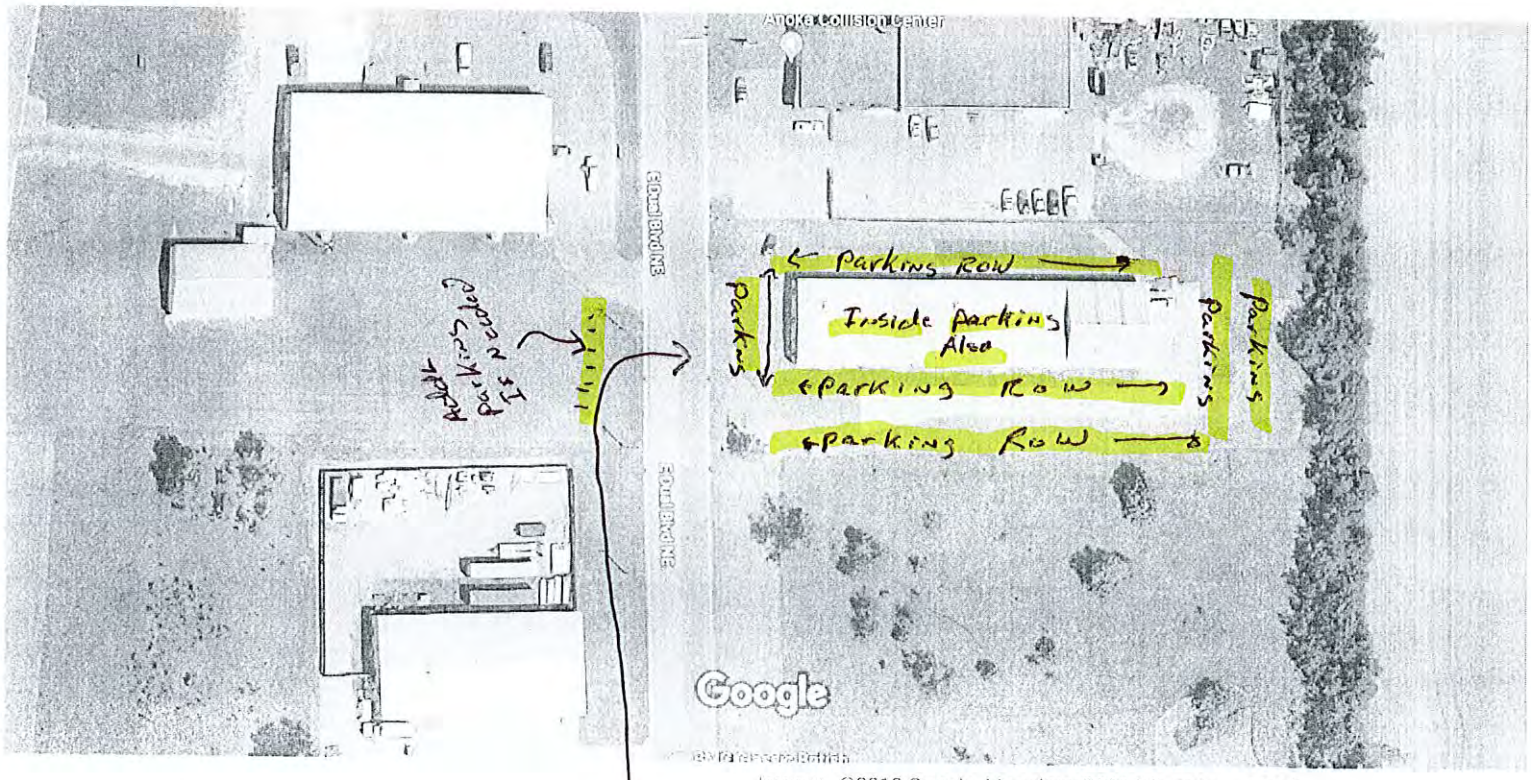
BMC British Auto has submitted a Special Event Permit application for their car show event scheduled for June 23 from 10:00 am to 2:00 pm. They plan to park show cars on their lot, and may potentially park some across the street on the Metal Coatings lot. Spectators will park on both sides of the street. They are expecting 75-100 people. Event organizers have not asked for an Police or Fire support for this event.

Please review the application and respond with your comments or approval at your convenience.

Thank you,

Katie Everett
Parks, Recreation, and Culture Manager
City of Isanti
110 1st Ave NW
P.O. Box 428
Isanti, MN 55040

Parking Layout



444 East Dual

Spectator Parking along E Dual

Google Maps 444 E Dual Blvd NE

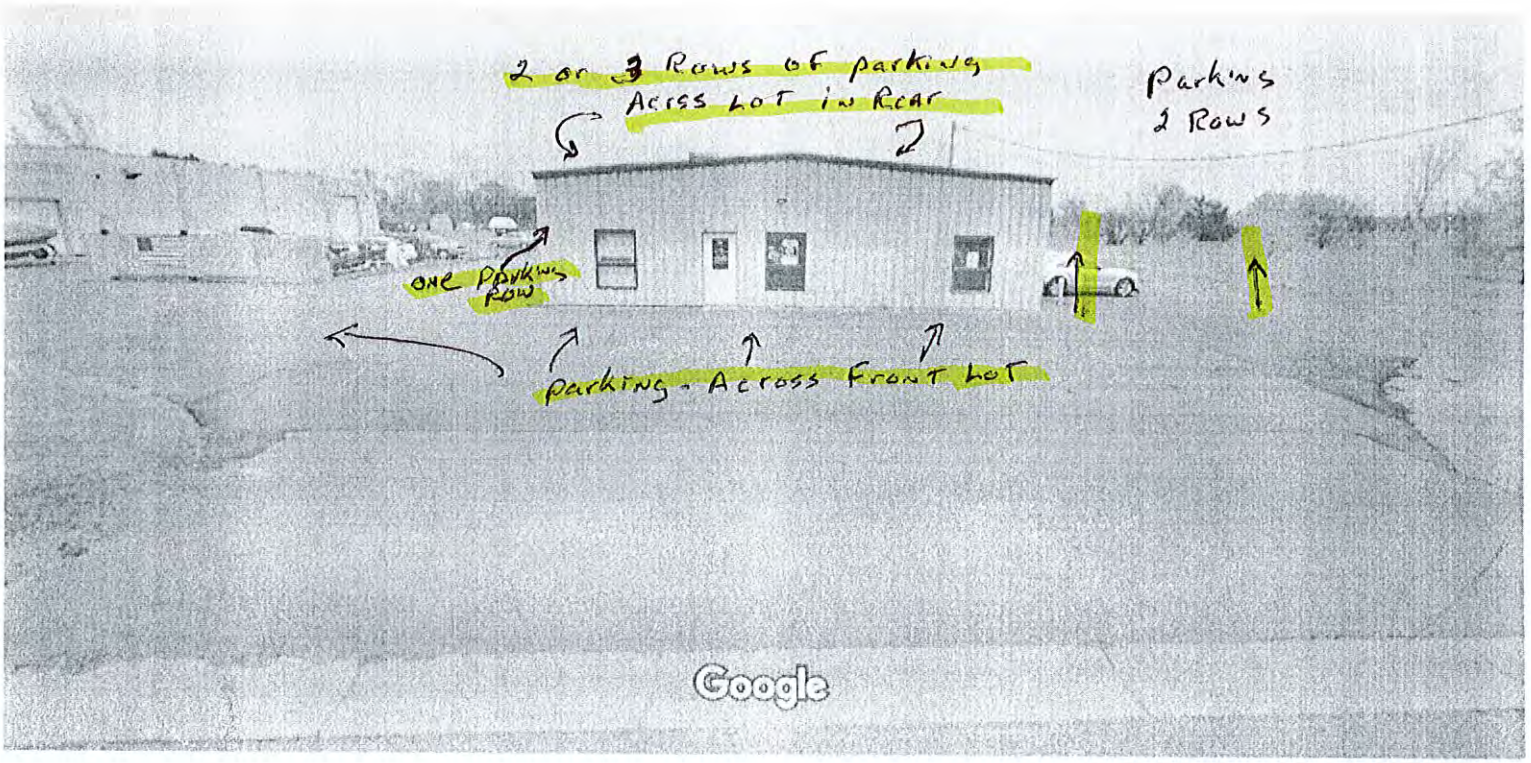


Image capture: Oct 2016 © 2018 Google

Isanti, Minnesota

Google, Inc.

Street View - Oct 2016

Client#: 120066 BMCBRI

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/09/2018

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
CBIZ Insurance Services, Inc.
222 S 9th St. STE 1000
Minneapolis, MN 55402
763 549-2200

CONTACT NAME:
PHONE (A/C, No, Ext): 763 549-2200 FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : United Fire & Casualty Company	13021
INSURER B : Star Insurance Company	18023
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
BMC British Automobile
Brian Mc Cullough dba:
444 E. Dual Blvd
Isanti, MN 55040

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	COMMERCIAL GENERAL LIABILITY			60335878	05/01/2018	05/01/2019	EACH OCCURRENCE	$300,000
	CLAIMS-MADE OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$300,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$900,000
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
A	AUTOMOBILE LIABILITY			60335878	05/01/2018	05/01/2019	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)	$100,000
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC0786802	05/01/2018	05/01/2019	PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N: N N/A						E.L. EACH ACCIDENT	$500,000
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$500,000

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

CERTIFICATE HOLDER

****

FOR INFORMATIONAL PURPOSES

****

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

John A. Bondeh

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CBT

BMC British Automobile
444 East Dual Blvd.
Isanti, Mn. 55040

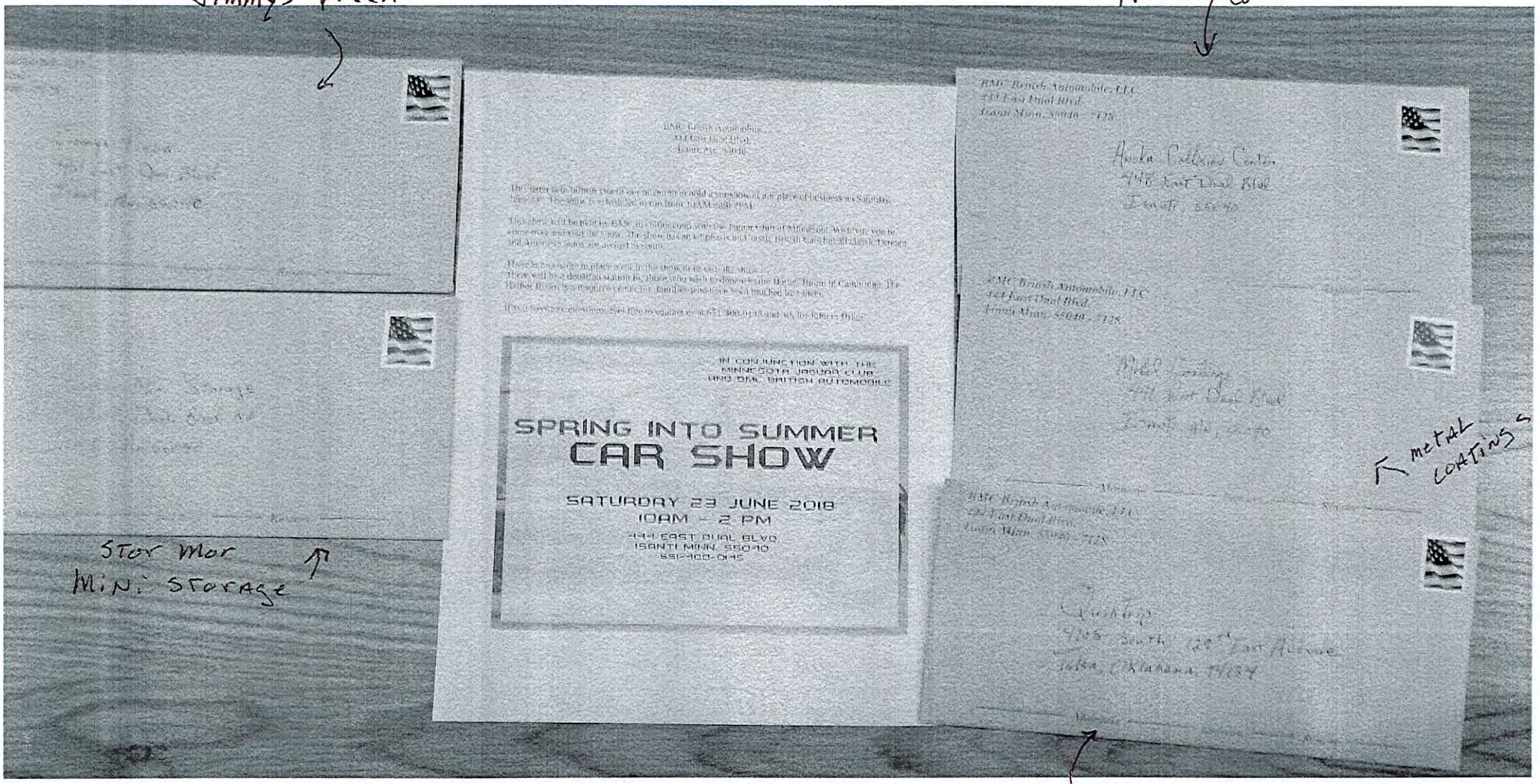
This letter is to inform you of our intention to hold a car show at our place of business on Saturday, June 23rd. The show is scheduled to run from 10AM until 2PM.

This show will be held by BMC in conjunction with the Jaguar Club of Minnesota. We invite you to come over and visit the show. The show has an emphasis on Classic British Cars but all classic Foreign and American autos are invited to come.

There is no charge to place a car in the show or to visit the show.
There will be a donation station for those who wish to donate to the Harbor Room in Cambridge. The Harbor Room is a resource center for families who have been touched by cancer.

If you have any questions, feel free to contact us at 651-400-0145 and ask for John or Brian

Notificaton To other Local Businesses



Isanti Parks

From: Brian McCullough <brian@bmcautos.com>
Sent: Wednesday, May 23, 2018 9:59 AM
To: Isanti Parks; Sean Sullivan
Cc: John A. Engstrom
Subject: FW: 441 East Dual Blvd (BMC British Automobile June 23 Car Show)

Hi,

This is the email permission Marc sent the other day.

If you have any questions, please feel free to call me at 651.400.0145

Thank You,

-Brian.

- -

Brian Mc Cullough, Owner
Classic Auto LEDs & BMC British Automobile, LLC
444 East Duol Blvd
Isanti, Minnesoto, U.S.A. 55040
Ring: 651•400•0145

www.BMCAutos.com

From: Marc Volk <marc@metalcoatingsandmfg.com>
Date: Monday, May 21, 2018 at 9:57 AM
To: Brian McCullough <brian@bmcautos.com>
Subject: 441 East Dual Blvd

Brian

I give you permission to utilize our lot located at 441 East Dual Blvd and 230 North Dual Blvd for over flow parking for your car show on June 23rd. If you have any questions, please feel free to contact me.

Thanks and best of luck with your show.

Marc Volk

Metal Coatings & Mfg. Co., Inc.
441 West Dual Blvd – Isanti, MN 55040
Phone-763-444-7335
Direct-763-452-0468
Fax-763-444-9658
www.metalcoatingsandmfg.com

"If you really want to do something, you'll find a way. If you don't, you'll find an excuse."—Jim Rohn

J.2.

Request for City Council Action - MEMO

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

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: June 5, 2018

Subject: Resolution Amending Resolution 2017-237 Approving a Special Event Permit Application for the 2018 Isanti Firefighters PRCA Rodeo

---

Background

On September 19, 2018, the Isanti City Council conditionally approved a Special Event Permit application for the 2018 Isanti Firefighters PRCA Rodeo. At that time, the Rodeo organizers were planning to have horse trailers parked outside of the Rodeo grounds on the area south of the Isanti Indoor Arena in Bluebird Park. Since that time, the Rodeo organizers have been able to reorder their event activities to be able to accommodate all horse trailers on the Rodeo grounds, and therefore will return to parking spectators in the areas that have been used for the event over the past several years. City staff asked for a revised permit application due to the large change.

The City of Isanti received the revised Special Event Permit application on May 25, 2018 for the 2018 Isanti Firefirghters PRCA Rodeo scheduled for July 6-8, 2018. Organizers have indicated that spectator parking will take place on the Rodeo grounds, at Isanti Primary School, the bus lot on 1st Avenue, the Civic Arena lot, and Unity Park. Permission has been obtained from all non-City property owners for this use. Organizers anticipate 11,000 people in attendance over the course of the event. A current copy of the Rodeo Association certificate of liability insurance is required prior to the event.

Rodeo organizers have requested parking be allowed on the grass at Unity Park as in years past and will remove the bleachers from the Park for use at the Rodeo during the event. Additionally, organizers have requested assistance from Isanti Police Department for traffic control and pedestrian crossing on 3rd Avenue at Unity Park.

All Special Event Permit applications require a $100 clean up deposit, and events requiring Special Event Temporary Sign Permits require a $50 fee. The Rodeo Association has requested that these fees be waived.

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. 2018-XXX
- Special Event Application Materials
  - Application
  - Departmental Review
  - Parking Impact Letter
  - Site Map
  - Signed Release and Indemnification Form
  - Notice to Property Owners

RESOLUTION NO. 2018-XXX
Amending Resolution 2017-237

RESOLUTION AMENDING RESOLUTION 2017-237 APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE 2018 ISANTI FIREFIGHTERS PRCA RODEO

WHEREAS, Isanti Firefighter Rodeo Association (IFRA), has submitted a revised 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 property requested is Unity Park (420 3rd Ave NW); and,

WHEREAS, all parking on the grass at Bluebird Park is prohibited; and,

WHEREAS, additional 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; and,

WHEREAS, the Special Event Permit application requires a $100 clean up deposit, and the associated Temporary Sign Permit requires a $50 fee which the organizers have requested be waived for this event; and,

WHEREAS, this resolution supersedes all other resolutions and permits pertaining to the 2018 Isanti Firefighters PRCA Rodeo Special Event Permit;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota to hereby approve the revised special event permit for the 2018 Isanti Firefighters PRCA Rodeo with the following conditions:

- A $100 Cleanup Deposit Fee and $50 Sign Permit Fee are waived for the event.
- A Certificate of Insurance is submitted prior to the event, and will list the City of Isanti as the additionally insured.
- IFRA will be responsible for repairing any damage to grass, trails, sidewalks, or curbing due to parking, or

other event activities.

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 5th day of June, 2018

Attest:

George A. Wimmer
Mayor

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
- [ ] Cleanup Deposit Fee - $100 - Waiver Requested
- [ ] 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:
  - [x] Temporary Sign Permit Application required
  - [ ] $50 fee Waiver Requested
- [ ] 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 Firefighters Rodeo Association

Contact Person: Clinton Langerud (Parking Chair)

Address: 401 1st Ave NW. PO Box 490

City: Isanti State: MN Zip: 55040

Phone: 763 - 438 - 8143 Fax: ___ - ___ - ____ Cell: 218 - 513 - 9347

E-mail: clinton@isantifiredistrict.org

Secondary Contact Person: Jeff Holmgren (Parking Co-Chair)

Address: 508 Park Brook RD NW

City: Isanti State: MN Zip: 55040

Phone: 651 - 492 - 5319 Cell: 651 - 492 - 5319 E-mail: jholmgren@isantifiredistrict.org

EVENT INFORMATION

Event Name: Isanti Firefighters PRCA Rodeo

Date(s) of Event: July 3,4,5,6,7,8th 2018

Hours of Event: 0600- 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, also onlineand Facebook.

Proposed Location of the Event (be specific, site map also required):
Event location 500 3rd Ave NW Isanti MN 55040

Estimated Number of People in Attendance (includes staff, participants, and spectators):
11,000 three day event

Parking Impact – Describe in detail:
We would request reader to see attachment sheet with heading "Parking Impact"

Tents, equipment, amusement rides, etc.
Type: Tent
Size: average 14ft by 14ft
Location: Isanti Firefighters 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 services

Are you requesting any street closures? If yes, list streets:
No closures. Possible "Slow Crossing Signs" on 3rd Ave and 1st Ave
Possible orange traffic cones for cross walk on 3rd Ave between Isanti Primary School and Unity Park

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 primary parking areas.

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).
Security Specialists Inc. is our primary security. Appreciated if any Isanti police and Isanti reserves are available.

Clean-up Plans – Describe in detail:
Throughout event we will have parking staff pick up trash. We will also provide trash receptacles throughout our requested parking areas. Post event we would prefer a walk through with city staff.

Live entertainment – Describe in detail:
Dance/Live music Friday and Saturday following rodeo performance

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:

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: Email Approval (attached)

Public Services Director
__✓__ Approved _____ Denied _____ N/A Signature: Jan Wood

Community Events & Parks Coordinator
__✓__ Approved _____ Denied _____ N/A Signature: Kathy 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: _____

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Tuesday, May 29, 2018 12:34 PM
To: Isanti Parks
Subject: RE: Special Event Application - 2018 Rodeo

Isanti Fire reviewed, and approves the 2018 Rodeo special event permit application.

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 <IsantiParks@cityofisanti.us>
Sent: Tuesday, May 29, 2018 11:52 AM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Special Event Application - 2018 Rodeo

Good morning!

I have attached the amended Special Event Permit application for the 2018 rodeo. It will no longer be necessary to park horse trailers outside of the Rodeo grounds, so the attached application explains the updated plans. They have asked for Police assistance getting pedestrians across the street from the Primary School to rodeo grounds.

Please respond with your comments or approval by the end of the day Wednesday if possible.

Thank you!

Katie Everett
Parks, Recreation, and Culture Manager
City of Isanti
110 1ST Ave NW
P.O. Box 428
Isanti, MN 55040

Isanti Parks

From: Chief Gene Hill
Sent: Wednesday, May 30, 2018 4:20 PM
To: Isanti Parks
Subject: Re: Special Event Application - 2018 Rodeo

Approved

Get Outlook for Android

From: Isanti Parks
Sent: Wednesday, May 30, 2018 4:12:56 PM
To: Chief Gene Hill
Subject: RE: Special Event Application - 2018 Rodeo

Good afternoon Chief – can I get your response to this application as well?

Thanks,

Katie Everett
Parks, Recreation, and Culture Manager
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

From: Isanti Parks
Sent: Tuesday, May 29, 2018 11:52 AM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Special Event Application - 2018 Rodeo

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Please respond with your comments or approval by the end of the day Wednesday if possible.

Thank you!

Parking Impact

IFRA graciously requests the use of Unity park along with the west side of the police/fire station on the grass for spectator parking. We have outlined on the map provided, along with all parking for rodeo event. We will also be parking vehicles on the west side parking lot of the rodeo grounds, Isanti primary school, the old school bus lot and the Isanti Civic Arena. Permission letters provided. We expect heavy traffic as past years.

Our priority is to keep traffic flowing from Heritage Boulevard on to 3rd avenue into parking lots, to keep the traffic from stopping on Heritage Boulevard before the rodeo starts. We will also have parking lot attendents in the parking areas after the rodeo performance to help push as much traffic north on 3rd avenue to Isanti Parkway towards Hwy 65 for a speedy exit of the parking areas.

IFRA also has a few requests for the City of Isanti

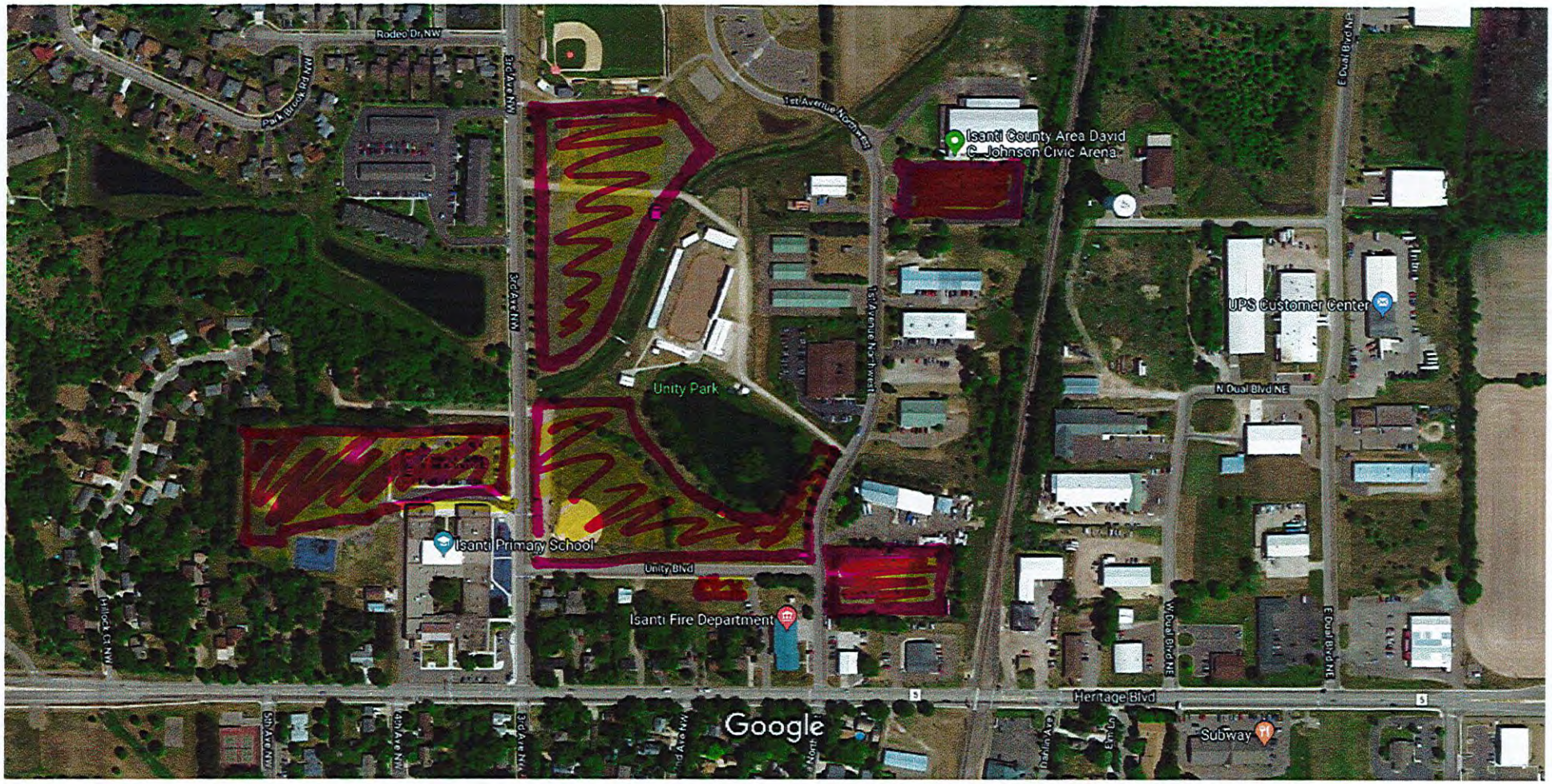
1) We would like to request the Unity Park baseball field lights stay on all night. For safety/security reasons.

2) Clinton Langerud has had conversations with Police Chief Gene Hill about having an officer help with traffic control when IFRA starts to park the Isanti Primary School areas to safely get Spectators across 3rd avenue to Unity Park via the cross walk at that location to attend rodeo events.

3) We would like to use the bleachers currently at Unity Park for the rodeo events.

4) IFRA graciously seeks to have all the fees the City of Isanti charges for the special permits waived.

Google Maps



Parking at:

- Isanti Primary School/old school Bus lot
- Unity Park
- Isanti Civic Arena
- Rodeo Grounds

https://www.google.com/maps/@45.4953159,-93.2480159,665m/data=!3m1!1e3

Isanti Civic Arena

600 1st Ave. NW. PO Box 214

Isanti, MN 55040

763.444.6432

isantiicearena@gmail.com

May 18, 2018

Dear Isanti Firefighters Rodeo Association,

I am writing to you today in response to your request for use of the Isanti Civic Arena's parking lot for your event on July 6th & July 7th, 2018. I give the association full permission to use our parking lot for these dates with the agreement that no trash is left behind on our premises.

Thank you,
JP Wright

General Manager

Request #1819-729

Community Education
Opportunities for lifelong learning

Cambridge-Isanti Community Education
625 Main St N
Cambridge, MN 55008
(763) 689-6189
FacilityUse@C-ISchools.org

ISANTI FIREFIGHTERS RODEO
JEFF HOLMGREN
508 PARK BROOK RD NW
ISANTI, MN 55040

Isanti Firefighter's Rodeo-Event Parking

Information

Account #: #1194
Contact: Jeff Holmgren
Phone: (651) 492-5319, Cell
(763) 444-5591, Organization Work

Email: jholmgren@isantifiredistrict.org
Rate Type: Class I - Non Profit Organizations
Attendance: 0

The following facility request parts have been accepted:

Date	Setup	Start	End	Cleanup	Rooms	Rate	Hours	Amount
Isanti Primary School (IPS)								
Fri, Jul 6 2018	-	4:00 PM	11:59 PM	-	IPS-Parking Lots and Green Spaces	none	7h 59m	$0.00
Sat, Jul 7 2018	-	12:00 AM	11:59 PM	-	IPS-Parking Lots and Green Spaces	none	23h 59m	$0.00
Sun, Jul 8 2018	-	12:00 AM	11:00 PM	-	IPS-Parking Lots and Green Spaces	none	23h	$0.00

Setup Notes

Isanti Primary School (IPS) - IPS-Parking Lots and Green Spaces
Friday, Jul 6 4:00 - 11:59 PM:
not adding set-up or tear down times as they will be taking care of it

They will be using all parking lots, empty fields and green spaces

Legal Information

Cambridge-Isanti Schools, by permitting Class I-B, C, D, E, F and Class II organizations the use and rental of its facilities and equipment, does not become a promoter, endorser, or sponsor of the Class I-B, C, D, E and Class II meeting/event.

Any group or organization which uses a school facility and wishes to attract the public to its meeting/event via advertising, shall on the advertising accurately represent the content/activity of the event. The Board or Superintendent may require an organization to include a disclaimer in its advertising stating that the activity/event is not sponsored by Cambridge-Isanti Schools.

A certificate of insurance or liability coverage which can be extended by endorsement to provide satisfactory coverage, may be requested from any group using any facility for any event or activity (e.g., tournaments, special events, concerts, athletic instruction) The insurance must provide coverage of at least $1,000,000 per Occurrence for Bodily Injury and Property Damage. Cambridge-Isanti Schools will be named as an Additional Insured for General Liability, under the certificate of insurance.

Subject only to the limitations of Minnesota Statutes, permit holder agrees to indemnify and hold harmless Cambridge-Isanti Schools from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of the permit holder arising out of or in connection with the provisions of this agreement. Cambridge-Isanti Schools does not waive sovereign immunity except as provided by Minnesota Statutes

All users must adhere to Cambridge-Isanti Schools policies. Important policies are:

The use or possession of alcoholic beverages, illegal chemicals, and/or tobacco products is prohibited on Cambridge-Isanti Schools grounds.
- No firearms or weapons are permitted on Cambridge-Isanti Schools property.
- Latex balloons are not allowed in any of the Cambridge-Isanti Schools facilities.

Approved By: _____ 05/18/2018

Notice

Isanti Firefighters Rodeo Association will be having their annual rodeo event the weekend of July 6th - 8th 2018. Please be aware of the heavy pedestrian and vehicle traffic around the rodeo arena (401-1st Ave N Isanti, Minnesota 55040). The event will also be having a live band Friday/Saturday nights.

Sincerely,

Isanti Firefighters Rodeo Association

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: Unity Park - Parking for IFRA Rodeo.

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) CP

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) CP

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) CJ

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) CJ

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) CJ

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) CJ

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) CJ

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) CJ

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) CJ

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: IFRA

Clinton Langerud Co-Chair Coordinator / Chair Parking

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Clinton Langerud

Title Parking Chair

Signature Clinton Langerud

Date May / 23 / 18

Request for City Council Action - MEMO

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

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: June 5, 2018

Subject: A Resolution Approving a Special Event Permit Application for 2018 Jubilee Days

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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 5th from 3:00 p.m. to 10:30 p.m. Parade organizers are anticipating 10,000 people to attend. The parade route in 2018 will be different than past parades: the route will begin at 5th Avenue on Main Street and follow its typical route south on 4th Ave to Elizabeth St, and north on 2nd Ave to Main St; the parade will end on Main Street at Credit Union Drive. A map has been included in the Special Event Permit application materials. Organizers included to parade route options in their application; the alternate route will be used.

No parking signs will be posted along the parade route and Credit Union Dr NE, as well as both sides of Main Street east of Credit Union Drive out to Hwy 65. 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. There will be music and announcing at the corner of 1st Ave and Main St W. The group is requesting electric access at 30 West Main St. Organizers have requested permission to use the vacated right of way at 2nd Ave and Elizabeth St; this property is not City owned, so permission for such cannot be granted by the City and proof of permission from current property owners is required.

On Saturday, July 7th 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. The trailers at Family Pathways will not be moved for the event.

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 are 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.

A separate application has been filed for use of the community sign.

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 for the parade. 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. 2018-
- Special Event Application
    - Special Event Permit Application
    - Parade Route Maps and Explanations
    - Kids Day Site Maps
    - Requests for City Assistance
    - List of Portable Restroom Locations
    - Release and Indemnification Agreement
    - Draft letter to be provided to surrounding property owners
    - Certificate of Liability Insurance
    - City Letter Requesting Supplemental Information
    - Supplemental Information
    - Departmental Review Form

RESOLUTION NO. 2018-XXX

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR 2018 JUBILEE DAYS

WHEREAS, the North 65 Chamber of Commerce has submitted a Special Event application requesting a permit to host Jubilee Days; and,

WHEREAS, a parade is scheduled to take place Thursday, July 5 from 3:00 to 10:30 pm and will use a new route due to construction at the future hotel site ending at Credit Union Drive; and,

WHEREAS, Kids Day is scheduled for Saturday, July 7 from 7:00am to 4:00pm in Downtown Isanti; and,

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 5, 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 on July 7; 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.
- The trailers at Isanti Pathways are not to be moved for 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 5th day of June 2018.

Attest:

George A. Wimmer
Mayor

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

- ☑ Complete Application Form ✓
- ☑ Cleanup Deposit Fee - $100 ✓
- ☑ Proof of Insurance or Certificate of Insurance ✓
- ☑ Site Map ✓
- ☑ Approval Letter from the Property Owner pending
- ☑ 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 1, 2018

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: 763-689-2505 Fax: 763-552-2505 Cell: [redacted]

E-mail: melissa@north65chamber.com

Secondary Contact Person: [redacted]

Address:

City: State: Zip:

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

EVENT INFORMATION

Event Name: Isanti Rodeo Jubilee Days

Date(s) of Event: Thursday, July 5 and Saturday, July 7, 2018

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 5. 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 7.

Proposed Location of the Event (be specific, site map also required):
July 5 Parade - See route attached. July 7 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 5 Parade - 10,000 July 7 Kids Day - 3,000

Parking Impact – Describe in detail:
Parade - No parking along the parade route on July 5. 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 5 - along parade route, July 7 - 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 5 - see parade route. On July 7 - 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
Police assistance requested with street closures and traffic control of the closure.

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 5 - after the parade volunteers and public works department. July 7 - 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 5 - The parade features many live performers. Music and announcing at 1st and Main.

Will any other public addressing system or sound amplification be used? If so, describe:
July 5 - MC and Parade judges will be using sound amplification and a mic. July 7 - 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 Bakerink

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Parade route map

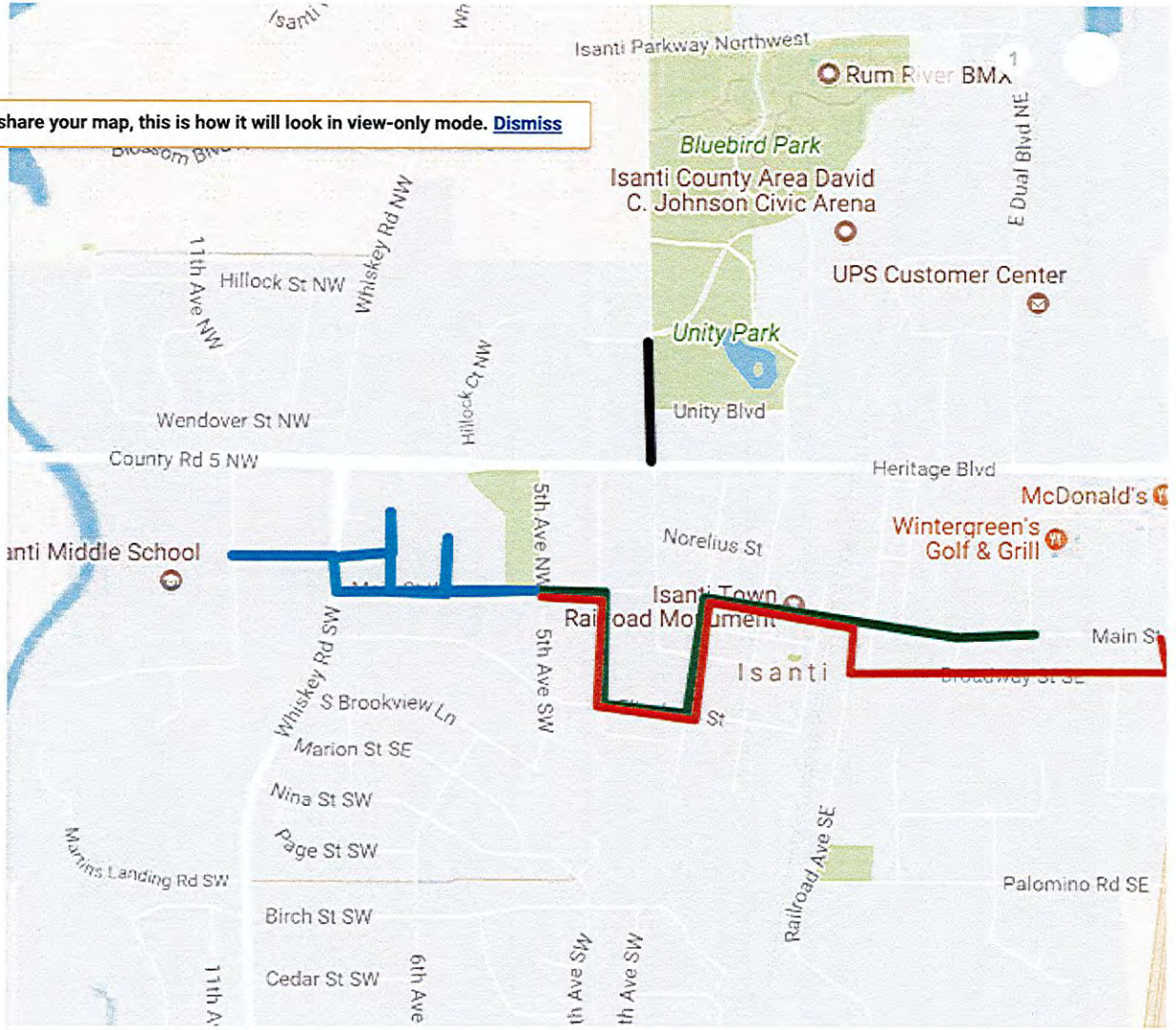
1 view

SHARE EDIT

When you share your map, this is how it will look in view-only mode. Dismiss

Untitled layer

- Route 2 (new)
- Route 1 (previously used)
- Parade line up areas
- Additional line up - fire trucks



Made with Google My Maps

Map data ©2018 Google Terms 500 ft

Isanti Rodeo Jubilee Days 2018
Parade Route Options

1. The preference will be to use the existing parade route if available (see route 1 on map)

2. If Route 1 is not available, then an alternate route (Route 2) is proposed as follows:

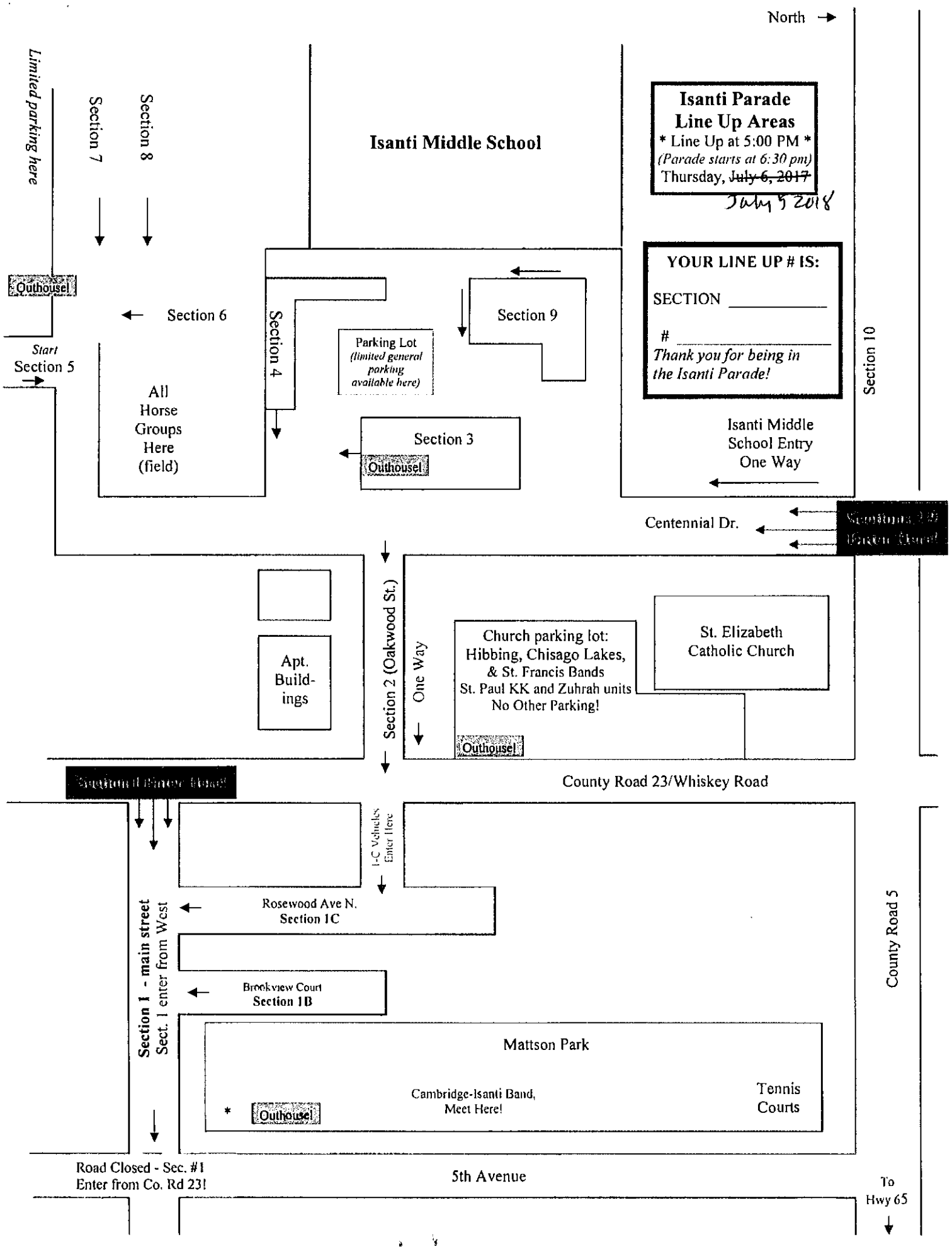
On Main Street after the railroad tracks instead of turning onto Railroad Ave, the parade will continue down Main St. to Credit Union Drive where it will end.

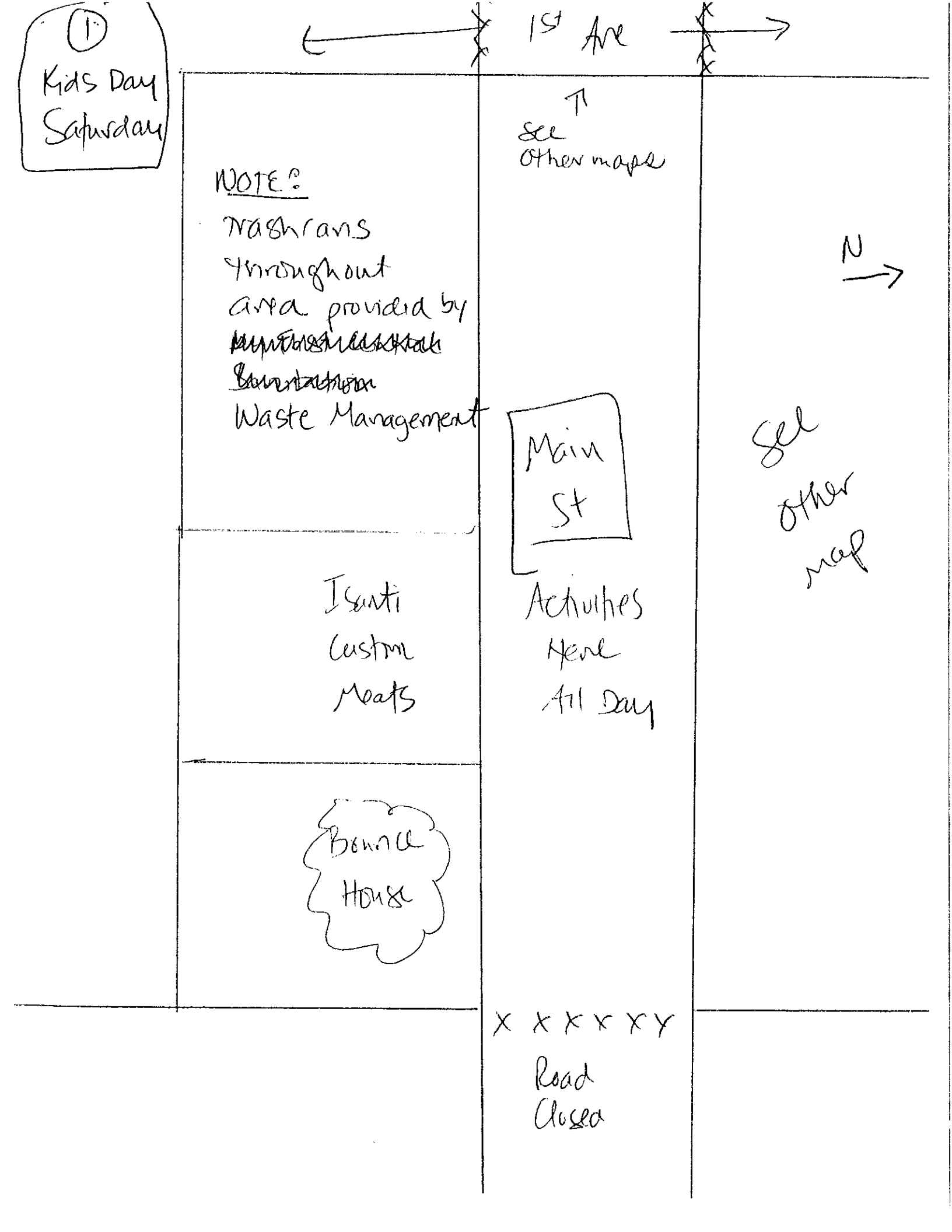
At the Credit Union Drive/Main Street intersection participants will exit the parade via 1 of 2 routes:

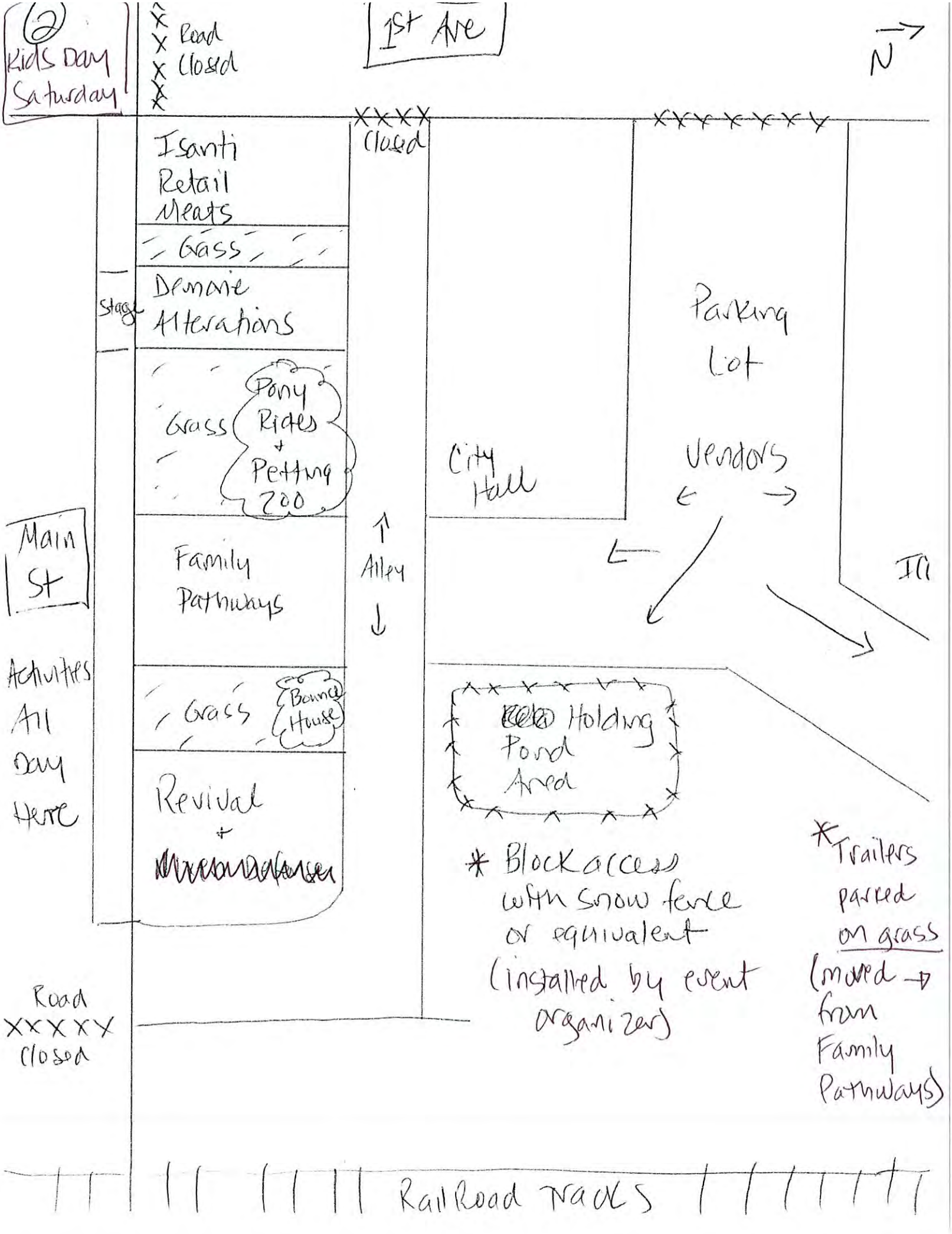
1. Continue East on Main Street to HW 65 southbound
2. Turn North on Credit Union Drive to Heritage Blvd West (return to Isanti Middle School) or Heritage Blvd East to HW 65 Northbound or Southbound.

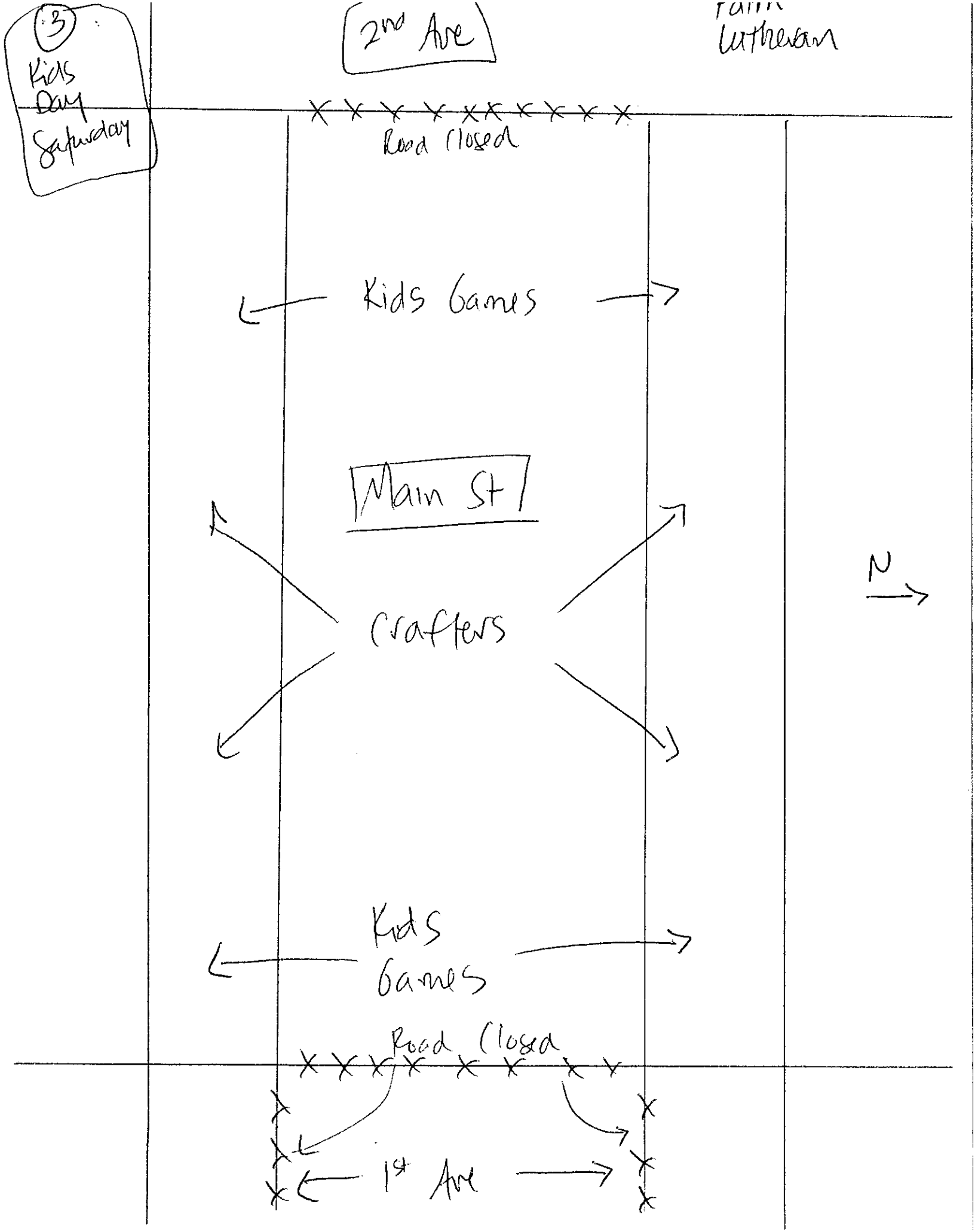
Permission to utilize parking lots and shouldering property along Credit Union drive is being requested.

Additional note:
Request permission to move trailers from the Family Pathways property to the grassy area adjacent to the Isanti Community Center parking lot, between the parking lot and the railroad tracks.


North
Limited parking here
Section 7
Section 8
Isanti Middle School
Isanti Parade
Line Up Areas
* Line Up at 5:00 PM *
(Parade starts at 6:30 pm)
Thursday, July 6, 2017
July 5 2018
YOUR LINE UP # IS:
SECTION
#
Thank you for being in the Isanti Parade!
Outhouse
Section 6
Section 4
Section 9
Parking Lot
(limited general parking available here)
Start
Section 5
All Horse Groups Here (field)
Section 3
Outhouse
Isanti Middle School Entry One Way
Section 10
Centennial Dr.
Apt. Buildings
Section 2 (Oakwood St.)
One Way
Church parking lot:
Hibbing, Chisago Lakes, & St. Francis Bands
St. Paul KK and Zuhrah units
No Other Parking!
Outhouse
St. Elizabeth Catholic Church
County Road 23/Whiskey Road
I-C Vehicles Enter Here
Rosewood Ave N.
Section 1C
Brookview Court
Section 1B
Section 1 - main street
Sect. 1 enter from West
Mattson Park
Cambridge-Isanti Band, Meet Here!
Outhouse
Tennis Courts
County Road 5
Road Closed - Sec. #1
Enter from Co. Rd 23!
5th Avenue
To Hwy 65


1
Kids Day
Saturday
1st Ave
See
Other maps
NOTE:
Trashcans
throughout
area provided by
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) Kids Day Saturday
Road Closed
1st Ave
N
Road 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
Holding Pond Area
Revival +
* Block access with snow fence or equivalent (installed by event organizers)
* Trailers parked on grass (moved → from Family Pathways)
Road Closed
Railroad Tracks


3
Kids Day Saturday
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 5-8, 2018 Isanti Rodeo Jubilee Days
The North 65 Chamber of Commerce respectfully requests the following for Jubilee Days July 5 and 7, 2018:

July 5, 2018 – 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
  Previously used route: *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
  Alternate route if construction: *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 Credit Union Blvd North, to CO Rd 5. Both sides of road.* 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

NORTH 65
CHAMBER
OF COMMERCE

2 Enterprise Avenue NE, Suite C4, Isanti, MN
www.north65chamber.com

Addendum to Special Event Permit for July 5-8, 2018 Isanti Rodeo Jubilee Days
The North 65 Chamber of Commerce respectfully requests the following for Jubilee Days July 5 and 7, 2018:

July 7, 2018 – 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 2, 2018. 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

NORTH 65 CHAMBER OF COMMERCE

2 Enterprise Avenue NE, Suite C4, Isanti, MN
www.north65chamber.com

Addendum to Special Event Permit for July 5-8, 2018 Isanti Rodeo Jubilee Days (amended May 23, 2018)

Portable Restroom Locations
No restrooms placed on sidewalks

July 5, 2018
Middle School East Parking Lot
Old Waste Water Plant
St. Elizabeth's Church parking lot
Mattson Park – 1 Regular, 1 Handicap Accessible (between curbline and sidewalk)
Faith Lutheran Parking Lot - 1 Regular, 1 Handicap Accessible
2nd and Main – parking lot or grass at 121 W. 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.
303 Credit Union Drive, parking lot - 3 Regular, 1 Handicap Accessible
NW corner of Main and HW 65 – 2

July 7, 2018
Faith Lutheran Parking Lot - 1 Regular, 1 Handicap Accessible
2nd and Main - parking lot or grass at 121 W. Main
1st and Main
City Hall Parking Lot South Side- 1 Regular, 1 Handicap Accessible
City Hall Parking Lot East Side

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 5 and 7, 2018 - 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 1, 2018

NORTH 65
CHAMBER
OF COMMERCE

2 Enterprise Avenue NE, Suite C4, Isanti, MN
www.north65chamber.com

To Whom It May Concern:

The 2018 Isanti Rodeo Jubilee Days will be July 5 through July 8, 2018.

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 5, 2018
LETTER TO INCLUDE APPROPRIATE ROUTE AS DETERMINED CLOSER TO EVENT
1)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.
2)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 ending at Credit Union Drive. Parade begins at 6:30pm.

Saturday, July 7, 2018
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.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/08/2018

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:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : OWNERS INSURANCE	32700
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
North 65 Chamber of Commerce Inc
2 Enterprise Ave NE, Suite C4
Isanti MN 55040

COVERAGES **CERTIFICATE NUMBER:** 20180508141637327 **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	08513222-17	07/15/2017	07/15/2018	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	05/09/2018	05/09/2019	[ ] 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)

Isanti Rodeo Jubilee Days

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

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NORTH 65 CHAMBER OF COMMERCE

2 Enterprise Avenue NE, Suite C4, Isanti, MN
www.north65chamber.com 763-689-2505

May 23, 2018

City of Isanti
110 1st Avenue NW
Isanti, MN 55040

RE: Isanti Rodeo Jubilee Days Special Event Permit Application

Dear City of Isanti,

I am providing the following in response to your May 17, 2018 letter regarding the Isanti Rodeo Jubilee Days Special Event Permit Application:

Parade Route

- Participants will be advised to use the sidewalk when returning to the staging area following their participation in the parade.
- Portable restrooms will be located off of sidewalks. Please see attached list of restroom locations.
- We accept the recommendation to include No Parking signs on both sides of Main Street from Credit Union Drive east to HW 65.
- The property owners at the NW corner of Main Street as well as the adjacent property to the west have given permission to use their properties to alleviate congestion at this point.
- The property to the west of Minnco Credit Union, owned by Minnco Credit Union has been secured for overflow parking.

Kids Day

- Family Pathways will not be asked to move their trailers.
- I have separately provided a registration form for the city to be present at Kids Day. Your designated contact will be provided with a check-in time and a set up location. The fee will be waived.

Attachments

- Special Event Equipment Request form with supplemental attachments
- Portable restroom locations
- Letters authorizing property use

Continued

Please contact me via email at melissa@north65chamber.com or 612-669-4129 with any questions regarding this permit.

Sincerely,

Melissa Bettendorf
Executive Director

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

Special Event Equipment Request Form

Event Name: Isanti Rodeo Jubilee Days - Parade

Date(s) of Event: Thursday, July 5, 2018

Contact Person: Melissa Bettendorf, Nicki Dochniak and Dave Englund

Equipment Drop Off/Pick Up Location: multiple, see attached

Equipment Drop Off Date/Time: multiple, see attached

Please list the number of each item requested. Isanti Public Works will determine the availability of equipment for each event, and reserves the right to deny requests. *All equipment must be returned no later than 24 hours after the end of the event. The replacement of any broken or missing equipment will be billed to the event organizers.*

Construction Cones: 40

Picnic Tables: Ø

Barricades: 10 N all available

Stage: 1

Road Closed Signs: See attached

No Parking Signs: see attached

Office Use Only

Date Delivered: _____ By: _____

Date Checked In: _____ By: _____

NORTH 65 CHAMBER OF COMMERCE

2 Enterprise Avenue NE, Suite C4, Isanti, MN
www.north65chamber.com

Addendum to Special Event Permit for July 5-8, 2018 Isanti Rodeo Jubilee Days
The North 65 Chamber of Commerce respectfully requests the following for Jubilee Days July 5 and 7, 2018: (amended May 23, 2018)

July 5, 2018 – Parade Day

- Delivery of the big stage to SW corner of 1st and Main just west of the bump out on the day prior or by 9:00 am Thursday, July 5.
- **Barricade and Road Closed Signs:** Police traffic control for attached parade route including all barricades and signs required to close the streets as indicated. Please leave on city property downtown for use on Saturday, July 7.
- **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. Request number needed to appropriately mark the street as follows:

  Previously used route: *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 Braadway 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, anly the East Side of Credit Union Blvd fram Main to Co Rd 5.* Southbound side along Isanti Primary School from just North of creek to Heritage Blvd for fire trucks

  Alternate route if construction: *Starting at IMS back field area of Centennial Dr to Oakwood Street East, East on Main, INCLUDING the two Cul-de-sac areas narth of Main St. (Rosewood and Brookview) to 5th St South to Broadway E, ta 2nd North to Main East to HW 65 and Credit Union Blvd Narth, to CO Rd 5. Both sides of road.* 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 AND 102 Dahlin Ave for placement of food vendors

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

Special Event Equipment Request Form

Event Name: Isanti Rodeo Jubilee Days - Kids Day

Date(s) of Event: Saturday, July 7, 2018

Contact Person: Dave Englund 763-300-9368, Melissa Bettendorf

Equipment Drop Off/Pick Up Location: multiple, see attached

Equipment Drop Off Date/Time: multiple, see attached

Please list the number of each item requested. Isanti Public Works will determine the availability of equipment for each event, and reserves the right to deny requests. *All equipment must be returned no later than 24 hours after the end of the event. The replacement of any broken or missing equipment will be billed to the event organizers.*

Construction Cones: 40

Picnic Tables: 6-9 (all available)

Barricades: 10 or all available

Stage: N/A

Road Closed Signs: N/A

No Parking Signs: see attached

Office Use Only

Date Delivered: _____ By: _____

Date Checked In: _____ By: _____

NORTH 65 CHAMBER OF COMMERCE

2 Enterprise Avenue NE, Suite C4, Isanti, MN
www.north65chamber.com

Addendum to Special Event Permit for July 5-8, 2018 Isanti Rodeo Jubilee Days
The North 65 Chamber of Commerce respectfully requests the following for Jubilee Days July 5 and 7, 2018: (amended May 23, 2018)

July 7, 2018 – Kids Day

- **Barricades**: 10 or more if available.
- **Cones**: 40 cones. Can pick up on Thursday after parade. Will be returned when public works is open on Sunday or at a time designated by you.
- **Picnic tables** and delivery of tables to City Hall by public works and return of picnic tables by public works. All available. 6 minimum.
- 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).
- Police assistance with traffic control at 3rd and Heritage Blvd between 8 and 9am.
- Use of City Hall and Isanti Community Center parking lot for 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
- City to call in utility locations around retaining pond adjacent to the city hall parking lot with direction to be marked by Monday, July 2, 2018. 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

Melissa Bettendorf

From: Peggy Durkot <pdurkot@minnco.com>
Sent: Tuesday, May 15, 2018 1:09 PM
To: Melissa Bettendorf
Subject: RE: Minnco property request

Minnco Credit Union will allow vehicles (no floats) to use the property to the west for overflow parking during the parade on July 5th, 2018.

Thank you,

Peggy Durkot
Minnco Credit Union
Vice President
Isanti Office
NMLS MLO 800225
763-444-4300 ext. 7344
763-444-4370 fax
pdurkot@minnco.com

From: Melissa Bettendorf [melissa@north65chamber.com]
Sent: Tuesday, May 15, 2018 1:04 PM
To: Peggy Durkot
Subject: Minnco property request

Peggy,

Thank you for agreeing to allow us to use the Minnco property to the west of your building on Credit Union Drive in Isanti for the Isanti Rodeo Jubilee Days parade on Thursday, July 5, 2018 (PID 160770020).
Please respond to confirm for our records and permit to the City of Isanti.

Thank you,
Melissa

Melissa Bettendorf
Executive Director
melissa@north65chamber.com

North 65 Chamber of Commerce
2 Enterprise Avenue NE, Suite C4
Isanti, MN 55040
Ph:763-689-2505 Fax: 763-552-2505
Visit our website:www.north65chamber.com

Melissa Bettendorf

From: Peggy Durkot <pdurkot@minnco.com>
Sent: Wednesday, May 23, 2018 2:01 PM
To: Melissa Bettendorf
Subject: RE: additional request - parade

Minnco will allow the Rodeo Days Parade the use of the land at 403 Main St E, Isanti for the use of extra parking only during the hours of the parade.

Thank you,

Peggy Durkot
Minnco Credit Union
Vice President
Isanti Office
NMLS MLO 800225
763-444-4300 ext. 7344
763-444-4370 fax
pdurkot@minnco.com

From: Melissa Bettendorf [melissa@north65chamber.com]
Sent: Wednesday, May 23, 2018 1:41 PM
To: Peggy Durkot
Subject: additional request - parade

Hi Peggy,

After reviewing the permit with the city we have determined that it would be helpful to have access to the Minnco land located at 403 MAIN ST E, ISANTI, MN 55040 (ID 16.029.0400) for parking. This parcel has been used for the parade in all the past years I have been involved, so not a new request as the other was.

Would you be willing to write another email granting us permission to use that land?

Thank you very much!
Melissa

Melissa Bettendorf
Executive Director
melissa@north65chamber.com

North 65 Chamber of Commerce
2 Enterprise Avenue NE, Suite C4
Isanti, MN 55040
Ph:763-689-2505 Fax: 763-552-2505
Visit our website:www.north65chamber.com

5/22/18

To North 65 Chamber of Commerce,

This letter is to authorize the use of the property location at:

main parking lot, rear parking and grass areas located at 303 Credit Union Drive Northeast, Isanti, MN 55040

during the Isanti Rodeo Jubilee Days Parade on Thursday July 5th, 2018.

Printed Name: Wesley B Johnson

Signed: Wesley B

Title: Director of Property Management
RIC Properties, Inc.

May 23, 2018

To North 65 Chamber of Commerce,

This letter authorizes the use of the property adjacent to the Family Pathways building on Main Street during the Isanti Rodeo Jubilee Days Parade on Thursday, July 5, 2018 and on Kids Day Saturday, July 7, 2018

Printed name: Penni Skaggs

Signed: Penni Skaggs

Title: Isanti Family Pathways

Melissa Bettendorf

From: Dan Mujwid <dan@aboveallonecall.com>
Sent: Thursday, May 24, 2018 10:58 AM
To: Melissa Bettendorf
Subject: RE: Jubilee Days - land use request

That's fine melissa

Sent from my T-Mobile 4G LTE Device

-------- Original message --------
From: Melissa Bettendorf <melissa@north65chamber.com>
Date: 5/24/18 10:27 AM (GMT-06:00)
To: Dan Mujwid <dan@aboveallonecall.com>
Subject: Jubilee Days - land use request

Hi Dan,

I hope this finds you well. I'm reaching out again regarding the Isanti Rodeo Jubilee Days parade and the use of your land located at the Southwest corner of 2nd and Main Street in downtown Isanti.

May we use the space again to set up vendors for the parade on Thursday, July 5?

Please respond with your approval so that I may include it in the special event permit application for the city of Isanti. You may respond to this email or print a letter if you prefer. If you have any questions, please email me or call 612-669-4129.

Thank you,
Melissa

Melissa Bettendorf
Executive Director
melissa@north65chamber.com
763-689-2505

Request #1819-716

Community Education
Opportunities for lifelong learning

Cambridge-Isanti Community Education
625 Main St N
Cambridge, MN 55008
(763) 689-6189
FacilityUse@C-ISchools.org

NORTH 65 CHAMBER OF COMMERCE
MELISSA BETTENDORF
2 ENTERPRISE AVE NE STE C4
ISANTI, MN 55040

Isanti Rodeo Jubilee Days Parade Line Up

Information

Account #: #1014
Contact: Melissa Bettendorf
Phone: (612) 669-4129, Cell
(763) 689-2505, Work
(763) 689-2505, Organization Home
(612) 669-4129, Organization Cell

Email: melissa@north65chamber.com
melissa@north65chamber.com
melissabettendorf@gmail.com
Rate Type: Class I - Non Profit Organizations
Attendance: 0

The following facility request parts have been accepted:

Date	Setup	Start	End	Cleanup	Rooms	Rate	Hours	Amount
Isanti Middle School/Minnesota Center (IMS)								
Thu, Jul 5 2018	-	12:00 AM	11:59 PM	-	Ball Field #3, Football Field - NE, Football/Soccer Field - NW, Grassy Area South of Existing Parking Lot, IMS Parking Lot, Outdoor Basketball Court, Softball Field #1, Softball Field #2, Volleyball Court (Sand)	none	215h 51m	$0.00

Setup Notes

attendees approximately 100-no set-up required. All Outdoor spaces involved- all parking lots, fields and grassy areas

Legal Information

Cambridge-Isanti Schools, by permitting Class I-B, C, D, E, F and Class II organizations the use and rental of its facilities and equipment, does not become a promoter, endorser, or sponsor of the Class I-B, C, D, E and Class II meeting/event.

Any group or organization which uses a school facility and wishes to attract the public to its meeting/event via advertising, shall on the advertising accurately represent the content/activity of the event. The Board or Superintendent may require an organization to include a disclaimer in its advertising stating that the activity/event is not sponsored by Cambridge-Isanti Schools.

A certificate of insurance or liability coverage which can be extended by endorsement to provide satisfactory coverage, may be requested from any group using any facility for any event or activity (e.g., tournaments, special events, concerts, athletic instruction) The insurance must provide coverage of at least $1,000,000 per Occurrence for Bodily Injury and Property Damage. Cambridge-Isanti Schools will be named as an Additional Insured for General Liability, under the certificate of insurance.

Subject only to the limitations of Minnesota Statutes, permit holder agrees to indemnify and hold harmless Cambridge-Isanti Schools from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of the permit holder arising out of or in connection with the provisions of this agreement. Cambridge-Isanti Schools does not waive sovereign immunity except as provided by Minnesota Statutes

All users must adhere to Cambridge-Isanti Schools policies. Important policies are:

The use or possession of alcoholic beverages, illegal chemicals, and/or tobacco products is prohibited on Cambridge-Isanti Schools grounds.
- No firearms or weapons are permitted on Cambridge-Isanti Schools property.
- Latex balloons are not allowed in any of the Cambridge-Isanti Schools facilities.

Approved By: [signature] 05/16/2018

as Executive Director, North 65 Chamber

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: _____

Public Services Director
X Approved _____ Denied _____ N/A Signature: Jon Wood

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

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Tuesday, May 29, 2018 10:20 AM
To: Isanti Parks
Subject: RE: Jubilee Special Event Permit

Hi Katie,

Isanti Fire reviewed and approves the 2018 Jubilee Kids Day and Parade special event permit application as presented. Thank you.

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 <IsantiParks@cityofisanti.us>
Sent: Tuesday, May 29, 2018 8:39 AM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Jubilee Special Event Permit

Good morning,

I have attached the Special Event Permit application materials for the parade and Jubilee Kids Day. Please respond with any comments or your approval by the end of the day Wednesday, May 30 if possible.

Thank you,

Katie Everett
Parks, Recreation, and Culture Manager
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

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: May 31, 2018

Subject: Consider Resolution to Appoint Candidate to Fill a Vacant Planning Commission (PC) Seat 2018-XXX

Background:
Currently, there are two seats vacant on the Planning Commission. 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 Planning Commission. One application and Interest Disclosure form was received from Joey LeMay. The applicant lives within City limits.

Request:
It is requested that City Council interview candidates Joey LeMay to appoint him for the Planning Commission.

Attachment:
- Resolution 2018-XXX

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?

DISCLOSURE FORM

Public Officials of the City of Isanti listed by title in the Resolution 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**

NA

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 #
Home	[redacted]	[redacted]
_____	_____	_____
_____	_____	_____

3. **Assets**

NA

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

_____

_____

_____

_____

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 Katie Brooks. PO Box 428, Isanti, MN 55040 or
kbrooks@cityofisanti.us 763-444-5512

Name: JOEY LEMAY E-mail: _

Address: _____ ISANTI, MN 55040

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 Commission:

DEGREES IN JOURNALISM AND URBAN FORESTRY

MULTIPLE LEADERSHIP ROLES THROUGHOUT CAREER AND EDUCATION

Why you are interested on being on the Commission?

AS A RELATIVELY YOUNG AND NEWER RESIDENT, I ENVISION MYSELF IN THE CITY FOR A LONG TIME AND WOULD LIKE TO TAKE A HANDS-ON APPROACH

What is your vision of Isanti?

RESPONSIBLE GROWTH. A MINDFUL CITY THAT VALUES EDUCATION, AN EVOLVING POPULATION, AND AN ACCOUNTABLE COMMUNITY.

Any other pertinent information that might to be taken into consideration. You may attach additional pages.

I HAVE WORKED WITH MUNICIPALITIES THROUGHOUT MY CAREER DOING TREE INVENTORIES AND REPORTS.

RECD 5/11/18 CAM

Public Official and/or Applicant:

JOEY LEMAY
Print Name

Signature

Date: 5-10-18

Please provide the following information:
(Please Print)

Current Address and Post Office Box Number

ISANTI, MN 55040
City, State, Zip Code

Home Phone Number

Work Phone Number

( )
Cell Phone Number

Received by the City Administrator/designee on: 5/11/2018

RESOLUTION 2018-XXX
Amending Resolution 2018-076

RESOLUTION AMENDING RESOLUTION 2018-076 DESIGNATING COMMITTEES AND REPRESENTATIVES FOR CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2018

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, IT IS HEREBY 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 2018:

Economic Development Authority	Mayor and City Council
Parks, Recreation & Culture Board	Wimmer
Planning Commission	Mayor and City Council
Rum River BMX Association Board	Collison
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 & Ops Advisory Committee	Wimmer, Lorinser
Finance Committee	Wimmer, Lorinser
Building & Grounds Committee	Collison, Lundeen
Personnel Committee	Wimmer, Lorinser
C-I Bike/Walk Trail	Wimmer
Liquor Committee	Bergley, Collison
Police Committee	Bergley, Collison
Public Works Committee	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 2018:

Jenny Garvey	*(term expiration 12-31-2020)*
Aaron Zdon	*(term expiration 12-31-2019)*
Jeffrey Johnson	*(term expiration 12-31-2018)*
James Witte	*(term expiration 12-31-2018)*
George Wimmer	Council Representative (*term expiration 12-31-2018*
_____	Student Representative *(term expiration 12-31-2018)*

5. That the City Council designates the following individuals to the Planning Commission for year 2018:

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

6. That the City Council Economic Development Authority Board membership terms are as follows for year 2018:

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

This Resolution is hereby approved by the Isanti City Council this 5th day of June, 2018.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

J.5.

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: May 31, 2018

Subject: Expansion of Police Reserve Officer Duties - Proposed City Code / Resolution Amendments

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The DOAC Committee directed staff to research and come back with a recommendation for expansion of Police Reserve Officer duties to include the writing of citations for local laws promulgated under the City Code. Staff worked with the City Attorney in the research and preparation of proposed legislation. Under the proposed expansion of Police Reserve Officer duties, City Code areas under Nuisances, Parking, Parks, Special Events and Tobacco would be included in the writing of citations for violations of those code areas. It is envisioned that citations would also include the use Administrative Citations.

Attached for your consideration is a proposed Ordinance to amend City Code Chapter 47, Police Reserves, Paragraph 47-4 Duties of Members, to add this enforcement authority. Also attached for your consideration are: 1) a proposed Ordinance to amend City Code Chapter 65, Administrative Penalties, to include Police Reserve Officers; and 2) proposed amendments by Ordinance to City Code Chapter 160 and the City Fee Resolution to expand Administrative Citation areas to include Park and Recreation Areas and Tobacco.

ORDINANCE NO. XXX

AN ORDINANCE TO AMEND THE CODE FOR THE CITY OF ISANTI, CHAPTER 47, POLICE RESERVES

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Chapter 47, Paragraph 47-4. Duties is hereby deleted and amended to read and include the following:

47-4 Duties of Members. The duties and obligations of the members of the Police Reserve shall be as follows, to the full extent authorized pursuant to applicable Minnesota law under the direction of the Chief of Police:

A. To aid in the enforcement of all laws.

B. To assist as directed in enforcement of local laws promulgated in the City Code regarding Nuisances, Chapter 216; Parking and Storage, Chapter 227; Park and Recreation Areas, Chapter 230; Special Events, Chapter 278; and Tobacco and Related Delivery Products, Chapter 295; including but not limited to the issuance of citations for the violation of said ordinances

C. Suppression of disturbances.

D. The preservation of peace.

E. Protection of life and property.

EFFECTIVE DATE
This ordinance shall take effect upon its publication in the official newspaper of the City of Isanti.

This Resolution is hereby approved by the Isanti City Council this 5th day of June, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

Posting Date: 5-18-18
Reading Date: 6-5-18
Publication Date: 6-14-18
Effective Date: 6-14-18

ORDINANCE NO. XXX

AN ORDINANCE AMENDING THE CITY CODE CHAPTER 65, ADMINISTRATIVE PENALTIES

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Chapter 65, Paragraph 65-4, is hereby amended to read and include the following:

Section 65-4. Authority to issue order to correct letters and administrative citations.
The following City employees and agents are authorized to issue compliance letters and administrative citations for violation of the City Code and other associated Ordinances:

A. Licensed Peace Officers of the Isanti Police Department;

B. ~~Code Enforcement/Zoning Technician~~, Reserve Officers of the Isanti Police Department;

C. Community Development Director;

D. ~~City~~ Planner;

E. Animal Control Officer; or

F. Building Official.

G. The City reserves the authority to use the abatement process as outlined within Chapter 216 Nuisances, in lieu of or in addition to the process outlined within this Chapter.

EFFECTIVE DATE
This ordinance shall take effect upon its publication in the official newspaper of the City of Isanti.

This Resolution is hereby approved by the Isanti City Council this 5th day of June, 2018.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

Posting Date: 5-18-18
Reading Date: 6-5-18
Publication Date: 6-14-18
Effective Date: 6-14-18

ORDINANCE NO. XXX

AN ORDINANCE AMENDING THE CODE OF THE CITY OF ISANTI CHAPTER 160 FEES

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Chapter 160, Paragraph, is hereby amended to read and include the following:

Section 160-2. Enumeration of fees:

ADD

Administration

Administrative Citations – City Code Violations

Chapter 230, Park and Recreation Areas
Chapter 295, Tobacco and Related Delivery Devices

EFFECTIVE DATE
This ordinance shall take effect upon its publication in the official newspaper of the City of Isanti.

This Resolution is hereby approved by the Isanti City Council this 5th day of June, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

Posting Date: 5-18-18
Reading Date: 6-5-18
Publication Date: 6-14-18
Effective Date: 6-14-18

RESOLUTION 2018-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 June 6, 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 230, Park and Recreation Areas	$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 295, Tobacco, et al	$75.00
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%

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 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	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
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)	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)	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
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
Air Compressor with $90.00 Accessories and Pickup, Pickup, One Ton Trucks, Tractors	$110.00	
Vactor with Pickup $135.00 (Requires Two Operators) There is an additional charge of $.35 per lineal foot for sewer cleaning.	$145.00	
Single Axle Truck, Street Sweeper, Single Axle Dump Truck with Snowplow,	$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	$90.00	$105.00
All Other Equipment Such As Chain Saw, Push Mower and Weed Whips	$75.00	$95.00

Fire

Fire Extinguisher Service Deposit Fee	$25.00 (refundable)
Fire Extinguisher – Administrative Fee	$3.00

This Resolution is hereby approved by the Isanti City Council this 5th day of June, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

J.6.

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer & City Council

From: Don Lorsung, City Administrator

Date: May 25, 2018

Subject: Resolution Ordering the 2018 Street and Utility Improvement Project and Preparation of Plans

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With the Hotel Project underway, the next step in the Redevelopment Plan is for the extension of 5th Avenue NE and Richard Avenue SE. Attached are the feasibility studies for each project. The proposed improvements consist of streets, curb & gutter, sidewalks, water and sanitary sewer improvements. The utility improvements provide for the looping of watermain and extension of sewer access to adjacent properties. The projects have been determined to be feasible. Bolton and Menk has submitted a proposal for engineering services to construct the improvements (see attached). It is proposed that Street Improvements would be funded through an interfund loan from the Liquor Fund. Utility improvements would be funded from their respective utility fund. Both projects have been combined as the 2018 Street and Utility Improvement Project.

Staff has prepared a resolution to order the improvements and proceed with preparation of plans and specifications. The order is conditioned on the City Council accepting a bid for the proposed improvements.

The resolution is attached for your consideration.

RESOLUTION NO. 2018-xxx

RESOLUTION ORDERING THE 2018 STREET AND UTILITY IMPROVEMENT PROJECT AND PREPARATION OF PLANS

WHEREAS, the City Council ordered feasibility reports for the Extension of Fifth Avenue NE (Resolution No. 2017-080) and Extension of Richard Avenue SE (Resolution No. 2018-031); and

WHEREAS, the proposed improvements consisting of streets, curb & gutter, sidewalk, and utility improvements in the preliminary reports are deemed feasible; and

WHEREAS, the developer has begun construction of the new Hotel in conformance with the Redevelopment Plan for the Area, as adopted by the City Council (Resolution 2017-225). Therefore, in order to carry forth with the Redevelopment Plan for the area the street and utility improvements in the Plan need to proceed:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota:

1. The City Council accepts the feasibility studies and orders the improvement of Fifth Avenue NE and Richard Avenue SE in accordance with the Redevelopment Plan, pursuant to Minnesota Statutes 469 and 412.221. Said order shall be contingent on satisfactory bids received and approved by the City Council. Estimated costs for the improvements are as follows:

    a. Fifth Avenue NE $254,000.00
    b. Richard Avenue SE $127,000.00

2. The project shall be known as the 2018 Street and Utility Improvement Project.

3. The City Council approves the fee proposal from Bolton & Menk, Inc. for preparation of plans and specifications, and administration of the improvement project.

4. It is anticipated that the street improvements shall be funded through an interfund loan from the Liquor Fund. Utility improvements shall be funded through their respective utility funds.

This resolution was duly adopted by the Isanti City Council this 5th day of June 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
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: May 24, 2018

To: Don Lorsung, City Administrator

From: Bradley C. DeWolf, P.E.
City Engineer

Subject: 2018 Street & Utility Improvements - Engineering Services
City of Isanti, MN
Project No.: R13.114520

Pursuant to your authorization, we have prepared a Preliminary Engineering Report (PER) for the 5th Avenue NE Extension as well as a PER for the Richard Avenue SE Extension. Included in these reports are exhibits depicting the proposed improvements, estimated costs and discussions regarding funding.

The Finance Committee has reviewed these reports 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 Plans and Specifications
- Advertise for bids
- Prepare the recommendation to Council to award the bid
- Hold a preconstruction meeting
- Perform construction observation and surveying during the project
- Perform construction administration during the project
- Prepare the final close out documents
- Create as-built drawings of the improvements.

We recommend the following schedule to keep the project on schedule to be constructed this summer:

1) July 3, 2018 — City Council approves plans and orders advertisement of bids
2) July 31, 2018 — Open Bids
3) August 7, 2018 — City Council awards bid
4) August – November, 2018 — Project construction

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 $81,750. These fees were included in the estimated project costs in the Preliminary Engineering Reports.

Jason or I will be at the June 5, 2018 City Council meeting to present these reports 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.

[redacted]

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5TH AVENUE NE EXTENSION

PRELIMINARY ENGINEERING REPORT

City of Isanti, MN

MARCH, 2017

Submitted by:
Bolton & Menk, Inc.
7533 Sunwood Drive NW, Suite 206
Ramsey, MN S5303
P: 763-433-2851
F: 763-427-0833

Certification

Preliminary Engineering Report

For

5th Avenue NE Extension

City of Isanti, Minnesota
Bolton & Menk Project No. R13.113373

March, 2017

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.

By: _____

Bradley C. DeWolf, P.E.
License No. 24000

Date: 3/20/2017

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Appendix B: EXISTING CONDITIONS
Appendix C: PROPOSED IMPROVEMENTS
Appendix D: RIGHT-OF-WAY ACQUISTION
Appendix E: PRELIMINARY COST ESTIMATE

I. PROJECT INTRODUCTION

This Preliminary Engineering Report prepared by Bolton & Menk, Inc., as authorized by the Isanti City Council, provides an initial analysis of the feasibility, cost-effectiveness, and the necessity of the proposed infrastructure improvements.

A. Background Information

This project is being considered to complete 5th Avenue NE from approximately 350 feet south of Cherrywood Street to Main Street. Appendix A identifies the location of the project. Sanitary sewer and water main would be installed to provide service the two general business district parcels adjacent to the project.

B. Scope

This report addresses the benefit to constructing the remaining length of 5th Avenue NE from approximately 350 feet south of Cherrywood Street to Main Street. Included in this report is a description of proposed improvements, along with an estimated cost. The specific objectives of this report are to:

- Evaluate the need for the project.
- Prepare a cost estimate for the proposed improvements.
- Determine the feasibility of the improvements.

II. EXISTING CONDITIONS

5th Avenue NE Roadway

5th Avenue NE is approximately 36-feet wide from face of curb to face of curb, along with a 5-foot concrete walk with small diameter trees located in the east boulevard north of the project. The roadway and utilities were constructed in 2007 and 2008 and are within a 60-foot Right-of-Way. See Appendix B for the existing conditions background.

Sanitary Sewer

The existing 8" PVC sanitary sewer north of the project limits has inadequate depth for sewer extension to the south. An 8-inch PVC sanitary sewer main was stubbed out of Main Street in 2006 to provide future service to these lots.

Water main

The existing 10" Ductile Iron Pipe (DIP) water main runs to the existing dead-end hydrant south of the temporary cul-de-sac. A 10-inch DIP water main was stubbed out of Main Street in 2006 to provide a future water main loop connection point.

Storm Sewer

The existing storm sewer system drains to a regional pond northwest of the project but is not extended south to serve the two commercial parcels. The regional pond was not sized to provide treatment to the adjacent parcels.

III. PROPOSED IMPROVEMENTS

Street

The proposed street improvements are the construction of a 2-lane, 30 mph roadway consisting of a 36-foot wide roadway with B618 curb and gutter. A 5-foot concrete walk and small diameter plantings are proposed in the east boulevard. A street light would also be added to the new intersection of 5th Avenue NE and Main Street. This layout will match the 5th Avenue NE section north of the project. See Appendix C for proposed improvements. Figure 1 below exhibits the typical section of the proposed roadway.

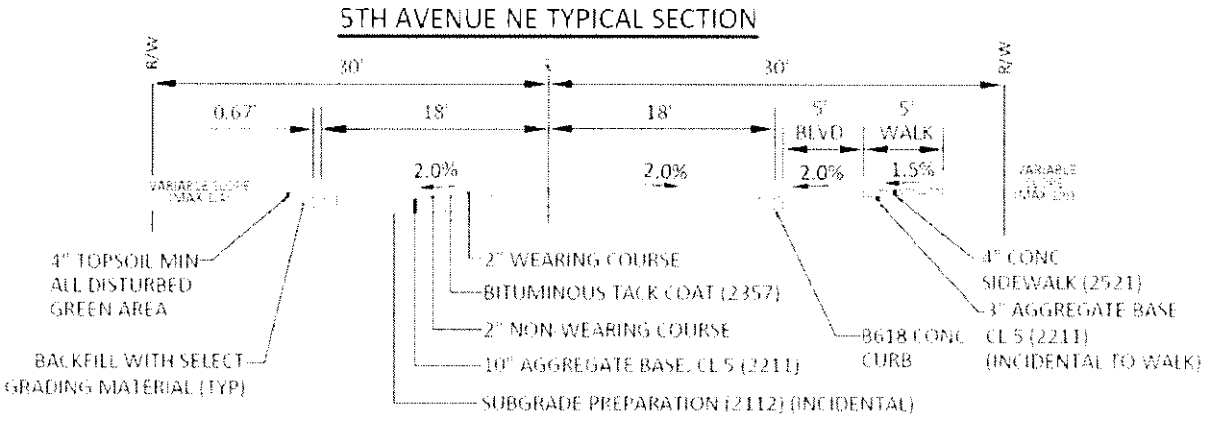


Figure 1: 5th Avenue NE Typical Section

Sanitary Sewer & Water Main

The proposed sanitary sewer and water main extensions will provide service connection points to the adjacent parcels and complete the loop of water main from Cherrywood Street to Main Street. The installation of a hydrant is not necessary within the project as hydrants exist at the north limit of the project and at the northeast quadrant of Main Street and the proposed 5th Avenue NE intersection.

Storm Sewer

The installation of additional storm sewer is not anticipated within this project. The regional pond northwest of the project was not designed for additional capacity from the parcels adjacent to this project. Once the parcels in question are developed they will be required to manage storm water runoff individually. Runoff from the proposed roadway and boulevard will drain to the existing catch basins at the northern project limits and into the existing catch basins on Main Street. Runoff capacity into the existing catch basins at the northern project limits will not be significantly impacted by the proposed improvements.

IV. RIGHT-OF-WAY ACQUISTION

It is anticipated that approximately 14,000 square feet will need to be acquired by the city to create a 60-foot wide Right-of-Way. Appendix D identifies the area of significance. The entire Right-of-Way acquisition would need to be obtained from one parcel (PID: 16.029.0400)

V. APPROVALS/PERMITS

Approvals and permits are required from various public agencies for the construction of this project. They include:

- Minnesota Department of Health – Water main Permit
- Minnesota Pollution Control Agency – Sanitary Sewer Extension Permit

VI. PRELIMINARY COST ESTIMATES

The estimated project costs are summarized in Table 1 below. A detailed Preliminary Cost Estimate is included in Appendix E. The unit prices for the items of work have been estimated based on similar types of projects completed in the past. The cost shown is an estimate that includes construction, contingencies, and engineering costs. Actual project cost would be determined through a competitive bidding process.

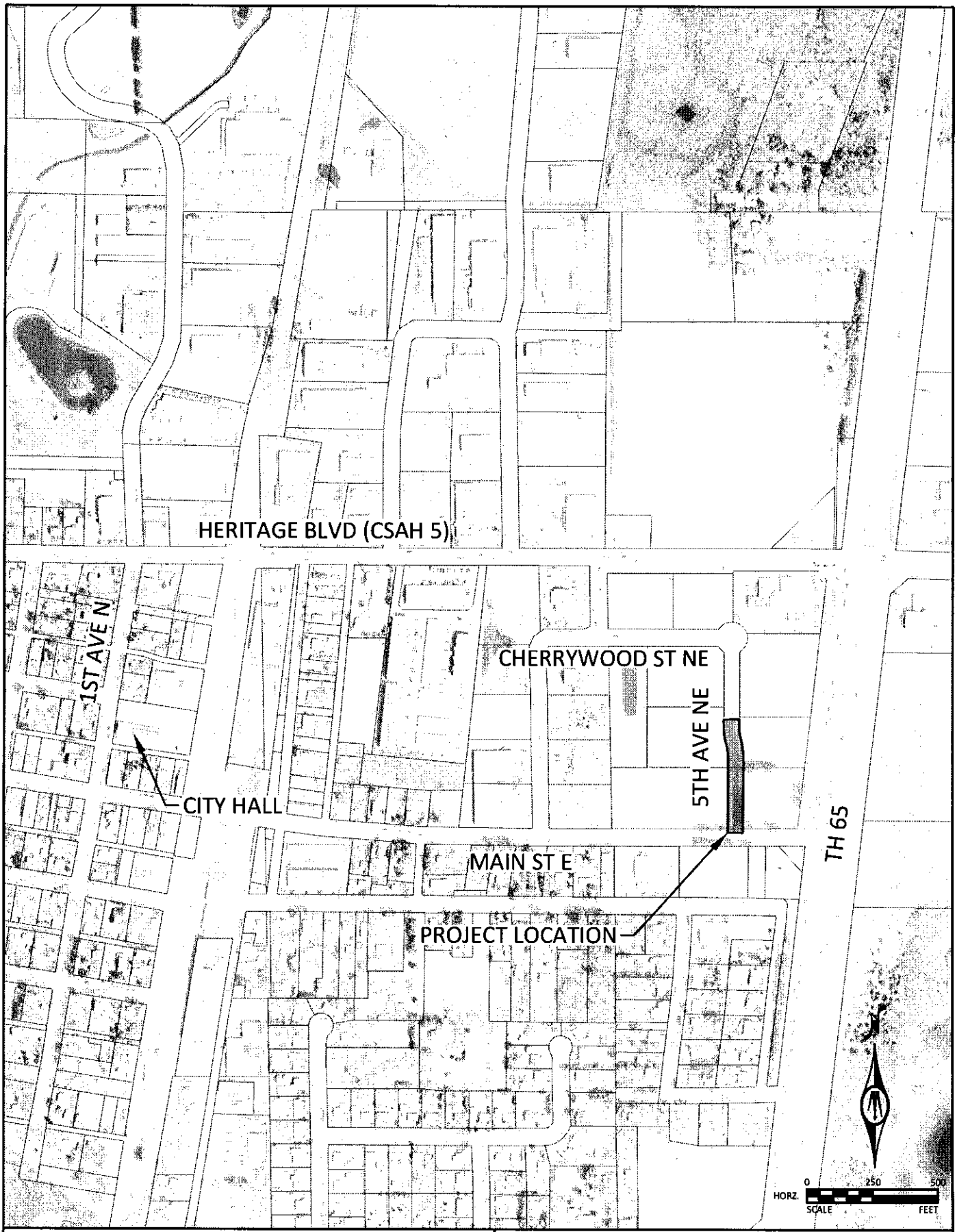
Table 1: Estimated Project Costs

IMPROVEMENT	ESTIMATED PROJECT COST
STREET	$177,000
CONCRETE WALK	$20,000
SANITARY SEWER	$18,000
WATER MAIN	$39,000
TOTAL PROJECT COST	$254,000

VII. RECOMMENDATION

Based on the findings presented in this report, the proposed improvements are necessary to complete 5th Avenue NE from Cherrywood Street to Main Street, provide city utility service to two properties, and loop the water main from Cherrywood Street to Main Street. These improvements are found to be feasible from an engineering perspective. If the City Finance Committee determines these improvements to be financially feasible, we recommend the City Council approve this report and authorize the preparation of final plans and specifications.

Appendix A: LOCATION MAP



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CITY OF ISANTI, MINNESOTA
5TH AVENUE EXTENSION
LOCATION MAP

MARCH, 2017

FIGURE NO. 1

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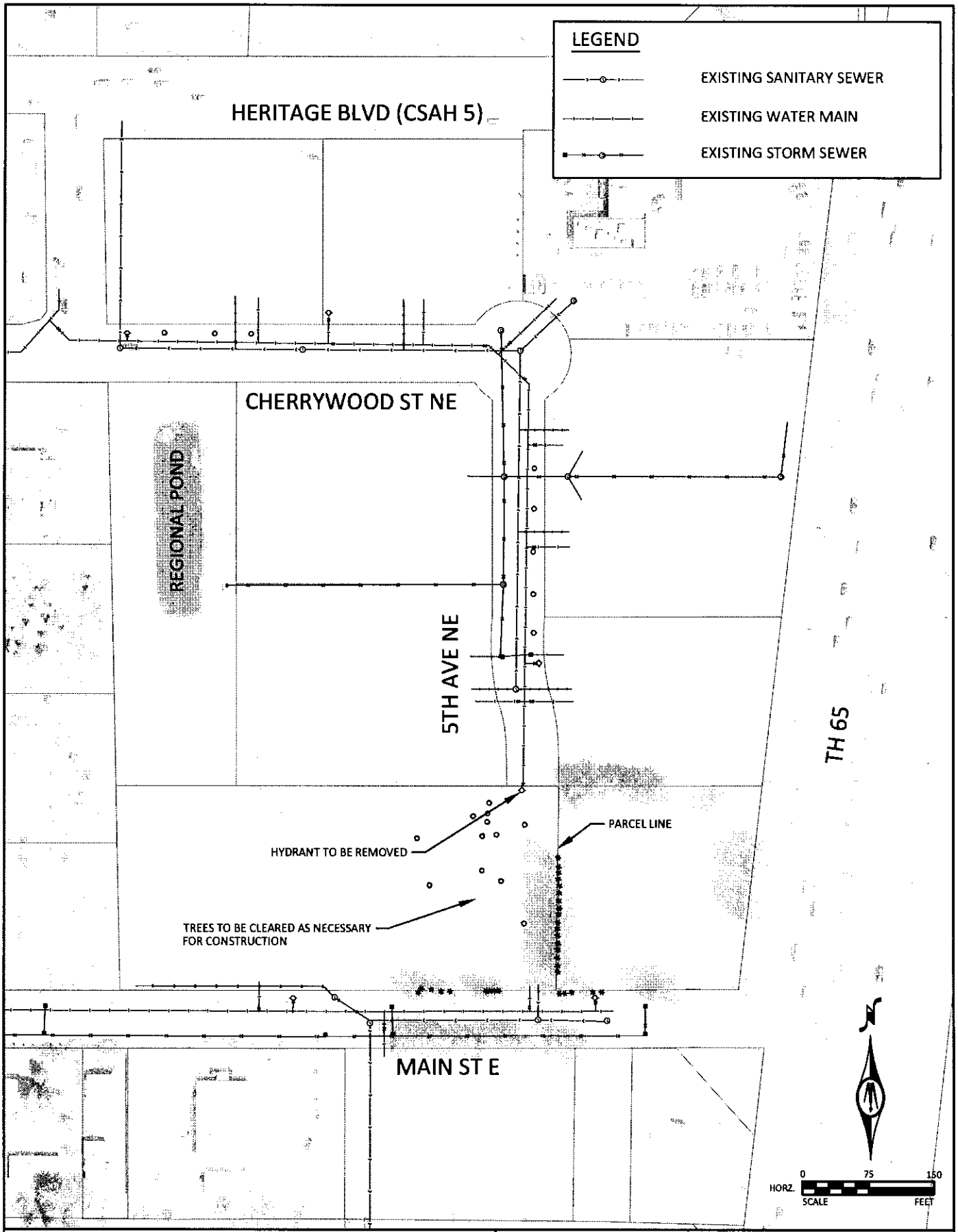
Appendix B: EXISTING CONDITIONS



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CITY OF ISANTI, MINNESOTA

5TH AVENUE EXTENSION

EXISTING CONDITIONS

MARCH, 2017

FIGURE NO. 2

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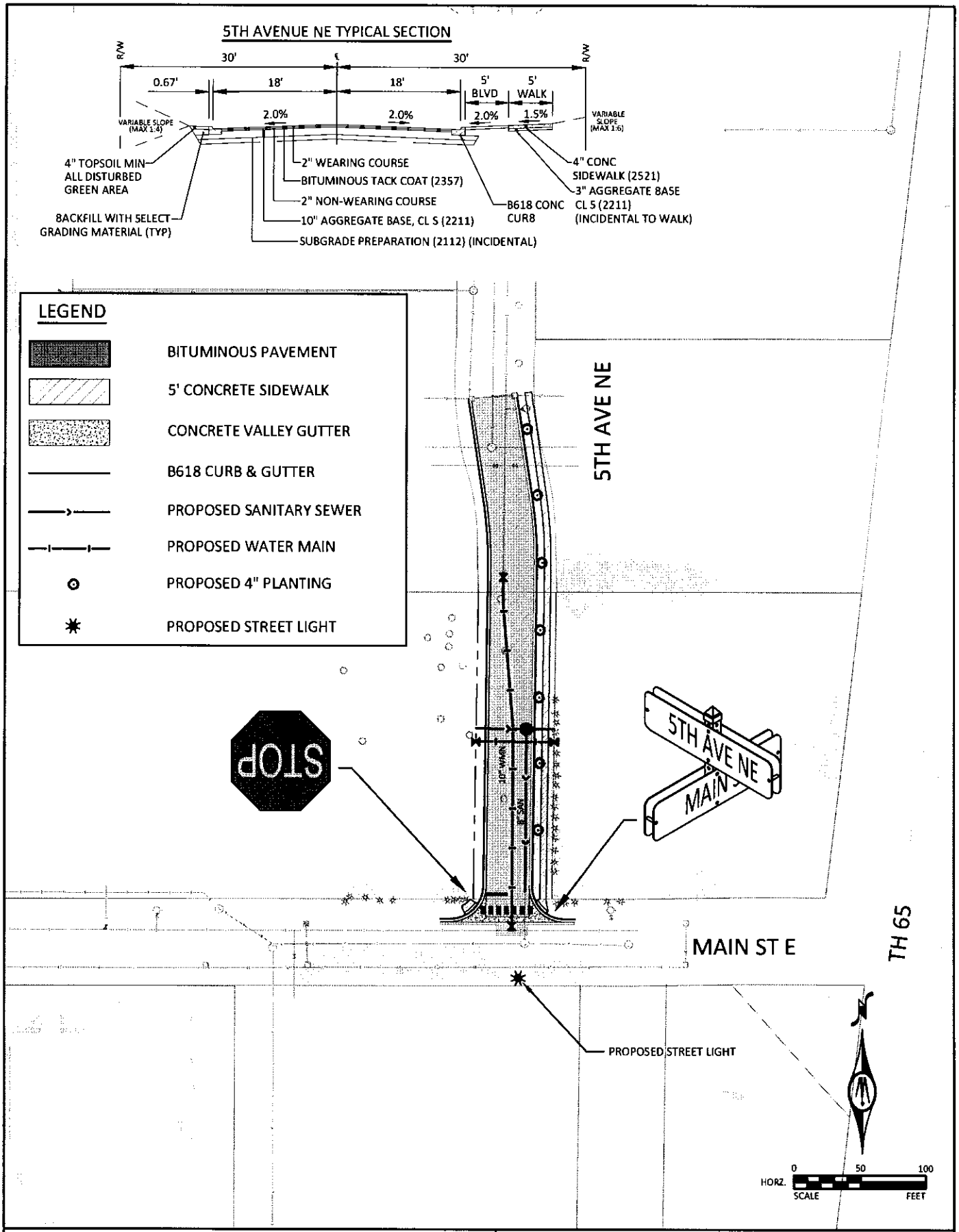
Appendix C: PROPOSED IMPROVEMENTS



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CITY OF ISANTI, MINNESOTA

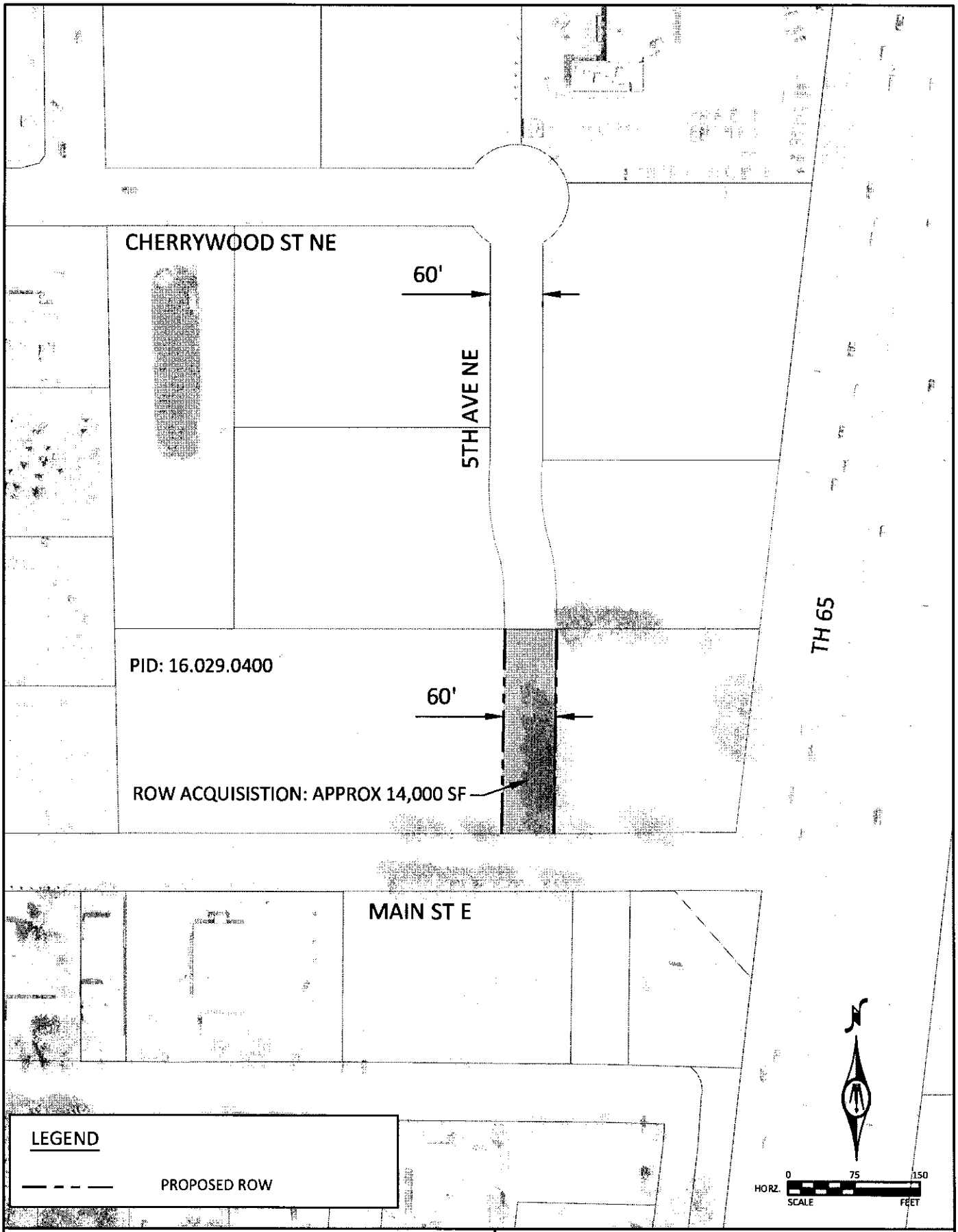
5TH AVENUE EXTENSION

PROPOSED IMROVEMENTS

MARCH, 2017

FIGURE NO. 3

Appendix D: RIGHT-OF-WAY ACQUISTION



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CITY OF ISANTI, MINNESOTA

5TH AVENUE EXTENSION

RIGHT-OF-WAY ACQUISITION

MARCH, 2017

FIGURE NO. 4

Appendix E: PRELIMINARY COST ESTIMATE

PRELIMINARY ENGINEER'S ESTIMATE

5TH AVENUE NE EXTENSION
CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.113373

ITEM NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
1	MOBILIZATION	1	LS	$11,500.00	$11,500.00
2	CLEARING & GRUBBING	30	EA	$275.00	$8,250.00
3	REMOVE CONCRETE CURB & GUTTER	175	LF	$3.00	$525.00
4	REMOVE BITUMINOUS PAVEMENT	1,450	SY	$5.00	$7,250.00
5	REMOVE HYDRANT	1	EA	$1,000.00	$1,000.00
6	COMMON EXCAVATION (CV) (P)	850	CY	$9.00	$7,650.00
7	AGGREGATE BASE CLASS 5 (CV)	550	CY	$26.00	$14,300.00
8	TOPSOIL BORROW (LV)	300	CY	$22.00	$6,600.00
9	BITUMINOUS PATCH	50	SY	$50.00	$2,500.00
10	TYPE SP 9.5 WEARING COURSE (2,B) 2" THICK	1,525	SY	$10.00	$15,250.00
11	TYPE SP 12.5 NON-WEARING COURSE (2,B) 2.0" THICK	1,525	SY	$9.00	$13,725.00
12	B618 CURB & GUTTER	885	LF	$16.00	$14,160.00
13	CONCRETE VALLEY GUTTER	50	SY	$35.00	$1,750.00
14	4" CONCRETE WALK	2,150	SF	$5.50	$11,825.00
15	10" WATERMAIN	275	LF	$44.00	$12,100.00
16	6" WATERMAIN	100	LF	$38.00	$3,800.00
17	FITTINGS	450	LB	$6.50	$2,925.00
18	10" GATE VALVE & BOX	2	EA	$2,000.00	$4,000.00
19	6" GATE VALVE & BOX	2	EA	$1,400.00	$2,800.00
20	CONNECT TO EXISTING WATERMAIN	2	EA	$1,000.00	$2,000.00
21	CONNECT TO EXISTING SANITARY SEWER	1	EA	$1,000.00	$1,000.00
22	8" SANITARY SEWER	150	LF	$35.00	$5,250.00
23	6" SANITARY SEWER	100	LF	$30.00	$3,000.00
24	SANITARY SEWER MANHOLE	12	LF	$250.00	$3,000.00
25	CASTING ASSEMBLY	1	EA	$700.00	$700.00
26	ADJUST CASTING	2	EA	$250.00	$500.00
27	ADJUST VALVE BOX	4	EA	$250.00	$1,000.00
28	TRAFFIC CONTROL	1	LS	$2,000.00	$2,000.00
29	TRUNCATED DOMES	48	SF	$55.00	$2,640.00
30	SIGN PANEL TYPE C	12	SF	$40.00	$480.00
31	STREET LIGHT	1	EA	$5,000.00	$5,000.00
32	24" SOLID LINE EPOXY	17	LF	$12.00	$204.00
33	CROSS WALK MARKING EPOXY	144	SF	$10.00	$1,440.00
34	4" PLANTING	7	TREE	$300.00	$2,100.00
35	SODDING	2,000	SY	$4.50	$9,000.00
36	STORM DRAIN INLET PROCTECTION	6	EA	$350.00	$2,100.00
37	STABILIZED CONSTRUCTION EXIT	2	EA	$750.00	$1,500.00
				ESTIMATED CONSTRUCTION COST	$185,000.00
				10% CONTINGENCY:	$18,500.00
				ENGINEERING & ADMINISTRATION	$50,500.00
				TOTAL PROJECT COST	**$254,000.00**

[redacted]

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RICHARD AVENUE SE EXTENSION

PRELIMINARY ENGINEERING REPORT

City of Isanti, MN

FEBRUARY, 2018

Submitted by:
Bolton & Menk, Inc.
7533 Sunwood Drive NW, Suite 206
Ramsey, MN 55303
P: 763-433-2851
F: 763-427-0833

Certification

Preliminary Engineering Report

For

Richard Avenue SE Extension

City of Isanti, Minnesota
Bolton & Menk Project No. R13.114520

February, 2018

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.

By: _____
Bradley C. DeWolf, P.E.
License No. 24000

Date: 02/21/2018

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Appendix A: LOCATION MAP
Appendix B: EXISTING CONDITIONS
Appendix C: PROPOSED IMPROVEMENTS
Appendix D: PRELIMINARY COST ESTIMATE

I. PROJECT INTRODUCTION

This Preliminary Engineering Report prepared by Bolton & Menk, Inc., as authorized by the Isanti City Council, provides an initial analysis of the feasibility, cost-effectiveness, and the necessity of the proposed infrastructure improvements.

A. Background Information

This project is being considered to complete Richard Avenue SE from Broadway Street E to Main Street E. Appendix A identifies the location of the project. Watermain would be installed to provide service to the general business district parcel adjacent to the project and complete a loop from Broadway Street to Main Street.

B. Scope

This report addresses the benefit to constructing Richard Avenue SE from Broadway Street to Main Street. Included in this report is a description of proposed improvements, along with an estimated project cost. The specific objectives of this report are to:

- Evaluate the need for the project.
- Prepare a cost estimate for the proposed improvements.
- Determine the feasibility of the improvements.

II. EXISTING CONDITIONS

Sanitary Sewer

An 8" PVC sanitary sewer main was installed as part of the 2006 Street & Utility Improvements within the project area. Flow presently bypasses this segment of sewer but it remains active.

Water main

An 8" DIP water main was stubbed out at Main Street in 2006 to provide a future watermain connection point to Richard Street. An 8" DIP watermain was stubbed out at Broadway Street in 2003 to provide a future connection point to Richard Street.

Storm Sewer

This segment of Richard Street is undeveloped and has no storm sewer. The area drains to a depression on the easterly adjacent lot.

See Appendix B for existing conditions of the project area.

III. PROPOSED IMPROVEMENTS

Street

The proposed street improvements is the construction of a 2-lane, 30 mph roadway consisting of a 26-foot wide commercial road section with B618 curb and gutter. A 5-foot concrete walk is proposed in the west boulevard to follow city standards. See Appendix C for proposed improvements. Figure 1 on the following page exhibits the typical section of the proposed roadway.

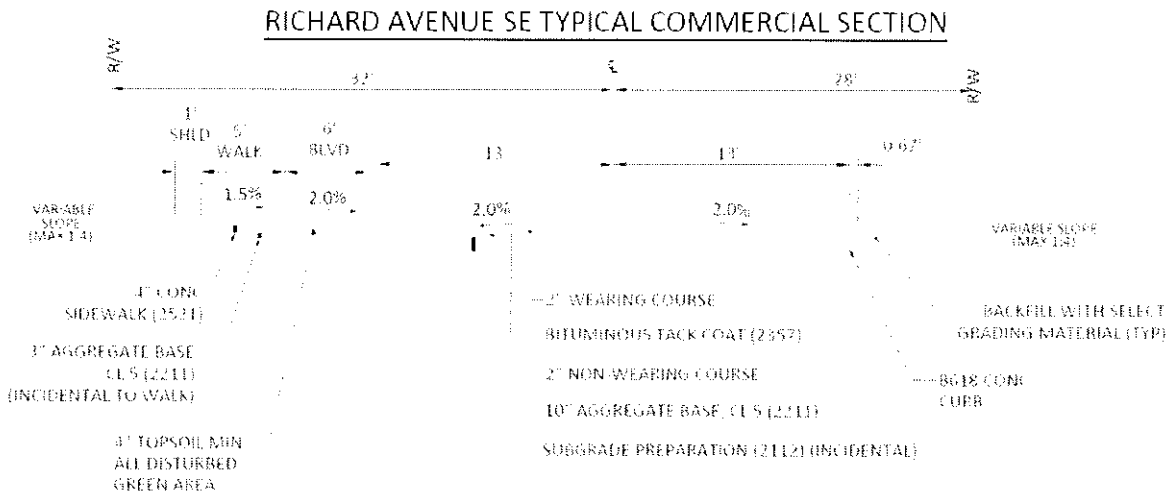


Figure 1: Richard Avenue SE Typical Commercial Pavement Section

Watermain

The proposed 8-inch watermain extension will provide service connection points to the adjacent parcel and complete the loop of water main from Broadway Street to Main Street. The installation of a hydrant is not necessary within the project as hydrants exist at the north limits and the south limits of the project.

Storm Sewer

The installation of additional storm sewer is not anticipated with this project. Once the parcel to the east is developed they will be required to manage storm water runoff independently. Runoff from the proposed roadway and boulevard will drain to the existing catch basins on Main Street and Broadway Street. Runoff capacity into the existing catch basins will not be significantly impacted by the proposed improvements. Currently, the ditch south of the Hurricane Car Wash property drains to the depression east of the project area. The addition of this road segment will cut off the drainage path to the existing depression and create a new low area south of Hurricane Car Wash. Storm water runoff will drain over the proposed roadway before it will reach Hurricane Car Wash's adjacent parking lot.

IV. APPROVALS/PERMITS

Approvals and permits are required from various public agencies for the construction of this project. They include:

- Minnesota Department of Health – Watermain Extension Permit

V. PRELIMINARY COST ESTIMATES

The estimated project costs are summarized in Table 1 on the following page. A detailed Preliminary Cost Estimate is included in Appendix D. The unit prices for the items of work have been estimated based on similar types of projects completed in the past. The cost shown is an estimate that includes construction, contingencies, and engineering costs. Actual project cost would be determined through a competitive bidding process.

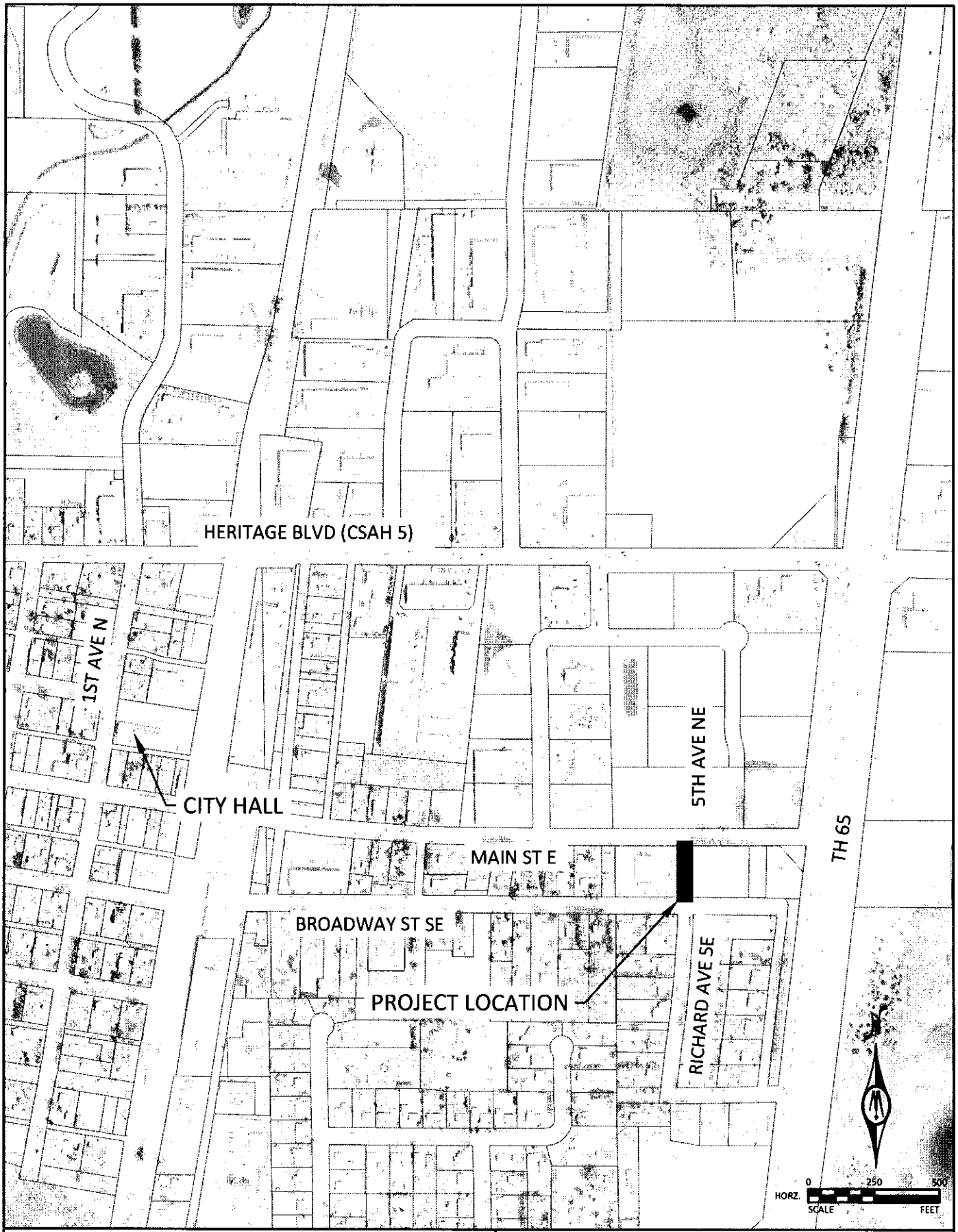
Table 1: Estimated Project Costs

IMPROVEMENT	ESTIMATED PROJECT COST
STREET	$ 86,300.00
CONCRETE SIDEWALK	$ 13,300.00
WATERMAIN	$ 27,400.00
TOTAL	**$ 127,000.00**

VI. RECOMMENDATION

Based on the findings presented in this report, the proposed improvements are necessary to complete Richard Avenue SE from Broadway Street to Main Street, provide city water service to adjacent properties, and loop the water main from Broadway Street to Main Street. These improvements are found to be feasible from an engineering perspective. If the City Finance Committee determines these improvements are financially feasible, we recommend the City Council approve this report and authorize the preparation of final plans and specifications.

Appendix A: LOCATION MAP



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CITY OF ISANTI, MINNESOTA

RICHARD AVENUE EXTENSION

LOCATION MAP

FEBRUARY, 2018

FIGURE NO. 1

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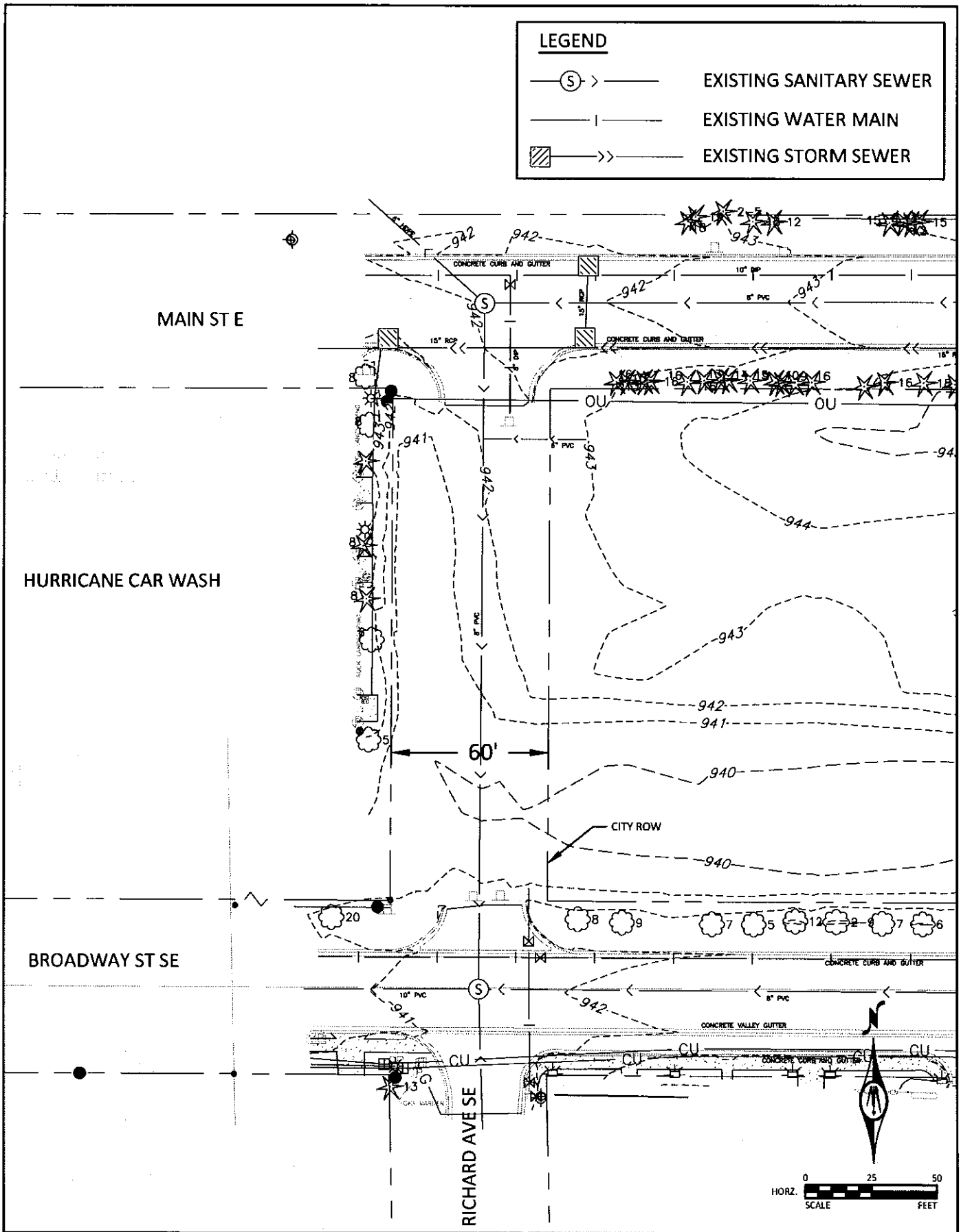
Appendix B: EXISTING CONDITIONS



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CITY OF ISANTI, MINNESOTA

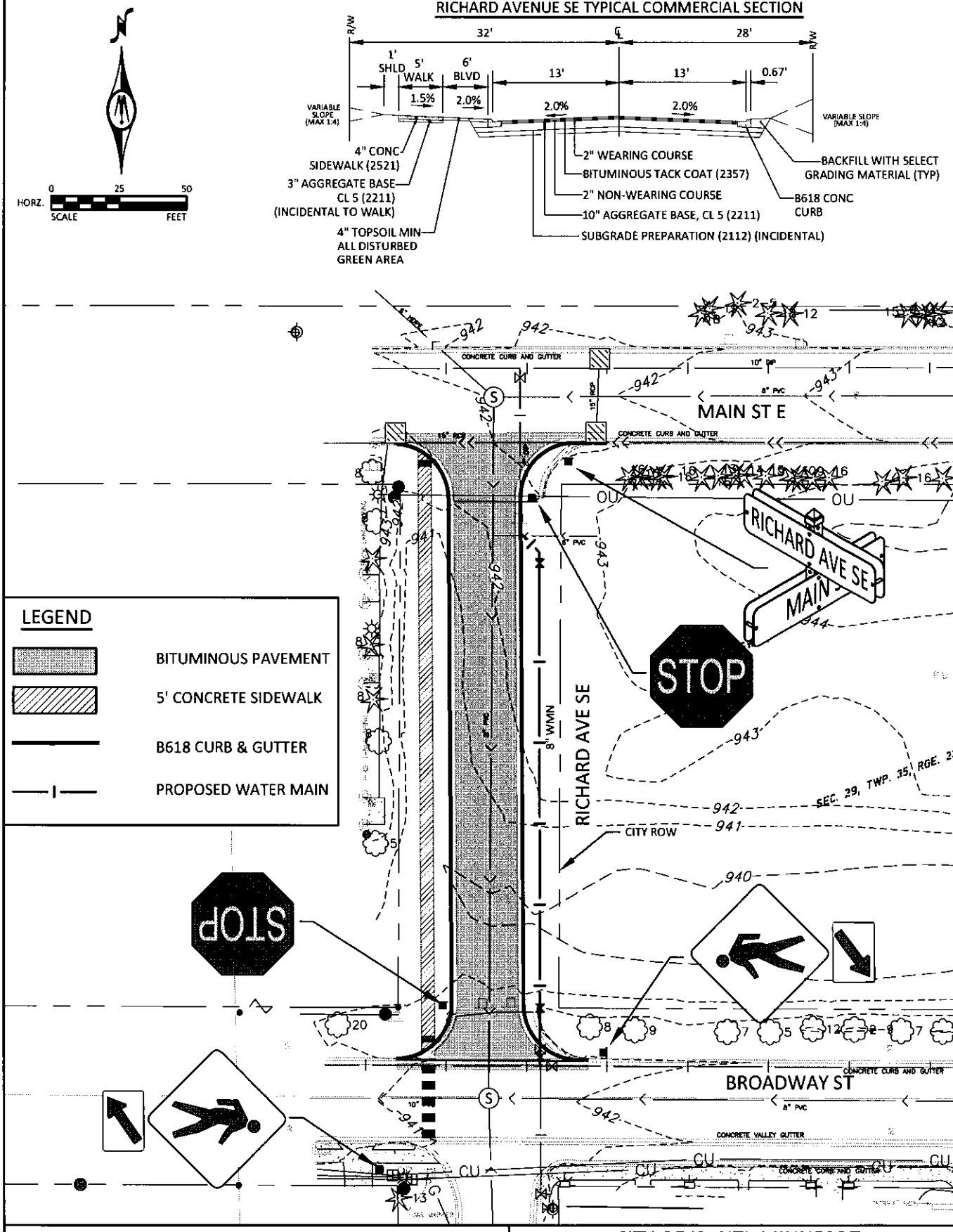
RICHARD AVENUE EXTENSION

EXISTING CONDITIONS

FEBRUARY, 2018

FIGURE NO. 2

Appendix C: PROPOSED IMPROVEMENTS



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CITY OF ISANTI, MINNESOTA

RICHARD AVENUE EXTENSION

PROPOSED IMROVEMENTS

FEBRUARY, 2018

FIGURE NO. 3

Appendix D: PRELIMINARY COST ESTIMATE

PRELIMINARY COST ESTIMATE
RICHARD AVENUE EXTENSION
STREET & WATERMAIN EXTENSION
BMI PROJECT NO. R13.114520
1/31/2018

ITEM NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
1	MOBILIZATION	1	LUMP SUM	$10,000.00	$10,000.00
2	REMOVE CURB & GUTTER	220	LIN FT	$3.00	$660.00
3	REMOVE BITUMINOUS PAVEMENT	200	SQ YD	$3.00	$600.00
4	SAWCUT BITUMINOUS PAVEMENT	160	LIN FT	$3.00	$480.00
5	REMOVE GATE VALVE	1	EACH	$250.00	$250.00
6	COMMON EXCAVATION	240	CU YD	$10.00	$2,400.00
7	SELECT GRANULAR BORROW	320	CU YD	$18.00	$5,760.00
8	AGGREGATE BASE (CV) CLASS 5 (P)	230	CU YD	$28.00	$6,440.00
9	TYPE SP 9.5 WEARING COURSE (2,B), 2.0" THICK	700	SQ YD	$8.50	$5,950.00
10	TYPE SP 12.5 NON WEARING COURSE (2,B), 2.0" THICK	700	SQ YD	$7.50	$5,250.00
11	CONCRETE CURB & GUTTER DESIGN B618	560	LIN FT	$14.00	$7,840.00
12	CONNECT TO EXISTING WATERMAIN	2	EACH	$1,000.00	$2,000.00
13	8" DIP WATERMAIN	250	LIN FT	$42.00	$10,500.00
14	8" GATE VALVE & BOX	2	EACH	$1,750.00	$3,500.00
15	WATERMAIN FITTINGS	200	POUND	$8.00	$1,600.00
16	WATERMAIN TESTING	1	LUMP SUM	$1,000.00	$1,000.00
17	4" CONCRETE WALK	1,125	SQ FT	$6.00	$6,750.00
18	8" VALLEY GUTTER	15	SQ YD	$90.00	$1,350.00
19	TRUNCATED DOMES	32	SQ FT	$50.00	$1,600.00
20	TRAFFIC CONTROL	1	LUMP SUM	$1,500.00	$1,500.00
21	SIGN PANELS TYPE C	50	SQ FT	$40.00	$2,000.00
22	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	$1,000.00	$1,000.00
23	STORM DRAIN INLET PROTECTION	3	EACH	$200.00	$600.00
24	SILT FENCE, TYPE MS	250	LIN FT	$3.00	$750.00
25	LOAM TOPSOIL BORROW	100	CU YD	$20.00	$2,000.00
26	SOD	750	SQ YD	$6.00	$4,500.00
27	CROSSWALK EPOXY	75	SQ FT	$10.00	$750.00
28	24" SOLID LINE EPOXY	24	LIN FT	$10.00	$240.00
	CONSTRUCTION SUBTOTAL				**$87,270.00**
	10% CONTINGENCY				**$8,727.00**
	ESTIMATED CONSTRUCTION COST				**$96,000.00**
	ENGINEERING & ADMINISTRATION				**$18,000.00**
	CONSTRUCTION INSPECTION				**$12,000.00**
	MATERIAL TESTING				**$1,250.00**
	ESTIMATED PROJECT COST				**$127,000.00**

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J.7.

MEMORANDUM

Date: May 23, 2018

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Bid Award Recommendation

2018 Pavement Management Project
City of Isanti, MN
BMI Project No.: R13.115873

Two bids were received on the 2018 Pavement Management Improvements project on May 22, 2018. The bids were checked and tabulated and the final results are summarized as follows:

Bidder	Bid
Allied Blacktop Company	$222,082.00
Fahrner Asphalt	$446,207.50
Engineer's Estimate	*$230,187.50*

Allied Blacktop's bid is within the anticipated budget and below the Engineer's Estimate.

We recommend award of this project to Allied Blacktop Company in the amount of $222,082.00.

Please contact us if you have any questions.

Bolton & Menk is an equal opportunity employer.

RESOLUTION NO. 2018-____

RESOLUTION AWARDING THE BID FOR THE 2018 PAVEMENT MANAGEMENT PROJECT

WHEREAS, the City has planned for the 2018 Pavement Management Project; and

WHEREAS, the plans and specifications have been completed for these improvements; and

WHEREAS, a public bid opening was held on May 22, 2018; and

WHEREAS, Two bids were received; and

WHEREAS, Allied Blacktop Company was the responsible low bidder with a bid of $222,082.00 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 "2018 Pavement Management Project" to Allied Blacktop Company in the amount of $222,082.00.

2) Funding for the project shall come from Utility Franchise Fees.

This resolution was duly approved by the Isanti City Council this 5th day of June, 2018.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 5/21/2018 - 5/21/2018 | May 23, 2018 01:05PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/18	05/21/2018	48783	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	850.00
05/18	05/21/2018	48784	2594	ARROW FENCE CO	101-20200	1,350.00
05/18	05/21/2018	48785	53	BELLBOY CORPORATION	609-20200	4,233.55
05/18	05/21/2018	48786	9	BERNICKS PEPSI-COLA	609-20200	919.27
05/18	05/21/2018	48787	2319	BREAKTHRU BEVERAGE	609-20200	7,421.39
05/18	05/21/2018	48788	2537	BROOKS, KATIE	101-20200	94.83
05/18	05/21/2018	48789	1815	CENTURYLINK	609-20200	840.87
05/18	05/21/2018	48790	1822	CENTURYLINK BUSINESS SERVICES	101-20200	42.78
05/18	05/21/2018	48791	1629	CITY OF ISANTI	601-20200	81.00
05/18	05/21/2018	48792	918	CRYSTAL SPRINGS ICE	609-20200	181.20
05/18	05/21/2018	48793	8	DAHLHEIMER DISTRIBUTING CO	609-20200	15,474.55
05/18	05/21/2018	48794	2478	EAST CENTRAL ENERGY	101-20200	43.85
05/18	05/21/2018	48795	55	ECM PUBLISHERS INC	108-20200	252.78
05/18	05/21/2018	48796	385	FEDERATED CO-OPS INC	101-20200	54.99
05/18	05/21/2018	48797	2118	FRANSEN, LINDA	101-20200	465.00
05/18	05/21/2018	48798	2028	FURTHER	861-20200	97.23
05/18	05/21/2018	48799	142	G & K SERVICES	101-20200	467.28
05/18	05/21/2018	48800	2314	GREAT NORTHERN	602-20200	2,657.35
05/18	05/21/2018	48801	160	HAWKINS INC	601-20200	1,186.66
05/18	05/21/2018	48802	1048	HENRYS WATERWORKS,INC.	601-20200	802.55
05/18	05/21/2018	48803	2209	INNOVATIVE OFFICE	101-20200	201.81
05/18	05/21/2018	48804	1684	ISANTI COUNTY AUDITOR-	101-20200	56.00
05/18	05/21/2018	48805	1684	ISANTI COUNTY AUDITOR-	101-20200	56.00
05/18	05/21/2018	48806	114	ISANTI COUNTY RECORDER	101-20200	46.00
05/18	05/21/2018	48807	114	ISANTI COUNTY RECORDER	101-20200	46.00
05/18	05/21/2018	48808	114	ISANTI COUNTY RECORDER	101-20200	46.00
05/18	05/21/2018	48809	114	ISANTI COUNTY RECORDER	101-20200	46.00
05/18	05/21/2018	48810	1563	ISANTI ELECTRIC INC	101-20200	1,400.00
05/18	05/21/2018	48811	252	ISANTI REDBIRDS	104-20200	817.41
05/18	05/21/2018	48812	1534	J. J. TAYLOR	609-20200	844.75
05/18	05/21/2018	48813	7	JOHNSON BROTHERS LIQUOR CO	609-20200	9,632.21
05/18	05/21/2018	48814	5	KAWALEK TRUCKING	609-20200	469.20
05/18	05/21/2018	48815	1789	MADDEN GALANTER HANSEN, LLP	101-20200	1,530.13
05/18	05/21/2018	48816	17	MCDONALD DISTRIBUTING CO	609-20200	6,195.77
05/18	05/21/2018	48817	616	MENARDS - CAMBRIDGE	226-20200	60.59
05/18	05/21/2018	48818	303	MINNESOTA CITY/	101-20200	140.27
05/18	05/21/2018	48819	2597	MNSPECT, LLC.	101-20200	24,897.86
05/18	05/21/2018	48820	2080	MVTL LABORATORIES INC	602-20200	174.16
05/18	05/21/2018	48821	1821	NORTH AMERICAN TITLE CO	108-20200	830,471.57
05/18	05/21/2018	48822	44	PHILLIPS WINE & SPIRITS INC	609-20200	11,602.71
05/18	05/21/2018	48823	12	POSTMASTER	101-20200	63.00
05/18	05/21/2018	48824	2341	RED BULL DISTRIBUTION	609-20200	229.00
05/18	05/21/2018	48825	2093	ROBY, ROBERT C.	101-20200	150.00
05/18	05/21/2018	48826	2396	SOUTHERN GLAZERS OF MN	609-20200	10,055.36
05/18	05/21/2018	48827	1740	TOSHIBA FINANCIAL SERVICES	108-20200	242.43
05/18	05/21/2018	48828	42	VIKING COCA-COLA BOTTLING CO	609-20200	546.95
05/18	05/21/2018	48829	4	WATSON CO INC	609-20200	3,553.60
Grand Totals:						941,091.91

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 5/29/2018 - 5/29/2018 | May 29, 2018 02:59PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

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05/18	05/29/2018	48830	1503	7-UP BOTTLING	609-20200	301.72
05/18	05/29/2018	48831	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	493.88
05/18	05/29/2018	48832	53	BELLBOY CORPORATION	609-20200	3,909.84
05/18	05/29/2018	48833	9	BERNICKS PEPSI-COLA	609-20200	2,439.40
05/18	05/29/2018	48834	1500	BOLTON & MENK INC	442-20200	20,309.00
05/18	05/29/2018	48835	2487	CAPITOL BEVERAGE SALES	609-20200	381.50
05/18	05/29/2018	48836	851	CASH	601-20200	105.45
05/18	05/29/2018	48837	918	CRYSTAL SPRINGS ICE	609-20200	267.50
05/18	05/29/2018	48838	8	DAHLHEIMER DISTRIBUTING CO	609-20200	16,761.20
05/18	05/29/2018	48839	55	ECM PUBLISHERS INC	609-20200	154.25
05/18	05/29/2018	48840	385	FEDERATED CO-OPS INC	101-20200	399.84
05/18	05/29/2018	48841	2189	FORSTER, SHAYNA	101-20200	46.33
05/18	05/29/2018	48842	2028	FURTHER	603-20200	35.40
05/18	05/29/2018	48843	2028	FURTHER	861-20200	25.00
05/18	05/29/2018	48844	739	HACH COMPANY	601-20200	399.76
05/18	05/29/2018	48845	1048	HENRYS WATERWORKS,INC.	601-20200	514.82
05/18	05/29/2018	48846	270	ISANTI READY-MIX INC	101-20200	175.00
05/18	05/29/2018	48847	7	JOHNSON BROTHERS LIQUOR CO	609-20200	12,623.39
05/18	05/29/2018	48848	5	KAWALEK TRUCKING	609-20200	193.00
05/18	05/29/2018	48849	2568	MCCARTHY WELL COMPANY	601-20200	645.00
05/18	05/29/2018	48850	17	MCDONALD DISTRIBUTING CO	609-20200	29,025.50
05/18	05/29/2018	48851	1536	MINNESOTA DEED	219-20200	2,331.95
05/18	05/29/2018	48852	2208	MINNESOTA EQUIPMENT	101-20200	93.59
05/18	05/29/2018	48853	2116	MINUTEMAN PRESS	101-20200	1,865.77
05/18	05/29/2018	48854	176	MN DEPT OF REVENUE	101-20200	19,906.00
05/18	05/29/2018	48855	2450	NORTHERN HOLLOW WINERY	609-20200	119.88
05/18	05/29/2018	48856	617	PAUSTIS & SONS	609-20200	876.00
05/18	05/29/2018	48857	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,734.35
05/18	05/29/2018	48858	1361	STAPLES ADVANTAGE	101-20200	102.98
05/18	05/29/2018	48859	626	THE WINE COMPANY	609-20200	101.00
05/18	05/29/2018	48860	42	VIKING COCA-COLA BOTTLING CO	609-20200	225.97
05/18	05/29/2018	48861	1286	VINOCOPIA INC	609-20200	733.25
05/18	05/29/2018	48862	874	WASTE MANAGEMENT -	101-20200	2,047.72
05/18	05/29/2018	48863	4	WATSON CO INC	609-20200	2,182.98
05/18	05/29/2018	48864	1129	ZARNOTH BRUSH WORKS INC	603-20200	1,008.00
Grand Totals:						123,536.22

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 6/1/2018 - 6/1/2018 | Jun 01, 2018 09:49AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/18	06/01/2018	48870	2335	BCBSM	101-20200	21.39
06/18	06/01/2018	48871	309	CITY OF CAMBRIDGE	920-20200	10,840.00
06/18	06/01/2018	48872	120	CONNEXUS ENERGY	101-20200	17,209.70
06/18	06/01/2018	48873	918	CRYSTAL SPRINGS ICE	609-20200	670.28
06/18	06/01/2018	48874	8	DAHLHEIMER DISTRIBUTING CO	609-20200	11,832.82
06/18	06/01/2018	48875	2355	EASY LIVING HOMES INC	505-20200	6,000.00
06/18	06/01/2018	48876	693	EMERGENCY AUTOMOTIVE	101-20200	26.71
06/18	06/01/2018	48877	385	FEDERATED CO-OPS INC	101-20200	402.08
06/18	06/01/2018	48878	2607	FLEMISTER, BENJAMIN	101-20200	293.91
06/18	06/01/2018	48879	2028	FURTHER	861-20200	293.00
06/18	06/01/2018	48880	2133	GRAPHIC HOMES INC	505-20200	2,000.00
06/18	06/01/2018	48881	270	ISANTI READY-MIX INC	603-20200	220.00
06/18	06/01/2018	48882	1534	J. J. TAYLOR	609-20200	1,732.00
06/18	06/01/2018	48883	1994	J. ROBINSON CONSTRUCTION LLC	505-20200	4,000.00
06/18	06/01/2018	48884	1745	LINDEN WEB DESIGN	101-20200	119.40
06/18	06/01/2018	48885	2208	MINNESOTA EQUIPMENT	101-20200	322.86
06/18	06/01/2018	48886	1846	MJL CONTRACTING	602-20200	2,135.00
06/18	06/01/2018	48887	2080	MVTL LABORATORIES INC	602-20200	174.16
06/18	06/01/2018	48888	2231	NORTH 65 CHAMBER OF COMMERCE	108-20200	75.00
06/18	06/01/2018	48889	279	NORTHLAND LANDSCAPING	101-20200	200.35
06/18	06/01/2018	48890	2606	REAL DEAL CONSTRUCTION	505-20200	2,000.00
06/18	06/01/2018	48891	2341	RED BULL DISTRIBUTION	609-20200	140.50
06/18	06/01/2018	48892	2361	SEMLER HOMES	505-20200	8,000.00
06/18	06/01/2018	48893	2605	STAWSKI, CLAYTON	505-20200	4,000.00
06/18	06/01/2018	48894	1268	STEVEN BOIE CONSTRUCTION INC	505-20200	12,000.00
06/18	06/01/2018	48895	1878	TOWMASTER	101-20200	9,539.00
06/18	06/01/2018	48896	42	VIKING COCA-COLA BOTTLING CO	609-20200	325.75
Grand Totals:						94,573.91

Dated: _____

Mayor: _____

City Council: _____

_____

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_____

_____

_____

City Recorder: _____

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	78,103.43
Social Security & Medicare	4,367.07
Public Employees Retirement	7,816.94
Total City Expense	90,287.44

Pay Date 5/18/2018

Pay Period 10 (4/29-5/12/18)

City of Isanti

Gross Payroll	82,408.55
Social Security & Medicare	4,504.92
Public Employees Retirement	7,969.73
Total City Expense	94,883.20

Pay Date 6/1/2018

Pay Period 11 (5/13-26/18)

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
April 17, 2018

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:29 p.m.

B. Pledge of Allegiance.

The Pledge of Allegiance was recited.

C. Roll Call.

Members Present: George Wimmer, Steve Lundeen, Dan Collison, Ross Lorinser, Paul Bergley.

Members Absent: Jim Kennedy, Jeff Miller.

Staff Present: Ryan Kernosky, Community Development Director.

1D. Agenda Modifications.

Director Kernosky stated that there were no Agenda Modifications, Motion by Lundeen, seconded by Bergley to approve, approved unanimously.

2. Approval of the Minutes from the March 20, 2018 Planning Commission

Motion by Lundeen, seconded by Collison to approve the minutes from the March 20, 2018 Planning Commission, approved unanimously.

3A. Request from Kwik Trip Inc. for a final plat to combine two parcels to create plat "Kwik Trip 1019" for PID 160530010 and PID 160400830

Director Kernosky stated that Kwik Trip has submitted a final plat to combine two parcels into one parcel. Kernosky stated that staff is recommending approval with the conditions stipulated in the proposed Resolution.

Mayor Wimmer opened the public hearing at 7:32 pm.

Dean George, representing Kwik Trip, stated he was there to address any questions that members of the Commission may have.

Mayor Wimmer closed the public hearing at 7:32 pm.

Motion by Lundeen, seconded by Lorinser to approve with conditions within the Resolution. Motion passed unanimously.

3B Request from Isanti Retail Meats to amend Conditional Use Permit 2008-157 to allow for a sit-down restaurant in conjunction with the existing meat market for the property located at 30 Main Street W, legally described as PID 160500440.

Director Kernosky stated that an amendment to the existing conditional use permit application has been submitted to allow for an additional restaurant use with the meat market. Kernosky stated that this is within the B-1 zoning district, and as such parking is not required. Kernosky stated that staff is recommending approval with conditions stipulated within the proposed Resolution.

Mayor Wimmer opened the Public Hearing at 7:34 p.m.

Mayor Wimmer closed the Public Hearing at 7:34 p.m.

Mayor Wimmer stated that the City is excited for this new restaurant, and that he's excited to see more outdoor seating downtown.

Commissioner Collision briefly asked about restroom capacity. Mayor Wimmer stated that the existing restrooms meet code.

Motion by Lundeen, seconded by Bergley to recommend approval of the proposed Resolution. Motion passed unanimously.

3C Request from Taylor Holdings Inc. for a Minor Subdivision Plat to combine 829 and 827 Whiskey Road NW into one parcel, parcels legally described as PID 160960970 and 160900960.

Director Kernosky stated that Taylor Holdings has submitted a minor subdivision plat to combine the two parcels into one parcel. Kernosky stated that the property is currently platted for a zero-lot line duplex, and further explained what a zero-lot line duplex was. Kernosky stated that there's an existing crosswalk that goes directly into the north parcel's driveway area, making it difficult to develop. Kernosky stated that ordinance allows for a minor subdivision process because it has been previously platted, and that the parcels are within a planned unit development, and that the single-family requirements of that PUD would be enforced for the proposed single-family home on that site. Kernosky is recommending approval with the conditions stated in the proposed resolution.

Mayor Wimmer questioned the sewer and water access charges for the two parcels.

Director Kernosky stated that the City has established that both sewer and water access charges would be paid, even if the parcels are combined.

Mayor Wimmer opened the public hearing at 7:37 pm.

Mayor Wimmer closed the public hearing at 7:37 pm.

Mayor Wimmer stated that he wished to add as a condition of the Resolution that both sewer and water access charges are paid as a result of the combination.

Motion by Lorinser, seconded by Collison to approve the proposed Resolution with the additional condition regarding sewer and water access charges are paid for both parcels. Motion passed unanimously.

3D Request from Circle B Ranch for an amendment to a Conditional Use Permit and Site Plan Review of Resolution No. 2017-232 as a result of the administrative subdivision that creates a new parcel of PID 160060505, which would adjust the site plan design and proposed uses of the other parcels.

Director Kernosky stated that Circle B ranch has submitted an application to amend Resolution 2017-232, the original resolution encompassed three properties in the south end of the City. Kernosky stated that the applicant has stated they need to split the southern most parcel in order to accommodate bank financing for the project. Kernosky stated that, because of the split, an amended conditional use permit and site plan is appropriate due to the new setbacks and different uses on other parcels.

Mayor Wimmer stated that there needs to be an agreement between two parcels if the uses overlap.

Mayor Wimmer opened the public hearing at 7:40 pm.

Mayor Wimmer closed the public hearing at 7:40 pm.

Motion by Lundeen, seconded by Collison to recommend approval with conditions stipulated in the proposed Resolution. Motion passed unanimously.

4. Discussion Items

There were no items for discussion.

5. Adjournment

Motion by Lundeen, second by to Bergely to adjourn the April 17, 2018 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:41 p.m.

Dated at Isanti, Minnesota this 19th day of April, 2018.

Respectfully submitted,

Ryan Kernosky
Community Development Director

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
April 24, 2018
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Zdon called the meeting to order at 6:05 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.
Members Present: Jennifer Garvey, Jeff Johnson, Mayor Wimmer, James Witte, and Aaron Zdon
Staff Present: Katie Everett, Parks, Recreation, and Culture Manager

D. Agenda Modifications.
Zdon asked if there were any agenda modifications; there were none. Motion by Johnson, second by Witte to approve the agenda for the April 24, 2018 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from March 27, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Johnson; second by Witte. Minutes were unanimously approved.

3. Park Visit Reports

Everett invited the board to share their reports; she explained that she will take notes on their findings so they did not have to turn anything in after the meeting unless they had something they wanted to leave with her. She said that after the reports, there could be discussion about whether we need to make a list of things to be done or if there are things that staff can just address.

Zdon reported on Academy Park and Whisper Ridge. Academy Park is a new park, so in general the report was all 5's, new or like new. The overall appearance was a 5. For safety or maintenance concerns, the tennis net was loose and the crank was sitting on the ground, so he gave that to Everett. That net should be tightened. The mulch looked good, but it was a little low under the swings as always and at the bottom of slides. It could stand to be raked. Zdon wasn't sure if that was the City's responsibility. Everett explained that it is, and we'll do everything over there now. She also stated that the school had called about the playground being flooded, but there was just still frost under there so there wasn't anywhere for the water to go. Zdon rated the park a 5; his recommendations were to rake the mulch when it's dry and it might be cool to put the hopscotch stencils on the trail there. Everett explained that we have gotten the animal print stencils, so that may be something we can add. Zdon stated that Whisper Ridge is the park we've negotiated over the years; do we fix it, do we take it, do we make it green space. It's kind of in limbo last he's heard. Overall appearance is a 2; it's getting rundown. It's general maintenance, but it hasn't been maintained. There was no tennis net; Everett explained that it should go out this week. Zdon added that the latch on the door to go in was broken. Zdon added that there were kids there playing around. Trails were a 3; they're a little bit older but not bad. Overall condition was a 2; it's a little rundown and we know that. It's mainly the surface. Zdon's recommendations, if we want to keep it an active park, would be a new surface which we know is expensive or at least seal the cracks with a concrete caulking so they don't get any worse. It also needs a good cleaning, and maybe restriping. Everett explained that what we ran into at Mattson, which may be true there too, is that the cracks were too big and they won't fill them anymore. Zdon said that they're not too big right now, and he's done concrete filling before and thinks these are fillable. It would at least prevent weeds from coming up.

Garvey added before we moved on that everyone also should have visited Academy. She thought that she remembered having some kind of sign indicating when the school had use of the park. Everett stated that we do have one and it will go up soon. She made a note to make sure that it gets put up.

Witte stated that he visited Rum River Meadows; overall appearance he gave a 5. He did notice that some of the play stones on the rock wall were a little bit loose. There was some paint chipping near the triple slide on the north on the larger posts. It almost looked like someone had been pulling at it because it was a large section. It will probably get worse as time goes by. Park rating was between a 4 and 5. His recommendations included putting the trash cans closer to the park. Everett explained that she believes they have to be up by the curb so the garbage company will dump them. Wimmer added that we have also found that the closer they are to the equipment, the more often they are dumped in or on the equipment. Witte also recommended adding pet receptacles at the park because there was a significant amount of dog feces in the area. Wimmer stated that we have a property there that has been cited on a number of occasions for allowing their dogs to go on the park instead of their own property. Witte stated that his second park was Isanti Hills. He rated it a 4 and didn't see any visible damage during his visit. He parked on Cottonwood Street, and noticed some minor cracks on the walk to the park. He said the pavilion was a 4. His overall rating was a 4. He recommends pet receptacles here as well. He thought that the equipment also seems outdated, especially the teeter totter system. He said that maybe a rope climbing system like out at Bluebird and something to replace the teeter totter bouncer. Everett explained that the play system out there is actually a different brand than all of the others, so our normal rep won't get us parts for it. The bottom the slide there has a lip that's broken, it's not a safety issue but it will crack more. That park is one that if we want to do anything with it, it will probably be a bit of a bigger overhaul. Wimmer added that these ideas will be put into a hopper and then prioritized. There was a subcommittee a couple of years that prioritized a list of things; Zdon stated that list was a long one with every park, and that's why there's less to do now.

Garvey stated that she went to Unity. The grounds are pretty much grass and dirt at that location; both were soft but looked good. There is one pavilion and one picnic table. The picnic table with the roof has wood shingles, and there were a few on the ground. They look in very rough shape. The regular pavilion looks wonderful. Her question was why the pavilion is so far off the road and she wonders if anyone uses it. Some of the parking lot pillars are broken and it seems like there are some missing. She's guessing that those will need to be replaced. Everett explained that she and Public Services Director Wood had just been discussing those, and neither were aware of any previous discussions of what to do about them. Everett guessed that those were probably put in in the 80's. Garvey also asked about the agreement with the school for the use of the parking lot. Wimmer stated that there isn't one; Everett added that she thought there was. Garvey explained that it was plowed all winter. Wimmer stated that it shouldn't be and didn't know who was doing that. Garvey stated that the bleachers still look good. Garvey stated that she also went to Riverside Park. The playground still looks like it's in good shape, she gave it a 4. She didn't notice any safety or maintenance things. The mulch is adequate in both places, and the borders still look good. Overall, she gave it a 4. Zdon added that it's a little faded; Garvey agreed that it is. Garvey did notice that the little torpedo seems slow; Everett said that one was replaced last fall, and you have to be hanging on them for them to really move. Garvey stated that she also went to Bluebird. She gave the playground a 4, it's in really good shape still. The only thing was the swings. It seems like the poles are in the ground more at Bluebird than they are at Riverside and other parks; so where the feet hang is deeper. Zdon added that it gets really deep at Bluebird. Garvey stated that she thinks the swings should be adjusted to where the mulch is, rather than the mulch being dug out. The swings should be higher, but she doesn't think you can there because the poles are in the ground so much. Wimmer asked if there's a lot more material at Bluebird. Garvey said that there is, and it looks like a lot of mulch has been added over time. Everett said that there is some money budgeted to do a full replacement of the mulch, and she believes it includes Bluebird. You need a certain depth of mulch, and at the bottom it's not mulch anymore, so we'll have to dig it out. That process might bring those swings up; but it shouldn't be too hard to make the chains shorter either. Garvey stated that she still thinks it may be interesting to measure

the frames in different parks to see if they really are different. Garvey noticed that the trails have some larger cracks, and made a note that the larger one would be a concern for skateboarders or rollerbladers. Wimmer added that the trails get done at the same time as crack sealing and those kinds of things are being done in the area. Garvey also added that the hopscotch needs to be redone. The pavilion looks good, she gave it a 5. Her recommendations include moving the public ice rink sign from the back of the rink to the parking lot side so people see the rules before they get on the rink, and repairing the curb near the basketball court because it may be an ADA concern. She added that she also asked a few of the adults that were there, and no one knew there was public restrooms at BMX; recommends a sign near the playground since not everyone goes to the pavilion.

Mayor Wimmer stated that he went to Legacy Park. There is some exposed fabric and some ATV tracks, more than we have in a while. There is some patch/repair needed for the limestone that's taken out of there. And the basic things we have every year clearing the little branches and things as much as we can. It's still pretty wet and soggy. At River Bluff it's a grass trail, so there's not much going on there yet. The trails got a lot of use in the winter. When the water goes down, we'll get the bridge back in as quick as we can too. Wimmer also added that Everett can expand later on the Isanti County Public Health program at the community garden. He said we'll also be working with the schools, there are three interested so far, to do painting the plow. We'll take a Public Works plow, they'll sand it down and put a coat of primer on it, then we'll park it at any Isanti school and then they can paint it. Everett clarified that it is just the blades, not the vehicles. So far the two charter schools as well as the Middle School/MNC are looking to do that. We'll put them out at Isanti Day then.

Johnson stated that he went to Mattson Park. He said it's newly constructed; he gave the overall appearance a 5. The parks will probably all need to be graded for the mulch. The pavilion looked great, and there were actually a lot of kids playing there when he went. Overall condition he rated a 4.5. The only problem he noticed was that the slides had a back-pitch that creates a pool of water, and if it's not water it's a bunch of sand. He thinks it looks like something that could be adjusted. Otherwise, the park looks great. Since he has moved here, he as seen them in the park doing work more times than he can count; they just replaced swings and mulch last year. Johnson said that his other park was the VFW Park. That one to him is old and outdated. It looks like we took new stuff and put it in the park with the old stuff still there. There's paint peeling on the swings; it's higher up where the kids can't reach it though. Everett stated that there is now a sidewalk to it that was never there before. Garvey added that that may help get people there to use it. Johnson asked if we are fully responsible for that park. Everett explained that we are fully responsible for everything inside the fence. She said she's not sure exactly what the history of that park is. Zdon added that the VFW likely built the park or something to begin with, but that was before all of their terms.

Everett asked for a quick recap; she asked if anyone has something at a park that needs to be put on a list. Zdon said his only thing is getting the tennis net fixed. Witte said that he would just want the stones on the rock wall at Rum River Meadows to be tightened, and with Isanti Hills he'd recommend updating that equipment. He said it doesn't have to be a rope climber, but he asked some kids that were there what they would like to see and that was what they said. Everett stated that those kinds of things may also be worked into the comprehensive plan update.

4. Public Parking Signs

Everett explained that one of the biggest complaints we hear after BMX events is the parking. The association has said that their volunteers haven't been able to effectively point people to all of the lots in Bluebird. Putting up some signs might help to educated people that the lot at the arena isn't the only place to park. Everett explained that she included two options in the packet. The first one is what we already have at the City Hall lot. Maybe we put a couple of those out on Isanti Parkway pointing into the park. One thing to consider with that, is that at River Bluff we posted a sign that said that lot is reserved for park visitors. That's kind of different from public parking; we don't want people parked there overnight,

we don't care if people park here overnight. The one hour spaces at Bluebird are each labeled. Johnson asked where we're thinking of putting these. Everett said that's the question. Zdon stated you'd want one on Isanti Parkway pointing toward those lots. He asked if the asphalt pad that's labeled as a parking lot is going to be converted. Everett stated that it will this year, and we're hoping to get it done at the same time as some other projects to save money. Everett asked if it would be helpful to have sign on the north side of Isanti Parkway as you're leaving BMX telling them to take a left out of there for more parking. Zdon said it would. Garvey stated that the problem with parking is only a couple of times per year. Zdon said that even a normal race with regular turnout, the lot is over flow. For a big race, they fill every single lot and more. Garvey asked if we've thought about doing A-frame signs and keeping them at BMX, putting them out during the event, and when the event is done taking them in. Everett added that those might catch their attention more. Zdon agreed and said that the city's signs look nice, but they're not high vis. Garvey stated you could put one up as you're leaving the lot and then into Bluebird and/or depending on the weekend maybe soccer too. Zdon stated these could be used for soccer too, because they're not supposed to park on the grass along Isanti Parkway for soccer either but they do. Johnson stated that if you go with option 1, you'll need 4 or 5 of them, and since the A-frames might be cheaper, maybe just go with those. Everett said the prices might not be that different since we can just reorder the signs we have made. Johnson said that he's noticed the parking issues too. Garvey said she doesn't think people will notice the public park sign, but they will notice an A-frame. Everett stated that BMX does post a lot of printed signs showing where the parking is, and wanted to know if the board thought we should post option 2 somewhere so while people are at the arena they have an idea of what's available. Zdon clarified it would be a decent sized sign with a map; Everett said yes. Johnson said it's not a bad idea, but you're kind of fighting a losing battle. Garvey asked if anyone knew if BMX has a sponsorship from Coke or Pepsi. Zdon said that they do from Pepsi, and they had a sign from Pepsi that they were putting out. It was a banner, which does wear down and tear. Everett stated that when groups have special events that require permits, they are not allowed to put out signs unless they get a sign permit. BMX has decided they don't want to do that anymore. Zdon said that it's too much hassle, and then they're making signs and putting signs up. Everett said it's really just about knowing that you have permission to put the signs up where you are putting them up. There was an incident during one of the nationals that they just put them out on a business's property, and the City got a call about that and it was a big deal. They haven't put up signs since then. Garvey said that we can't do the A-frames then because they'd need a permit. Everett said that A-frames are different and are allowed with a permit as long as they're taken in at night. Zdon said that he'd be willing to bet that if the City got A-frames made that BMX could use and soccer could use, they'd have people to put them out. Johnson asked if there was anyone upholding the parking rules and regulations. Everett stated that the Police Department will ticket anyone who is parked where they're not supposed to. Zdon said there were tickets at the last event. Garvey asked where they're being ticketed. Zdon stated that basically if they're not parked on asphalt. Garvey said that the public parking signs and A-frame signs won't really solve that problem. Zdon explained that the track used to be in a field and people parked on the field all the way around, and that's the way it is at many tracks. Garvey asked then if we need to do the opposite and put out no parking on grass signs. Everett said that typically at those events they put out barricades at the places where a person can get onto the grass. If someone is going to drive around that, they're going to drive around whatever we put up too. That's part of the event responsibility, managing spectators. Garvey said that if we have sign up that says no parking on grass, the police have something to point to. Everett said that the police don't need that to ticket someone. Johnson and Zdon agreed that no parking on grass signs are a good idea, and it's not a difficult thing to put up. Zdon said it wouldn't hurt to have a couple more public parking signs, whether or not people see them, and if we want to we can look into A-frames. Witte asked if BMX would disclose the information on their website or post it while it's happening. Zdon said that it's posted everywhere during events, you can't miss it. Garvey asked if their signs say specifically to not park on the grass; neither Zdon or Everett were sure exactly what they say. Garvey stated that typically when facilities know that they're having one or two events a year with overflow parking, they have some type of temporary signs that direct people to do that. That is the bigger problem, the bigger events with people who aren't regularly coming here. Everett asked in that case, is it the City's responsibility to be getting them signs for their event. Zdon said that it is

not. Everett said that Public Works does already borrow out barricades and those kinds of things for events. Johnson stated that we're handing out a lot of stuff to these events. Garvey asked if Everett new if the BMX board has looked into this. Everett said that there has been a lot of turnover for them in the last couple of years, so it's possible that the decision to not put up signs was not made by people who are there now. It's worth revisiting with them and letting know they can do it, they just need to turn in the paperwork. Everett said we can certainly still get more of the public parking signs. Zdon said that isn't just servicing the BMX community. People coming in for soccer tournaments that aren't regulars don't know those lots are down there either. They just see people parking by the pine trees so they do that too. Garvey asked if there are any A-frame signs that the City already uses for events. Everett stated she has a couple that she uses for the farmer's market and things. Johnson asked about putting a sign at 3rd and Isanti Parkway; Zdon said that would definitely service soccer. Johnson said what about one there and then 1st and Isanti Parkway and call it a day.

Zdon asked Everett if there were any plans to connect the section of paved trail from the south Bluebird lot toward BMX without having to weave in and out of the tree line. Everett explained that she hasn't heard any plans for that, but maybe at the time the trail is redone.

Everett clarified that the decision is to just get the public parking signs and not maps, and then no parking on the grass. Zdon said he'd just get a few of each and put them out where Public Works thinks is best.

5. Parks Updates

Everett said that the final movie night went pretty well. There were 36 people, but it was really nice outside so we weren't sure we'd get any. Those will start again in October, and the applications for volunteers are available.

The community garden is down to 4 plots, someone else came in today. We will have the meeting with everyone on May 10th before it opens so everyone can get together and meet each other and go over rules. Everett was just out at the garden to take inventory of what needs to be done, and it's still very soupy out there, so we won't be able to do any tilling out there for a while. Hopefully we can get out there soon to do that.

We did postpone Earth Day until May 5th so the shady areas could get melted and hopefully dry out a little bit. There were four locations with groups signed up. The Master Gardeners have a highway clean up day, so they're not able to attend so Everett may move the Girl Scouts from Riverside Park to River Bluff. For the most part, people could still come to the new date.

We have hired our Parks Intern for the summer. Everett is looking forward to working with Bree. She actually worked at one of our farmer's market vendors farms for a few summers. She is local, but going to school out of state. She should be back by the end of May.

There's a farmers' market vendor meeting scheduled for Friday. There have been several new vendors who have contacted Everett, so hopefully many of them will make the meeting. The market will open May 25th. It's the same spot and same time as last year. There were also a couple of new businesses in town that took us up on sponsorships this year.

The Rain Garden Workshop went pretty well. We had 22 people show up. Since it was open to all county residents, she kept track and about half were City residents. It was a good workshop, and she thinks people learned a lot. People seemed interested in finding out what kinds of rain gardens they can do. Tiffany from Soil and Water did a really good job of making them seem like they're just another garden you can plant and anyone can do it.

Everett explained that the lights at Bluebird Park that the board talked about at the last meeting have been switched off. They will not come on until or unless Everett hears otherwise. Zdon asked if the plan is still to move them to the pleasure rink. Everett said she's not sure how that will turn out. When it first came up, they were told that it might be more expensive to just put up new ones than to move those ones. It will depend on cost.

Everett stated that Curious Creatures will be hosted May 8th. A daycare provider is going to bring some kids and hopefully we get some more too. The provider also forwarded the information for the County licensing person so Everett sent the program information there as well.

Everett also expanded on the Isanti County Public Health program that Mayor Wimmer mentioned earlier. They are hoping to get five families to mentor throughout the summer. They're going to split the space that the school had last year. They will mentor those families in how to garden and use those foods. The other half of that space then will be used by the School For All Seasons again. We will be putting up another raised bed. We have 4 reserved and only 3 up right now. We'll probably take down the tables that are out there because they keep collapsing. If no one reserves them, we don't want to keep fixing them. Witte asked for clarification on what was being taken down. Everett said it was the elevated beds. Public Works can rebuild them, but we don't have any reserved right now. Johnson asked what's available. Everett said that we have six raised beds total that we can put up. She said that if they don't all get reserved, we may also put one in the Public Health section so they can use it if they have someone who needs it. Everett said there are also 4 regular plots available.

6. Adjournment

Motion by Johnson, second by Witte to adjourn the April 24, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 7:16 p.m.

Dated at Isanti, Minnesota this 24th day of April, 2018.

Respectfully submitted,

Katie Everett

Katie Everett
Community Events and Parks Coordinator

RESOLUTION 2018-XXX

RESOLUTION APPROVING AMENDMENT TO THE 2018 BUDGET

WHEREAS, on December 5, 2017 the City Council approved the City of Isanti 2018 Budget; and,

WHEREAS, the 2018 budget included $20,000 in account 101-45300-500 for the purchase of two (2) Kubota mowers; and,

WHEREAS, the Isanti City Council approved the purchase of two (2) Kubota mowers by Resolution 2018-120; and,

WHEREAS, the Finance Committee is recommending the 2018 budget be amended to reflect a net purchase price of $12,800 by reducing the budget in 101-45300-500 by $7,200.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to amend the 2018 budget by reducing budgeted expenditures in account 101-45300-500 by $7,200.

This Resolution is hereby approved by the Isanti City Council this 5th day of June, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2018-XXX

RESOLUTION APPROVING THE PURCHASE OF EMPLOYEE REPLACEMENT COMPUTER

WHEREAS, staff have reviewed 2018 computer replacement needs for the City; and,

WHEREAS, it has been determined that the computer for the Receptionist needs to be replaced; and,

WHEREAS, two (2) quoted were received for the computer replacement; and,

WHEREAS, the Finance Committee has reviewed the quotes and recommends approval of the attached quote from CDWG for the employee computer replacement purchase.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve:

1. The attached quote form CDWG in the amount of $1,062.92 for the employee computer/software replacement purchase.

2. Any labor costs needed to install the new computers for employees.

This Resolution is hereby approved by the Isanti City Council this 5th day of June, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

CITY OF ISANTI

Purchase Requisition Recommended Vendor @ CDW-G

ITEM Computer & MS Office 2016

Quote

Vendor Lenovo / Microsoft [redacted]
932.10
229.99
$ 1,162.09

Vendor CDW-G
856.89
206.03
$ 1,062.92

Vendor
$

Specifications/Details:

See attached Specs

FC approval on 5-17-18 (MB)

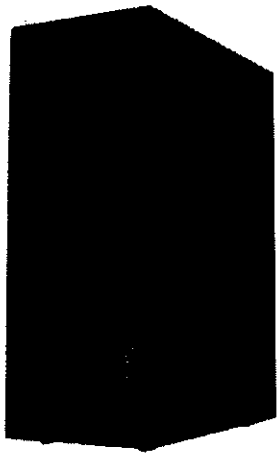
Approvals:

Department Head Date

Finance Director 5-17-18
Date

City Administrator Date

IF SOLE SOURCE, ADD EXPLANATION



Roll over image to zoom

Lenovo

Write the first review

Lenovo ThinkCentre M710t - tower - Core i7 7700 3.6 GHz - 8 GB - 256 GB

Mfg.Part: 10M9000KUS | CDW Part: 4625927 | UNSPSC: 43211508

Availability: Call
Call for availability

Was ~~$889.00~~ **SAVE $32.11**

$856.89 Extranet Price

Lease Option ($25.28/month)

Product Details

- Tower
- 1 x Core i7 7700 / 3.6 GHz
- RAM 8 GB
- SSD 256 GB
- TCG Opal Encryption
- NVMe
- DVD-Writer

Product Overview

Main Features

- Tower
- 1 x Core i7 7700 / 3.6 GHz
- RAM 8 GB
- SSD 256 GB
- TCG Opal Encryption
- NVMe
- DVD-Writer
- HD Graphics 630
- GigE
- WLAN: 802.11a/b/g/n/ac
- Bluetooth 4.1
- Win 10 Pro 64-bit
- monitor: none
- TopSeller

Designed to deliver outstanding performance and manageability - ThinkCentre M710 tower meets the demanding content creation and multimedia tasks. Featuring the powerful processor, advanced memory - you'll experience fast boot-up times, opening files quicke than ever and longer service life of your hard drive. With up to 3 displays support, ThinkCentre M710 empowers your workforce and improves your organization's efficiency and productivity.

Technical Specifications

Processor

Clock Speed:	3.6 GHz
Generation:	7
Installed Qty:	1
Manufacturer:	Intel
Max Supported Qty:	1
Max Turbo Speed:	4.2 GHz
Number of Cores:	Quad-Core
Processor Main Features:	Intel Turbo Boost Technology 2
Processor Number:	i7-7700
Type:	Core i7

Optical Storage

Drive Type:	DVD-Writer

Roll over image to zoom

Microsoft

Write the first review

Microsoft Office Home and Business 2016 License 1 PC

Mfg.Part: T5D-02323-11859940 | CDW Part: 3847985 | UNSPSC: 43231513

Availability: In Stock
Ships today if ordered within 2 hrs 9 mins

Was ~~$229.99~~ **SAVE $23.96**

$206.03 NJPA 100614#CDW Technology Catalog

Product Details

- License
- 1 PC
- ESD
- Win
- All Languages

Product Overview

Main Features

- License
- 1 PC
- ESD
- Win
- All Languages

Create polished documents with the Office applications you know and trust, save them to the cloud, and then edit and collaborate with others in real time using Office Online. Just sign in to Office, and documents, preferences, and other settings follow you across your PC, tablet, phone, or the web. So anytime, anywhere, you can pick up right where you left off.

Technical Specifications

General

Category:	Office applications
Electronic Distribution:	Yes
Installation Type:	Locally Installed
Subcategory:	Office applications - office suite

Licensing

License Pricing:	Business

System Requirements

Min Operating System:	Microsoft Windows 7 or later, Microsoft Windows Server 2008 R2, Microsoft Windows Server 2012
Peripheral Interface Devices:	1280 x 800 monitor resolution, DirectX 10.0 compatible graphics card, Mouse or compatible device
Platform:	Windows

Software

License Category:	License
License Qty:	1 PC
License Type:	License
Software Suite Components:	Microsoft Excel, Microsoft OneNote, Microsoft Outlook, Microsoft Powerpoint, Microsoft Word

Header

Brand:	Microsoft
Compatibility:	PC
Localization (Vendor Specific):	Microsoft All Languages
Manufacturer:	Microsoft
Model:	Home and Business 2016
Packaged Quantity:	1

Your Price
$932.10

CHECKOUT

Item Description

ThinkCentre M710T

Part Number: 10M9CTO1WW

Edit | Remove | Save for Later

Ships in 10-12 business days

Configuration Details

- Processor : Intel Core i7-7700 Processor (8MB Cache, up to 4.20GHz)
- Operating System : Windows 10 Pro 64
- Operating System Language : Windows 10 Pro 64 English
- Form Factor : Tower 85% Power 210W
- Memory : 8GB DDR4 2400 UDIMM
- First Video Adapter : Integrated Graphic Card
- First Hard Drive : 500GB Hard Drive, 7200 RPM, 3.5", SATA
- Networking : Integrated Gigabit Ethernet
- Keyboard : USB Traditional Keyboard Black English
- Pointing Device : USB Calliope Mouse Black
- Parallel Cable : None
- Additional I/O Ports : None
- Speakers : Internal Speaker
- Publications Pack : Publication English
- Warranty : 1 Year On-site

Quantity

1

Update

Sale Price: **$863.10** Web Price: $959.00

Items included:

3Y Onsite NBD upgrade from 1Y Onsite NBD **$69.00**

Part #5WS0D80967

Customers who bought the items in your cart also bought

Lenovo USB-C Travel Hub Adapter

Office Home & Business 2016 for PC

★★★★★ 284

$229.99

Buy and download now

Description

• Fully installed versions of Outlook, Word, Excel, PowerPoint, and OneNote
• For 1 PC
• Store files in the cloud with OneDrive

Compatible with Windows 7 or later
All languages included

Overview Requirements Reviews

K.6.

Request for City Council Action
MEMO

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

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: June 5, 2018

Subject: Resolution Approving Water Bottle Filling Station Installation and Funding

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Background:

At the 2018 Goal Setting meeting, the City Council identified the addition of water bottle filling stations to City facilities as a priority. At its May 3, 2018 meeting, the Finance Committee discussed the this project. The committee recommended moving ahead with the City's contracted plumber, Wise Guys Plumbing, Inc. for the project. Additionally, the committee directed staff to finalize quotes for installation of the units at City Hall, Isanti Community Center, Isanti Police Department, and one replacement of one of the two existing units at Isanti Indoor Arena. The estimate is attached for Council Review.

While this project is unbudgeted in 2018, the Finance Committee recommended the Isanti Indoor Arena Special Revenue Fund (226) for the IIA unit and the Water Fund (601) for all other facility units. The total cost to have all of the units installed has been estimated at $7,666.87 including parts and labor. With a 10% contingency, the project will not exceed $8,433.56.

Attachments:

- Wise Guys Plumbing, Inc. Estimate
- Resolution 2018-XXX

RESOLUTION NO. 2018-XXX

RESOLUTION APPROVING WATER BOTTLE FILLING STATION INSTALLATION AND FUNDING

WHEREAS, at its 2018 Goal Setting session, the Isanti City Council identified the replacement of standard drinking fountains with water bottle filling stations as priority for the City, and,

WHEREAS, the Finance Committee has reviewed the project and recommends moving forward with the City's contracted plumbing services provide, Wise Guys Plumbing, Inc.; and,

WHEREAS, the Finance Committee identified the Isanti Indoor Arena Special Revenue Fund (226) and the Water Fund (601) as the funding sources for these unbudgeted expenses; and,

WHERAS, the project, including labor and 10% contingency, will not exceed a total of $8,433.56 with the following allocations:

- Isanti Indoor Arena unit: $1,491.25, plus labor (226-45200-500)
- City Hall, Isanti Police Department, Isanti Community Center: $2,625.62 plus labor, (601-49400-500)

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve installation of water bottle filling stations at City facilities and to fund the unbudgeted expenses, not to exceed $8,433.56 from the IIA Special Revenue Fund (226) and the Water Fund (601) and amend the Water Fund budget based on final costs.

This resolution was duly adopted by the Isanti City Council this 5th day of June, 2018.

_____
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 Members**

From: Chief Gene C. Hill

Date: May 30, 2018

Subject: Reserve Officer Anissa Bekka Resignation

MEMO

Background:

I received a resignation letter from Reserve Officer Anissa Bekka. Ms. Bekka is relocating her family to Oklahoma. Her resignation letter is attached.

Action:

I ask that the City Council take action on accepting the resignation of Reserve Officer Anissa Bekka who is resigning in good standing and to authorize the Chief of Police to fill the vacancy.

Thank you for your consideration,

Chief Gene C. Hill

RESOLUTION 2018-XXX

RESOLUTION ACCEPTING RESERVE OFFICER ANISSA BEKKA LETTER OF RESIGNATION

WHEREAS, Reserve Officer Anissa Bekka has submitted a letter of resignation to the City of Isanti and received by the Chief of Police Gene C. Hill on May 29, 2018; and,

WHEREAS, the effective date of this resignation is Tuesday, May 17, 2018; and,

WHEREAS, Ms. Bekka has left the Isanti Police Reserve unit in good standing; and,

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

1. That the resignation of Reserve Officer Anissa Bekka is hereby accepted effective May 17, 2018.

2. That the Chief of Police is authorized to fill the vacancy.

This Resolution is hereby approved by the Isanti City Council this 5th day of June, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

K.8.

RESOLUTION 2018-XXX

A RESOLUTION APPROVING OFFICER ADAM GAU TO ATTEND NASRO CONFERENCE

WHEREAS, Police Officer Adam Gau, who serves as the City's School Resource Officer, has requested to attend the National Association of School Resource Officers Annual (NASRO) Conference. Officer Gau is currently serving his second term as President of the MNJOA (Minnesota Juvenile Officers Associations); and,

WHEREAS, the out of state training will take place in Reno NV June 24-29, 2018. This conference is not budgeted training; and,

WHEREAS, MNJOA has offered to pay for the registration fee and the hotel costs for Officer Gau. Officer Gau will pay for his own flight and any other expenses; and,

WHEREAS, Officer Gau requests that the City of Isanti pay his normal 40 hours a week compensation for the time period that he is attending the conference; and,

WHEREAS, the Personnel Committee has reviewed the request on May 17, 2018 and recommends its approval:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to approve attendance at the NASRO Conference by Officer Gau.

BE IT FURTHER RESOLVED that Officer Gau receive his regular wages during attendance at the Conference, and that said compensation will be the only cost to the City.

This Resolution is hereby approved by the Isanti City Council this 5th day of June, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

K.9.

RESOLUTION 2018-XXX

RESOLUTION AUTHORIZING OFFICER DANIEL VANDENHEUVEL TO CARRY OVER EXCESS VACATION HOURS

WHEREAS, the City has a vacation use policy where employees must use their vacation, as provided, and on the employee's anniversary date employees are allowed to only carry over a maximum of their annual accrual rate plus forty-eight hours - all other hours in excess of the allowed amount is forfeited by the employee - unless City Council approval is obtained to carry over the excess amount; and,

WHEREAS, On July 1, 2018 Officer Vandenheuvel will hit his anniversary date and will lose many hours of vacation since he was unable to take vacation before his anniversary date; and,

WHEREAS, the Personnel Committee has recommended on May 17, 2018 to allow Officer Daniel Vandenheuvel to carry over his vacation for an additional 6 months effective July 1, 2018 and is expected to use his vacation hours by December 31, 2018 without loss of hours; and,

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

1. Officer Dan Vandenheuvel shall be allowed to carry over his excess vacation hours an additional six months with a use deadline of 12-31-2018.

This Resolution is hereby approved by the Isanti City Council this 5th day of June, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2018-XXX

RESOLUTION OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO RYAN VANDER VENTER

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 Ryan Vander Venter 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 position to Ryan Vander Venter for the City of Isanti and that he shall be eligible to start in that position on or after June 6, 2018.
2. That Ryan Vander Venter shall start at Step 1 of the Wage Scale at $11.21 per hour.
3. That Ryan Vander Venter shall be on probationary status per the Personnel Policy in the position of the Part-Time Clerk position effective June 6, 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 5th day of June, 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

K.11.

RESOLUTION 2018-XXX

RESOLUTION OFFERING THE POSITION OF ECONOMIC DEVELOPMENT/MARKETING INTERN TO BEN HYLEN

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 Parks Internship budgeted at $5,000.00 in Resolution 2018-069; and,

WHEREAS, the Interviewing Panel selected Ben Hylen as the most qualified candidate for the internship. 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 Economic Development / Marketing Internship to Ben Hylen for the City of Isanti and that he shall start in that position effective June 6, 2018 or later.
2. That Ben Hylen shall be paid $14.00/hour with wage and salaries not to exceed $5,000.00 for Summer 2018.
3. That the Economic Development / Marketing Internship position is not a benefit eligible position.
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 5th day of June, 2018.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

K.12.

RESOLUTION 2018-XXX

RESOLUTION OFFERING THE POSITION OF FULL-TIME PW MAINTENANCE TECHNICIAN I TO JORDAN RAPP

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 Full-Time PW Maintenance Technician I position; and

WHEREAS, the Interviewing Panel selected Jordan Rapp as the most qualified candidate for the open Full-Time PW Maintenance Technician I 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 Full-Time PW Maintenance Technician I position to Jordan Rapp for the City of Isanti and that he shall be eligible to start in that position on or after June 13th, 2018.
2. That Jordan Rapp shall start at Step 1 of the Wage Scale at $16.66 per hour.
3. That Jordan Rapp shall be on probationary status per the Personnel Policy in the position of the Full-Time PW Maintenance Technician I position effective June 13th, 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 6th day of June, 2018.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI
PLANNING COMMISSION
MAY 15, 2018

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:10 p.m.

B. Pledge of Allegiance.

The Pledge of Allegiance was recited.

C. Roll Call.

Members Present: George Wimmer, Steve Lundeen, Dan Collison, Ross Lorinser, Paul Bergley.

Members Absent: None.

Staff Present: Ryan Kernosky, Community Development Director.

1D. Agenda Modifications.

Director Kernosky stated that there were no Agenda Modifications.

2. Approval of the Minutes from the March 20, 2018 Planning Commission

Motion by Lundeen, seconded by Bergley to approve the minutes from the April 17, 2018 Planning Commission, approved unanimously.

3. Public Hearings

There were no public hearings.

4. Discussion Items

Mayor Wimmer stated that there are two openings on the Planning Commission due to two citizen resignations, Mayor Wimmer stated that there are several people who are interested in the positions, and that new City residents have expressed interest in joining the Commission.

A. Isanti 2030 Comprehensive Plan Timeline

Director Kernosky stated that it is time to begin working on our Comprehensive Plan Update. Kernosky provided a brief overview of what a Comprehensive Plan is, and stated that the City is intending to do the update in-house due to Administrator Lorsung moving into a special projects role, Director Kernosky will also assist in the update.

Mayor Wimmer stated that doing the update in house would be more efficient, and that we will go through the same process as before with public hearings, information gathering, and stakeholder input.

B. Community Development Director's Quarterly Update

Director Kernosky provided an overview of activities in the Community Development Department included in the report. He briefly touched on building inspections, vacant lots, and development activities.

Councilman Lundeen stated that MNSpect, the City's building official, is busy and in the community on a daily basis. He also stated that it's hard to find lots not owned by a developer for single-family home development.

Mayor Wimmer stated that there are projects on the horizon for more single-family subdivisions, and that those should be coming in for review soon.

Councilman Lorinser stated that, while our housing prices are higher for the area, we are still lower than those homes in the metro, and that he agreed with Councilman Lundeen in terms of the cost for lots and the developers who own the lots.

5. Adjournment

Motion by Lundeen, second by to Bergely to adjourn the May 15, 2018 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:21 p.m.

Dated at Isanti, Minnesota this 17th day of May, 2018.

Respectfully submitted,

Ryan Kernosky
Community Development Director

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
May 22, 2018
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 Aaron Zdon
Members Absent:	Mayor Wimmer
Staff Present:	Katie Everett, Parks, Recreation, and Culture Manager

D. Agenda Modifications.
Zdon asked if there were any agenda modifications; there were none. Motion by Johnson, second by Garvey to approve the agenda for the May 22, 2018 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from April 24, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Witte; second by Garvey. Minutes were unanimously approved.

3. City of Isanti Bicycle and Pedestrian Planning

Ryan Kernosky (Community Development Director) explained that the City is beginning to look at the 2030 Comprehensive Plan update, and typically transportation is a big part of it. It is really important within that section of the Comp Plan that we consider non-motorized based transportation. As a 30,000 feet view of the plan coming forward, among other things, he has identified a need for a Bicycle and Pedestrian Plan; and that is also piggybacking from department staff and Development and Operations Committee interest to pursue Bike Friendly status. In order to obtain that, it's really important to have a Bike and Pedestrian Plan. As a result, we'll use this Board as a sounding board for the plan update. Kernosky explained that there are two maps included in the agenda packet; one is the existing facility map which includes sidewalks and shared use paths, and the other is titled Future Bike Routes. He asked the Board members to look at the maps for any holes in access to sidewalks or multi-modal paths and consider future routes that take into consideration the City's assets which include our parks, concentration of employment centers like the industrial park, and other well developed neighborhoods. Kernosky asked the members to bring their ideas back, and explained that it will be a multi-month project. Everett asked if Kernosky thought it would be helpful to have their ideas in advance of the next meeting to be included in the June packet. Kernosky explained that he planned to take the information the members give and put it into the mapping system to create a map that reflects what they have identified, and will allow staff to also provide input. Everett explained that if the members provide their information early the week of June 11, there should be enough time to get it included in the packet. Kernosky explained that beyond future bike routes, the plan will include some best practices in bike planning, in infrastructure design and implementation. We'll set out some goals, which might include when the City does street upgrades in areas we identify, that we go after installing sidewalk. As a result of that, we have to pay for it somehow, like we did on Palomino, whether it's assessing property owners or tapping into transportation alternative grants as a possibility. Having this document adopted by the City Council, hopefully this Fall, will justify getting those finances for Federal and State grants. Witte asked if the members could be sent a color copy because it's hard to identify differences for the future map. Kernosky said that he include an aerial photo

with the map, we just don't have a color printer for 11x17, so we can email it out. Zdon explained that the Board had talked in prior years about where we're missing sidewalks, and they've slowly started to fill in. Everett asked Kernosky if there is a requirement for developers to include some sort of trail in new development. Kernosky stated that we do require sidewalk installation, but trail development is not required in ordinance. The west and south end of all roads have to have sidewalks built to standards. Johnson asked if there is anything along the river; Kernosky said there isn't and there is a number of reasons for that. Mainly because the DNR doesn't let us do a lot for trail development in that area. There is a scenic easement that was put in place in the early 90s. When we put in the path down at River Bluff Preserve, the DNR pushed back quite a bit with what we could and could not do with that path. Everett explained that a lot of the Rum River is privately owned as well. There is not a lot of public land along any of the Rum River, so any time you try to do anything along the Rum it is a fight all the way. Zdon asked if we need any motions; Everett stated we do not.

4. Fir Street Parcel Discussion

Everett explained that these parcels are in the southwest corner of the City off of Whiskey. There are two parcels that the City has through Tax Forfeiture. Everett believed that the developer gave us those lots rather than giving us money for the Park Dedication Fund, or something to that effect. The City was able to hold those lots by an application that said we were going to "create a neighborhood park of open space and/or recreational amenities which may include a basketball court, tennis court, or volleyball court." That application was 2015 and it indicated that we intended to something with it in 3 years. Everett explained that nothing will happen in 2018, but she looked back at the minutes and it sounds like Park Board had heard about this and the minutes were left at "in 2016 we need to have a discussion" and it hasn't happened. As a Park Board, we now know that these lots exist and we need to have some sort of discussion about what kinds of things to put there, then Everett can do some research to see what's feasible and that kind of thing. She explained that it's not a ton of space; it's two residential lots. For a frame of reference, playground area at Rum River Meadows is about two residential lots. Johnson thought it would be big enough for a basketball court; he has friends who live in that neighborhood and they're begging for some park and rec thing to go in those lots. Everett added that a playground there will not happen; with the playground infrastructure we have to support right now that just doesn't make sense. Zdon added that Rum River Meadows is across Whiskey, but it's close. Everett agreed and added that it might not be an easy walk for some to cross there. The board members agreed that a playground is not a good option here. Witte added that he does not think a volleyball court is a good option either, just based on the usage of the one at Rum River Meadows. Johnson added that we have the tennis court right at Mattson; Everett added we have one at Academy now too. Johnson asked if we have a basketball court anywhere. Everett stated that we have one at Mattson and one at Bluebird, and Whisper Ridge. Garvey asked when the last time the City really built a park from scratch – at Legacy there was a certain thing we could do there, and the garden and things like that – but has there ever been a community survey asking what they wanted to see in their park. Everett thought that something like that may have happened with Bluebird; there was definitely community involvement with the skate park. She is not sure with the others. She would guess that they were just part of a development and a playground was put in. Zdon added that some were community builds, but not necessarily community input for what was put in. Everett added that there has been more community input with naming parks in the past. Zdon added that the Board had picked layouts and things in the past. Garvey said that this one will really be a neighborhood park, and wondered if the City can do a demographic of ages of residents to get a sense of the population surrounding the park. Everett explained that the City just sent out a survey to new residents up through April 2016; those surveys included things like: "Why did you move here?," "What direction do you go to go to work?," those kinds of things. She couldn't remember offhand if it had number of adults and children in the household included. They did one of those to a smaller sampling last year as well. We could maybe get a general idea. Everett explained that it's also super simple to pull all of the mailing information for people in that area and we can survey them directly as well, if that's something we want to do. Everett explained that what they're talking about is something a lot of cities do; they host some sort of public meeting too and send invites especially to those people to let them know we'll be

talking about those lots. Johnson said that is a great idea; he thinks we should send invites to those people and have them come to a meeting and we hear from them. Garvey stated that at the last city she worked with, they did that for about ten years. Everett added that with any of those meetings; if you get 20 people in the room, you get 20 answers. It may be helpful for the Board to come up with a few options and let them choose from those. Garvey agreed that it's best to put out some idea of what we can and cannot do. Everett explained this process is not a hurry, so it could even be like an October meeting. Zdon asked when it has to be budgeted for 2019. Everett explained that budgeting is starting now, and with what she has seen for the budget so far, she would guess that this will also not be a 2019 budget item, but depending on what it is maybe it could be. Zdon said it could maybe just be some simple green space and outdoor workout equipment, which he knows isn't super cheap, but it's simple. Maybe as a phase 1. Garvey said that it would be good to come back and revisit it in the fall with at least a recap and some kind of plan. Everett asked if there are options she should look into in the meantime; she'll look into a basketball court and exercise equipment. The Board can make their scope bigger and she can narrow it in. Garvey thought an overhang with picnic tables and some casual seating; Johnson added a grill or two. Everett explained that most of the neighborhood parks are playgrounds, so there isn't a whole lot of precedent for this situation to say what needs to happen in this situation. So we're at the point where it's good to be creative. Garvey said that it would be nice to also see pictures of what the lots look like, what the neighbors have surrounding it. Everett looked at a street view of the lots, and it looks like there are houses on either side and the two lots behind are vacant. Garvey asked if the houses that are there know that those lots are to be used by the City as a park. Everett said that she doesn't know who they are or what they know about them at this point. Everett said that there is a street light in the middle of the lots right now, but otherwise it's just open and we mow it for now. She stated that we should offer maybe three options. For the Board's timeline, if by July we have a discussion about options, that would give time for a public meeting in October.

5. Park Visit Summary

Everett reviewed the list that was compiled after the April park tours. She stated that some of the items have already been addressed by Public Works. She did look into adjusting the Mattson slide, and it won't be possible because of the way it was installed. She broke down the list into short-term and long-term projects. She reviewed the list with the Board. Everett asked if there were any other items that needed to be added to the list; the Board members did not have anything. Everett added that refurbishing Bluebird Park is being budgeted for 2019; that will include taking the playground apart, then they'll sandblast the metal posts and re-powder coat them, and put it back together. The plastic pieces kind of are what they are, you can't do a lot with them. A lot of those parts have broken and are newer anyway, so the plan for those is just to replace them as needed rather than replacing everything at once. We will also evaluate continuing that process with some other parks too; the Board mentioned that Riverside is pretty faded. Since of all of our parks are about the same age, we just can't do it all at once. Just repainting at Bluebird park is about $25,000. The dog park is also scheduled to be budgeted for 2019 as well.

6. Painting Plow Blades Update

Everett explained that at the last meeting, Mayor Wimmer explained that this project would be happening. She included pictures of the ones that had been started in the packet. There was also an article in the County Star with a big photo of the IMS/MNC project. The plan is to pick them up at the end of the year and cover them or store them inside so they don't fade over the summer and we'll display them at Celebrate Isanti. After that they'll be put back on the plows and Public Works will use them again. Probably, the paint will come off, and then Public Works will sand them down and we'll maybe do it again next year. Everett stated that the future of the program might include some sort of theme, or maybe judging and prizes and that sort of thing to be determined.

7. Parks Updates

Everett explained that the Farmer's Market starts this Friday, May 25. She believes there are five or six vendors for the first week and then they start rolling in from there as more produce and things become available. There is a decent number of new farms signed up this year, so we should have a good selection of produce available. There are also a number of vendors doing things like crafts and handmade things as well. A lot of people have been finding the market rather than us having to do so much searching, which is a really sign. Once people start seeing the market, we'll also get people who are interested in joining. We currently have 16 stall spaces, so in the middle weeks we have maybe one or two open right now. If we get more, without changing too much, we can probably get 18 in there. From that point, we'll probably have to do something different with how we set up; probably the easiest option will be to have the vendors park somewhere else and reconfigure how the booths are set up. The Liquor Store has also set up samplings for most Fridays during the season as well to take advantage of that. We'll also continue with kids' activities that help people stick around the market and encourage them to visit everyone. We are still looking for musicians; it would be really nice to have someone reliable. Witte asked if we're looking for anything in particular. Everett stated that we just need something that's general audience, family friendly, acoustic. It's pretty casual, and it will be more background music than a show. Some people might come and listen to a song or two. Garvey asked if Everett has advertised for this. She said that she has put it on her personal Facebook page and got some response, but can also put it out on the market page. She has also sent it to her contacts with the schools for music and theater groups too.
Everett stated that there is a Pollinator Workshop scheduled for June 9th at River Bluff. We'll do mason bee homes; you basically take bamboo shoots and bundle them together, then wild bees that are solitary will build little nests in the bamboo shoots.
Everett added that Passport to Parks is scheduled for this summer again. There will be a kick off event on June 21st as a start to the event. From that event through August 3rd, people will be able to fill out the passports and turn them in here to City Hall for a giveaway kind of prize, and then be entered into the Grand Prize. That will take place at the beginning of the Street Dance at Celebrate Isanti. Those will be available here at City Hall and for download from the website.
The street dances are off to a great start. The first one is June 23rd. Climb Theater is going to be a top level sponsor this year as well. It's really good to get local community support for those events. The first Street Dance is Maiden Dixie; we haven't had them for a Street Dance before, but they have done other local events and have a good following here. We do have a couple of new food trucks this year as well.
The Community Garden is up and running. Everett estimated that about half of the plots have already been planted. All of the ground plots are reserved. The tables are still available to be reserved until June 1st; Everett expects that we'll probably just take them down. Everett explained that she just heard earlier today that School For All Seasons will not be planting this year; they did not get the support from student families that they needed to volunteer in the summer. They're hoping that they can find some people for next year and get it going again. She is still thinking about options for what to do with that space. The Senior Diners really liked watermelon last year, so she may just plant a bunch of that. The Public Health contact has left her job there, but is continuing the program through Master Gardeners. They received a grant for that program, so the funding source and main person hasn't changed, it's just not officially a Public Health program. They sent a flyer for their program, and they're promoting it as a parent/child or grandparent/grandchild program to come out and learn on six or seven dates where they have classes over the summer.
Everett stated that on Friday last week, she received the registration link for the Celebrate Isanti 5K run/walk and bike ride. It is posted on the event calendar on the website and the Facebook event. The first 50 in the bike ride and the first 50 in the run/walk will get a free goodie bag. Anderson Race Management will time the race this year.
Everett added that the Mattson tennis courts are being resurfaced this week. They were hoping to have them finished this week, but it's looking like thunderstorms, so she'll keep the board posted if that changes. The courts will be blue and green when they're done.

6. Adjournment

Motion by Johnson, second by Witte to adjourn the May 22, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 7:50 p.m.

Dated at Isanti, Minnesota this 22nd day of May, 2018.

Respectfully submitted,

Katie Everett
Parks, Recreation, and Culture Manager

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 19, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards
1. Presentation of 2018 Isanti Ambassador Candidates

F. Approve City Council Minutes
1. June 5, 2018 – Regular Meeting of the City Council

G. Announcements

1. Parks, Recreation and Culture Board Meeting	Tuesday, June 26, 2018 @ 6:00 p.m.
2. City Council Meeting	Tuesday, July 3, 2018 @ 7:00 p.m.
3. EDA Meeting	Tuesday, July 3, 2018 *(Immediately following City Council Meeting)*
4. Special Planning Commission Meeting	Tuesday, July 3, 2018 *(Immediately following City Council and EDA Meetings)*
5. **CITY OFFICES CLOSED**	Wednesday, July 4, 2018 *(In observance of Independence Day)*

H. Council Committee Reports

I. Public Hearings

J. Business Items

<u>City Administrator Don Lorsung</u>
1. Ordinance No. XXX Plumbing Plan Review
2. Resolution 2018-XXX Approving the Purchase of Server and Data Retention Upgrades

<u>Assistant City Engineer- Jason Cook</u>
3. Resolution 2018-XXX Authorizing Services for Clarifier Rehabilitation Work

K. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $261,361.31 and Payroll in the amount of $102,541.00
2. Final Meeting Minutes for the May 1, 2018 Economic Development Authority Meeting
3. Resolution 2018-XXX Approving Backwash Filter Pump Repair
4. Resolution 2018-XXX Authorizing Staff to Move Handicap Parking and Install an Accessibility Aisle at City Hall
5. Resolution 2018-XXX Election Judges

6. Resolution 2018-XXX City Attorney Training Request
7. Resolution 2018-XXX Approving Donation Box at the Liquor Store
8. Resolution 2018-XXXX Approving Contract for Hitchville Performance at the June 23, 2018 Street Dance
9. Resolution 2018-XXX Offering the Position of Maintenance Tech II to William Ross III
10. Resolution 2018-XXX Offering the Position of Part-time Liquor Store Clerk to Nicholas Hovik
11. Resolution 2018-XXX Offering the Position of Part-time Police Officer to Erik Knoop and Cory Spencer

L. Other Communications

1. Draft Minutes of the June 5, 2018 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 5, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input

None.

II. Agenda

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: Dan Collison, Steve Lundeen, and Ross Lorinser

Members Absent: Paul Bergley

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, and Assistant City Engineer Jason Cook

Others Present: Isanti County Commissioner Mike Warring, Jeff Johnson, Carla Golden, Joey LeMay, Ron Gamble, Melissa Bettendorf, Rod Barrows, Jeff Holmgren, Angela Kersting

D. Adopt Agenda

Administrator Lorsung explained the agenda was amended by adding Items J. 6 – Resolution Approving Agreement Between the City of Isanti and Minnco Credit Union

Motion by Collison, second by Lundeen to approve the agenda with modifications listed above. Motion carried.

E. Proclamations/Commendations/Certificate Awards

1. Proclamation – Mayor's Employer Celebration Day – June 19, 2018

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 11th Annual Mayor's Employer Celebration day on June 19, 2018.

F. Approve City Council Minutes

1. May 15, 2018 – Regular Meeting of the City Council

Motion by Lundeen, second by Lorinser to approve minutes as presented. Motion carried.

G. Announcements

1. City Council Meeting	Tuesday, June 19, 2018 at 7:00 p.m.
2. Planning Commission Meeting	Tuesday, June 19, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*
3. Park, Recreation, and Culture Board Meeting	Tuesday, June 26, 2018 at 6:00 p.m.

H. Council Committee Reports

Mayor Wimmer shared that the trees near the Best Western project along the Northern side of Main Street would be removed due to destruction from the cutting by the power company. There are plans to plant new trees that will better highlight the area.

I. Public Hearings

None.

J. Business Items

1. **Resolution 2018-130** Approving a Special Event Permit Application for BMC British Auto Car Show

Economic Development Director Sean Sullivan explained that BMC was a business in Isanti that had a smaller event last year. This year they went through the process of contacting surrounding business to expand it. Mayor Wimmer added that it was a great business and the event included a lot of really neat vehicles.

Motion by Lundeen, second by Collison to approve the request. Motion carried.

2. **Resolution 2018-131** Amending Resolution 2017-237 Approving a Special Event Permit Application for the 2018 Isanti Firefighters PRCA Rodeo

The change in the Permit is to return to the parking plan that was used in previous years due to the overflow parking situation experienced last year.

Motion by Lundeen, second by Collison to approve the request. Motion carried.

3. **Resolution 2018-132** Approving a Special Event Permit Application for 2018 Jubilee Days

Melissa Bettendorf, Executive Director of the North 65 Chamber of Commerce, was in attendance and thanked all the participating business, organizations, and volunteers that make this festival happen and she also spoke about Jubilee Days activities. There will be a minor change this year with the parade route due to construction; the end of the parade route will continue straight down Main Street rather than turning on Broadway. Ms. Bettendorf also mentioned that there will be a co-chair coordinator for the parade this year.

Motion by Lundeen, second by Collison to approve the request. Motion carried.

4. Interview Applicant for the Vacant Term Seat for Planning Commission (*Mayor Wimmer*)

Applicant Joey LeMay was interviewed for the open Planning Commission seat. Mr. LeMay was asked questions specific to the Planning Commission.

   a. **Resolution 2018-133** Designating Committees and Representatives for City Commissions and Advisory Boards for 2018

Motion by Lorinser, second by Collison to approve and appoint the applicant to the seat. Motion carried.

<u>City Administrator Don Lorsung</u>

5. Expansion of Police Reserve Officer Duties
   a. **Ordinance No. 689** Amending the Code for the City of Isanti, Chapter 47, Police Reserves
   b. **Ordinance No. 690** Amending the Code for the City of Isanti, Chapter 65, Administrative Penalties
   c. **Ordinance No. 691** Amending the Code for the City of Isanti Chapter 160, Fees
   d. **Resolution 2018-134** Adopting Fees Within the City of Isanti

Motion by Lorinser, second by Collison to approve the request. Motion carried.

6. **Resolution 2018-135** Approving Agreement Between the City of Isanti and Minnco Credit Union

Economic Development Director Sean Sullivan explained last year the City adopted a Redevelopment Plan along Hwy 65 and Main Street and was directed to work with Minnco Credit Union to work on securing easements in order to extend 5th Avenue.

Motion by Lorinser, second by Collison to approve the request. Motion carried.

7. **Resolution 2018-136** Ordering the 2018 Street and Utility Improvement Project and Preparation of Plans

Motion by Lorinser, second by Collison to approve the request. Motion carried.

Assistant City Engineer- Jason Cook

8. **Resolution 2018-137** Awarding the Bid for the 2018 Pavement Management Project

Assistant City Engineer Jason Cook explained this item was for the annual Pavement Management Program to continue on track. The item is for seal-coating in the Northwest region of the City and some curb repair and patching that has come up through the winter and spring. Two bids were received with approval recommended of the low-bid by Allied Blacktop.

Motion by Lorinser, second by Collison to approve the request. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $1,159,202.04 and Payroll in the amount of $185,170.64
2. Final Meeting Minutes for the April 17, 2018 Planning Commission Meeting
3. Final Minutes of the April 24, 2018 Park, Recreation and Culture Board Meeting
4. **Resolution 2018-138** Approving Amendment to the 2018 Budget
5. **Resolution 2018-139** Approving the Purchase of Employee Replacement Computer
6. **Resolution 2018-140** Approving Water Bottle Filling Station Installation and Funding
7. **Resolution 2018-141** Accepting PD Reserve Officer Anissa Bekka's Resignation
8. **Resolution 2018-142** Approving Officer Adam Gau to Attend NASRO Conference
9. **Resolution 2018-143** Officer Daniel Vandenheuvel to Carry Over Excess Vacation Hours
10. **Resolution 2018-144** Offering the Position of Part-time Liquor Store Clerk to Ryan Vander Venter
11. **Resolution 2018-145** Offering the Position of Economic Development/Marketing Intern to Benjamin Hylen
12. **Resolution 2018-146** Offering the Position of Maintenance Tech I to Jordan Rapp

Motion by Collison, second by Lorinser to approve the Amended Consent Agenda. Motion carried.

L. Other Communications

1. Draft Minutes of the May 15, 2018 Planning Commission Meeting
2. Draft Minutes of the May 22, 2018 Meeting of the Park, Recreation and Culture Board

Adjournment

Motion to adjourn by Lundeen, second by Lorinser. Motion carried. The meeting was adjourned at 7:18 p.m.

Respectfully Submitted,

Jeannifer Anderson

Jeannifer Anderson
Administrative Data Clerk

A Community For Generations.
Isanti

MEMORANDUM

TO: Mayor Wimmer & the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: June 19, 2018

SUBJECT: **PLUMBING PLAN REVIEW ORDINANCE**

Background
MNSpect has asked if the City was interested in becoming a delegated community for plumbing plan review. By becoming a delegated community, MNSpect is able to perform commercial and industrial plumbing plans by their master plumber instead of sending those plans to the State of Minnesota for review. As a result, plumbing plan review will take much less time and be a priority versus sending the plans to the State, which can have a several week backlog, resulting in delayed issuance of permits.

In the event the City no longer uses MNSpect as our building official, MNSpect would notify the State, and we may lose our delegated community status.

Staff Request
I'm recommending approval of the attached ordinance. DOAC has reviewed the ordinance and is also recommending approval.

Attachments
Ordinance No. XXX

ORDINANCE NO. xxx

AN ORDINANCE TO AMEND THE CODE FOR THE CITY OF ISANTI, CHAPTER 111, BUILDING CONSTRUCTION PERTAINING TO PLUMBING PLAN REVIEW AND INSPECTIONS

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Chapter 111, Paragraph 111-6. Application, administration and enforcement, is hereby deleted and amended to read and include the following:

111-6 Application, administration, and enforcement.

A. The application, administration, and enforcement of this code shall be in accordance with Minnesota State Building Code. The code shall be enforced within the extraterritorial limits of the City of Isanti, and within the extraterritorial limits permitted by Minnesota Statutes 326B.121, **Subd. 2(d), as amended from time to time**. **The code enforcement agency of this municipality is called the Department of Building Safety. This code shall be enforced by a Minnesota Certified Building Official designated by this city to administer the code pursuant to Minnesota Statutes 326B.133, including plumbing plan review and inspections.** The Minnesota State Building Code shall govern permit applications except that in addition each application shall describe the land by certified survey on which the proposed work is to be done by lot, block, tract and house and street address or similar description that will readily identify and definitely locate the proposed building or work. **Prior to installation of a system of plumbing other than for a single-family dwelling with independent plumbing service, complete plumbing plans and specifications, together with any additional information that the Building Official may require, shall be submitted in duplicate and approved by the Building Official. No construction shall proceed except in accordance with the approved plans. Any alteration or extension of any existing plumbing system shall be subject to these same requirements. A plumbing system installation, as described herein. shall be subject to inspection as required by the State Plumbing Code. Fees for Plumbing Plan Review shall be as specified for plan review in City Code**.

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 June, 2018.

Mayor George A. Wimmer

Attest:

Katie Brooks
Human Resources/City Clerk

Posted: 6-8-18
Reading Date: 6-19-18
Publication Date:
Effective Date:

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator
Mike Betker, Finance Director

Date: June 13, 2018

Subject: City Hall Computer Server Options

Our Computer Technician, Jim Kritta, has prepared server options and a new data back-up options for City Hall. These options were reviewed by the Finance Committee. The options included are outlined below:

Server Options

One option would be to enhance the existing business server's memory and have it also operate as a virtual server for City files that were held on the former second server. Another option would be to replace the former second server. In both cases, the City will also need to upgrade the Windows software for the system. Costs are as follows:

New Dell Server	$ 11,929.00
Upgrade Existing Server	$ 1,096.00
New Windows Software	$ 2,378.00

Back-up Options

Rather than relying on the existing Datto Alto system, which in event of a server shutdown takes hours of time to recover files, Jim is recommending that we consider upgrading and installing Datto Siris 3 hardware, which would have 2 terabytes of memory. We would have the option of 1 year of retention or infinite retention. Costs are as follows:

Datto Siris 3 (hardware)	$ 1,545.00

Retention Service (1 year of Data) $ 419.00 monthly

Retention Service (Infinite Data) $ 459.00 monthly

If we did not want to upgrade this system restoration function, we need to upgrade the Alto 2 with a newer Alto 3 (with a 3 year warranty). Jim could get this hardware at no cost, and the existing cost of $199.00/month would go to $258.00/month.

Status Quo Retention Service $ 258.00 monthly

Finance Committee Recommendation

The Finance Committee is recommending upgrading the current server, installing new software on the existing server and implementing the Datto Siris 3 data retention system.

Hardware Related Upgrades:		
Upgrade Existing Server	1,096.00	
Windows Server/User License	2,378.00	
Datto Siris Hardware	1,545.00	
Total One-Time costs of recommended option:	**$5,019.00**	
Data Retention/Backup Upgrade:		
Annual Datto Siris 3 cost (1 year retention on data)	5,028.00	Unbudgeted
Annual Alto 2 cost (Current Backup System)	(2,388.00)	Budgeted
Net New Cost For Upgraded Backup Service	**$2,640.00**	

Funding is not budgeted and would come from the following sources:

Going forward the net new cost of $2,640 ($220/month) for upgraded backup service will be rolled into the monthly billing from Jim Kritta for IT services. This cost would be allocated across all funds on a monthly basis, as is currently done for backup services and other IT support services.

The remaining unbudgeted costs of $5,019.00 for hardware related upgrades would be absorbed by the Technology Fund (614) with a current cash balance of $6,274 This expenditure would not compromise planned computer replacements in 2019.

RESOLUTION 2018-XXX

RESOLUTION APPROVING THE PURCHASE OF SERVER AND DATA RETENTION UPGRADES

WHEREAS, in light of recent computer server issues, staff have reviewed server and data retention upgrades for the City; and,

WHEREAS, it has been determined that the server needs to be upgraded and new more efficient data retention hardware and software needs to be implemented; and,

WHEREAS, the Finance Committee has reviewed the options and costs, and recommends approval of purchase of the following upgrades:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve:

1. The attached quotes from White Bear IT Solutions for server and data retention hardware and software upgrades in the amount of $5,019.00. Approval of monthly data retention services in the amount of $419.00 per month.

2. Costs for system upgrades shall come out of the Technology Fund (614), and annual data retention services costs to be allocated in a manner consistent with current budgeted cost allocation methods.

This Resolution is hereby approved by the Isanti City Council this 19th day of June, 2018.

Attest: Mayor George A. Wimmer

Katie Brooks
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 19, 2018
Subject: Consider Resolution Authorizing Engineering Services and Bids for Clarifier Rehabilitation Project

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Background

To maintain the integrity of the two clarifiers used at the wastewater plant for treatment processes, there was $100,000.00 budgeted in 2018 to sandblast, paint, spot weld repair and perform other misc. repairs. The repairs needed is due to regular wear and tear of usage since installed in 1997 and due to the corrosive environment, that causes rusting and erosion of the metal. There were two bids received which are summarized in the engineers attached memo. The total cost for the project using Champion Coatings, Engineering Services, and including a 5% contingency is $122,018.75.

The remaining funds necessary for the project, in the amount of $22,018.75, is unbudgeted. The funding source identified is an increase to Sewer – 500 from the Fund Balance.

Request

Staff is requesting action0 on this item.

Attachments

- Resolution 2018-XXX
- Engineers Memo_ dated 5.25.18

RESOLUTION NO. 2018-XXX

A RESOLUTION AUTHORIZING SERVICES FOR CLARIFIER REHABILITATION WORK

WHEREAS, the Waste Water treatment facility clarifiers are in need of repairs which were included in the 2018 budget at $100,000.00; and,

WHEREAS, quotes were solicited and two were received by Champion Coatings, Inc. and R & H Painting, LLC.; and,

WHEREAS, Champion Coatings, Inc. was the lowest bidder in the amount of $93,875.00; and,

WHEREAS, Engineering Services by Bolton and Menk, Inc. to facilitate and inspect the project and work is, not to exceed, $13,650.00; and,

WHEREAS, the Finance Committee recommends approval of services by Champion Coatings, Inc. and Engineering by Bolton and Menk, Inc. per this Resolution; and,

WHEREAS, the total project costs, including 5% contingency and Engineering to develop scope of the project is, $122,018.75; and,

WHEREAS, the funding will be provided by budget amendment, increasing budgeted expenditures Sewer, Capital Outlay (expense code 500);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the bid by Champion Coatings, Inc. and Engineering services by Bolton and Menk, Inc. for clarifier rehabilitation work in the amount, not to exceed, $122,018.75.

This Resolution was duly adopted by the Isanti City Council this 19th day of June, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
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: May 25, 2018

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Proposal Award Recommendation

WWTF Final Clarifier Rehabilitation
City of Isanti, MN
BMI Project No.: R21.115875

Proposals for the WWTF Final Clarifier Rehabilitation were solicited from four painting contractors with two contractors submitting proposals. The proposals were checked and the final results are summarized as follows:

Contractor	Proposal
Champion Coatings, Inc.	$93,875.00
R&H Painting, LLC.	$123,019.00
United Painting and Sandblasting	No Proposal Received
Elevation Coating	No Proposal Received

Champion Coatings, Inc. is experienced in the type of work required for this project and was the painting subcontractor on the recent pretreatment facility construction project at the WWTF. We recommend that Champion Coatings, Inc. be awarded the project in the amount of $93,875.00.

To facilitate completion of the work we will provide project management services along with inspections of the structural repairs and coating applications for the clarifiers. We will provide these services for an hourly not-to-exceed fee of $13,650.

Bolton & Menk is an equal opportunity employer.

AP180604

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 6/7/2018 - 6/7/2018 | Jun 07, 2018 10:36AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

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06/18	06/07/2018	48899	2537	BROOKS, KATIE	101-20200	42.29
06/18	06/07/2018	48900	1196	CENTER POINT ENERGY	601-20200	1,121.66
06/18	06/07/2018	48901	1522	CERTIFIED LABORATORIES	101-20200	459.73
06/18	06/07/2018	48902	1629	CITY OF ISANTI	108-20200	6,537.92
06/18	06/07/2018	48903	918	CRYSTAL SPRINGS ICE	609-20200	186.28
06/18	06/07/2018	48904	8	DAHLHEIMER DISTRIBUTING CO	609-20200	15,847.85
06/18	06/07/2018	48905	1941	DELTA DENTAL	861-20200	2,821.85
06/18	06/07/2018	48906	257	EARL F. ANDERSEN - DIV. OF SAFTEY SIGNS	101-20200	197.65
06/18	06/07/2018	48907	385	FEDERATED CO-OPS INC	101-20200	17.97
06/18	06/07/2018	48908	2028	FURTHER	861-20200	308.28
06/18	06/07/2018	48909	134	GOPHER STATE ONE-CALL INC	601-20200	302.40
06/18	06/07/2018	48910	1563	ISANTI ELECTRIC INC	101-20200	155.00
06/18	06/07/2018	48911	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,402.00
06/18	06/07/2018	48912	5	KAWALEK TRUCKING	609-20200	196.20
06/18	06/07/2018	48913	136	LEAGUE OF MN CITIES	603-20200	515.00
06/18	06/07/2018	48914	394	LMCIT	101-20200	5,176.00
06/18	06/07/2018	48915	17	MCDONALD DISTRIBUTING CO	609-20200	8,723.55
06/18	06/07/2018	48916	616	MENARDS - CAMBRIDGE	101-20200	36.55
06/18	06/07/2018	48917	2553	O'REILLY	101-20200	12.99
06/18	06/07/2018	48918	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,106.75
06/18	06/07/2018	48919	1455	RAILROAD MANAGEMENT	601-20200	428.02
06/18	06/07/2018	48920	2341	RED BULL DISTRIBUTION	609-20200	49.00
06/18	06/07/2018	48921	2396	SOUTHERN GLAZERS OF MN	609-20200	329.20
06/18	06/07/2018	48922	315	ST.PAUL STAMP WORKS	101-20200	17.08
06/18	06/07/2018	48923	1361	STAPLES ADVANTAGE	101-20200	164.25
06/18	06/07/2018	48924	1354	TAPES PLUS ADVERTISING	609-20200	235.00
06/18	06/07/2018	48925	1290	THE AMBLE GROUP	101-20200	53.84
06/18	06/07/2018	48926	2375	UNITED RENTALS	101-20200	249.90
06/18	06/07/2018	48927	686	VERIZON WIRELESS	101-20200	504.11
06/18	06/07/2018	48928	1286	VINOCOPIA INC	609-20200	151.25
06/18	06/07/2018	48929	874	WASTE MANAGEMENT -	101-20200	386.98
06/18	06/07/2018	48930	4	WATSON CO INC	609-20200	1,697.97
06/18	06/07/2018	48931	1922	WEX BANK	101-20200	2,333.10
06/18	06/07/2018	48932	2475	White Bear IT Solutions, LLC	101-20200	2,066.00
Grand Totals:						70,373.33

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
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06/18	06/15/2018	48936	494	ALLINA HEALTH SYSTEM	101-20200	60.00
06/18	06/15/2018	48937	2504	ANCONA TITLE & ESCROW	601-20200	6.59
06/18	06/15/2018	48938	359	AUTOMATIC SYSTEMS CO	602-20200	131.04
06/18	06/15/2018	48939	2608	BAD GIRLFRIENDS	101-20200	3,400.00
06/18	06/15/2018	48940	9	BERNICKS PEPSI-COLA	609-20200	800.00
06/18	06/15/2018	48941	2609	BETKER, MIKE	101-20200	10.69
06/18	06/15/2018	48942	368	BILLS QUALITY CLEANING	101-20200	546.00
06/18	06/15/2018	48943	2319	BREAKTHRU BEVERAGE	609-20200	1,797.86
06/18	06/15/2018	48944	2221	C & L DISTRIBUTING	609-20200	154.35
06/18	06/15/2018	48945	2612	Candi Rindahl Group	603-20200	6.99
06/18	06/15/2018	48946	1474	CDW GOVERNMENT INC	614-20200	1,268.95
06/18	06/15/2018	48947	1822	CENTURYLINK BUSINESS SERVICES	101-20200	32.97
06/18	06/15/2018	48948	2610	CINTAS	101-20200	386.15
06/18	06/15/2018	48949	1629	CITY OF ISANTI	226-20200	495.80
06/18	06/15/2018	48950	918	CRYSTAL SPRINGS ICE	609-20200	219.76
06/18	06/15/2018	48951	8	DAHLHEIMER DISTRIBUTING CO	609-20200	8,621.30
06/18	06/15/2018	48952	833	DIAMOND VOGEL PAINT	101-20200	3,635.00
06/18	06/15/2018	48953	55	ECM PUBLISHERS INC	101-20200	234.90
06/18	06/15/2018	48954	1031	EMBROIDERY & INK	108-20200	49.50
06/18	06/15/2018	48955	1320	EXECUTIVE TITLE INC	601-20200	100.58
06/18	06/15/2018	48956	1101	FIRST AMERICAN TITLE	601-20200	28.23
06/18	06/15/2018	48957	2028	FURTHER	861-20200	52.12
06/18	06/15/2018	48958	142	G & K SERVICES	101-20200	111.94
06/18	06/15/2018	48959	1048	HENRYS WATERWORKS,INC.	601-20200	4,199.88
06/18	06/15/2018	48960	2110	INDIAN ISLAND WINERY	609-20200	111.84
06/18	06/15/2018	48961	2209	INNOVATIVE OFFICE	101-20200	88.64
06/18	06/15/2018	48962	1684	ISANTI COUNTY AUDITOR-	505-20200	280.00
06/18	06/15/2018	48963	114	ISANTI COUNTY RECORDER	101-20200	46.00
06/18	06/15/2018	48964	114	ISANTI COUNTY RECORDER	505-20200	56.00
06/18	06/15/2018	48965	1435	ISANTI TOWNSHIP	101-20200	488.74
06/18	06/15/2018	48966	2611	J ROBINSON CONSTRUCTION	505-20200	18,000.00
06/18	06/15/2018	48967	1534	J. J. TAYLOR	609-20200	529.65
06/18	06/15/2018	48968	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,791.95
06/18	06/15/2018	48969	2232	JONAH & THE WHALES	101-20200	2,400.00
06/18	06/15/2018	48970	1857	JOSLIN & MOORE	101-20200	6,237.80
06/18	06/15/2018	48971	5	KAWALEK TRUCKING	609-20200	236.00
06/18	06/15/2018	48972	1170	LAND TITLE INC	602-20200	76.21
06/18	06/15/2018	48973	1282	LEAF TOWING AND	220-20200	100.00
06/18	06/15/2018	48974	2616	LEE SPORTS SURFACING LLC	101-20200	13,600.00
06/18	06/15/2018	48975	2617	LEKSON BRUCE	601-20200	2.66
06/18	06/15/2018	48976	1975	LIBERTY TITLE	601-20200	21.90
06/18	06/15/2018	48977	17	MCDONALD DISTRIBUTING CO	609-20200	4,797.25
06/18	06/15/2018	48978	616	MENARDS - CAMBRIDGE	101-20200	19.33
06/18	06/15/2018	48979	281	MINNCO CREDIT UNION	108-20200	3,729.86
06/18	06/15/2018	48980	310	MMBA	609-20200	150.00
06/18	06/15/2018	48981	2597	MNSPECT, LLC.	101-20200	42,212.95
06/18	06/15/2018	48982	2080	MVTL LABORATORIES INC	601-20200	43.20
06/18	06/15/2018	48983	2618	NORBERG DENNIS	601-20200	38.36
06/18	06/15/2018	48984	1821	NORTH AMERICAN TITLE CO	601-20200	21.32
06/18	06/15/2018	48985	2619	PETER, ERIC	101-20200	293.91
06/18	06/15/2018	48986	44	PHILLIPS WINE & SPIRITS INC	609-20200	7,169.32
06/18	06/15/2018	48987	2130	PROGRESSIVE BUILDERS	801-20200	8,025.41
06/18	06/15/2018	48988	2031	RESOURCE TRAINING	861-20200	32,610.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/18	06/15/2018	48989	2361	SEMLER HOMES	505-20200	6,000.00
06/18	06/15/2018	48990	2613	Servion Title	601-20200	45.00
06/18	06/15/2018	48991	2396	SOUTHERN GLAZERS OF MN	609-20200	8,645.29
06/18	06/15/2018	48992	1268	STEVEN BOIE CONSTRUCTION INC	601-20200	25.60
06/18	06/15/2018	48993	2614	SW Wold Construction	601-20200	7.65
06/18	06/15/2018	48994	1762	THE TITLE GROUP	601-20200	10.04
06/18	06/15/2018	48995	1762	THE TITLE GROUP	601-20200	77.01
06/18	06/15/2018	48996	2251	TITLE SMART INC	601-20200	6.34
06/18	06/15/2018	48997	2251	TITLE SMART INC	601-20200	3.83
06/18	06/15/2018	48998	2362	TITLE WERKS, LLC	601-20200	32.40
06/18	06/15/2018	48999	1820	URBANS HARDWARE	101-20200	120.09
06/18	06/15/2018	49000	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
06/18	06/15/2018	49001	2027	US INTERNET	603-20200	57.80
06/18	06/15/2018	49002	42	VIKING COCA-COLA BOTTLING CO	609-20200	629.41
06/18	06/15/2018	49003	4	WATSON CO INC	609-20200	3,540.78
06/18	06/15/2018	49004	1897	WILD MOUNTAIN WINERY INC	609-20200	114.00
06/18	06/15/2018	49005	2615	Wilkerson, Ashley	601-20200	35.85
06/18	06/15/2018	49006	1489	WOLCYN TREE FARMS & NURSERY	101-20200	44.99
Grand Totals:						190,987.98

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	82,029.33
Social Security & Medicare	12,370.80
Public Employees Retirement	8,140.87
Total City Expense	102,541.00

Pay Date 6/15/2018

Pay Period 12 (5/27-6/9/18)

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
May 1, 2018
Isanti City Hall

1. Call To Order

The meeting was called to order by President George Wimmer at 7:11 p.m.

a. Pledge of Allegiance

b. Roll Call

Members Present:	Tara Hallberg, Steve Lundeen, Ross Lorinser, Dan Collison, Paul Bergley, Jill Reller and George Wimmer
Members Absent:	None
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

2. Approval of Agenda

Motion by Commissioner Lundeen, seconded by Comissioner Bergley to approve agenda as presented. Motion carried unanimously.

3. Approve Minutes of April 3, 2018 Regular Economic Development Meeting

Motion by Commissioner Collison seconded by Commissioner Hallberg to approve the minutes for April 3, 2018. Motion carried unanimously.

4. Consider Authorization for Advertising for Quotes for Lease of EDA/City Owned Crop Land

Motion by Commissioner Collison seconded by Commissioner Bergley to authorize Staff to advertise for quotes for lease of city owned crop land. Motion carried unanimously.

5. Other Business / Updates

Economic Development Director Sullivan highlighted the Staff Memo. Sullivan updated the information on housing starts to 26 new permits pulled with 11 in process.

President Wimmer indicated there was a piece of legislation in house Omnibus bill that would impact EDA's and the ability to lease back facilities to cities. He also stated that class 1 cities were exempt.

Economic Development Director Sullivan indicated there were bills in the house and Senate that impacted MIF and JCF. He indicated that EDAM was lobbying against them and that the City had contacted local legislators and expressed strong opposition to bills that would negatively impact programs.

President Wimmer stated the City has used MIF and it was an important economic development tool. He also stated that BMX complimented the City on the provision of promotional bags.

Commissioner Bergley asked for an update on the hotel project.

President Wimmer stated the project was moving forward. The City has been ready to close for 6 months.

Economic Development Director Sullivan stated that the financing is being reviewed by the financial institution and that he was confident that the project was moving forward. Sullivan indicated that there was a possibility the project could have broken ground last fall and began construction during the winter in hopes of favorable costs. The developer indicated there was no cost savings, as hoped, and decided to have the project rebid for the typical spring/summer construction season. The rebidding process and submittal of revised construction plans delayed the final approval process from the financial institution.

a. Business Prospects
b. EDAM
c. GPS 45:93
d. City Promotional Bag Program
e. Mayor's Employer Celebration Day
f. Economic Development / Marketing Intern
g. Innovative Approaches to Career Readiness – May 4, 2018
h. 2017 (2018) MBAF Report Complete
i. Housing Starts in 2018
j. Business Arrivals and Departures in Isanti 2018

6. Adjournment

Motion by Commissioner Collison, seconded by Commissioner Bergley to adjourn at 7:19 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 1st day of May, 2018.

Respectively Submitted,

Sean M. Sullivan, Economic Development Director

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 19, 2018
Subject: Consider Resolution Authorizing Payment for Filter Backwash Pump Repair

---

Background
Staff was aware that both filter backwash turbine pumps were not operating effectively due to the turbines being worn out. Staff included an estimate, $10,000.00 to rebuild one of the pumps in 2018 and had planned to rebuild the second one in 2019. Due to the second pump failing, staff requested to rebuild both pumps at this time. After discussing the pumps with 4 vendors, there is only one vendor, WWGoetsch, willing to give an estimate due to them being the representative of the Fairbanks Morse brand of pump. The cost to rebuild both pumps from WWGoetsch was $20,594.69.

The remaining funds necessary for the project, in the amount of $10,594.69, is unbudgeted. The funding source identified is an increase to Sewer, Capital Outlay – 500 from the Fund Balance.

Finance Committee Request
The Finance Committee reviewed the quote and work to be done. They recommended to move forward with the repair of both backwash filter pumps.

Request
Staff is requesting action on this item.

Attachments
- Resolution 2018-XXX
- WWGoetsch Invoice

RESOLUTION NO. 2018-

A RESOLUTION AUTHORIZING PAYMENT FOR FILTER BACKWASH PUMP REPAIR

WHEREAS, the rebuild of one backwash filter pump was included in the 2018 budget due to lack in performance in the amount of 10,000.00; and,

WHEREAS, it was determined that the second backwash filter pump also needed to be rebuilt due to failure upon starting the beginning of the year; and,

WHEREAS, staff solicited contractors for quotes and obtained one quote from WWGoetsch; and,

WHEREAS, the Finance Committee reviewed the work to be done and recommends to move forward with the repair from WWGoetsch for both pumps as outlined per this Resolution; and,

WHEREAS, the funding will be provided by budget amendment, increasing budgeted expenditures Sewer, Capital Outlay (expense code 500);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the invoice from WWGoetsch for repair of the two backwash filter wastewater pumps in the amount, not to exceed, $20,594.69.

This Resolution was duly adopted by the Isanti City Council the 19th day of June, 2018.

Attest: _____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

WW GOETSCH
ASSOCIATES, INC.
5250 West 74th St, Suite 24
Minneapolis, MN 55439
(952) 831-4340 / FAX: (952) 831-2357

Invoice No.

100251

SERVICE DATE **6/1/2018**

SOLD TO	SERVICE LOCATION
CITY OF ISANTI ACCOUNTS PAYABLE 110 1ST AVE NW ISANTI, MN 55040-0428	CITY OF ISANTI WASTEWATER TREATMENT PLANT

YOUR ORDER: **JOSI**

QTY	DESCRIPTION	AMOUNT
	CONDITIONS: 900 GPM, 33 FT TDH	
2	NEW SHORT SET TURBINE PUMP, REUSING EXISTING OBSOLETE DISCHARGE HEADS	15,462.00
2	NEW 10 HP, 1775 RPM, 3/60/230-460 VOLT, 215VTP MOTOR	3,124.00
	Prepaid Transportation Charge (Motors)	208.69
	TECH SERVICE: REMOVE & INSTALL PUMPS TECH SERVICE: INSTALL NEW MOTORS (NO CHARGE)	1,800.00
	MN Sales Tax Exempt	0.00

THANK YOU!

TERMS OF PAYMENT ARE NET 30 DAYS AFTER SERVICE.

Total **$20,594.69**

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 19, 2018
Subject: Consider Resolution Authorizing Staff to Move Handicap Parking and Install an Accessibility Aisle at City Hall

---

Background

Staff recently met with Ms. Julie Jelen from the League of MN Cities to discuss ADA compliance within the City. After discussing with staff and visiting some facilities, Ms. Jelen recommended on behalf of the League that the City should consider implementing a loading aisle by the handicap parking stalls at City Hall.

DOAC Recommendation

The DOAC Committee reviewed this item and recommends having Public Works move both handicap stalls to the West side of the island, maintain current handicap stall spacing and install a loading aisle between the two handicap stalls.

Request

Staff is requesting action on this item

Attachment

- Resolution 2018-XXX

RESOLUTION NO. 2018-XXX

A RESOLUTION AUTHORIZING STAFF TO MOVE HANDICAP PARKING AND INSTALL AN ACCESSIBILITY AISLE AT CITY HALL

WHEREAS, it is in the best interest of the City to add an accessibility aisle next to the handicap stalls at City Hall to allow for side loading; and,

WHEREAS, both handicap stalls will move to the West side of island that is in front of the main doors with an accessibility aisle between the two stalls; and,

WHEREAS, Public Works will perform the work; and,

WHEREAS, the Development Operations and Advisory Committee recommends approval of such work per this Resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve moving the handicaps parking stalls and installing an accessibility aisle between the two.

This Resolution was duly adopted by the Isanti City Council this 19th day of June, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources / City Clerk

RESOLUTION 2018-XXX

RESOLUTION APPOINTING ELECTION JUDGES FOR THE 2018 PRIMARY ELECTION

WHEREAS, the Primary Election shall be held on August 14, 2018, and

WHEREAS, the City of Isanti must appoint election judges for both precincts for the City of Isanti.

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

1. The following persons shall be appointed to serve as election judges and/or as alternates for the City of Isanti precinct at the Primary Election to be held on August 14, 2018:

Erika Zdon (*Head Judge*)	Keith Koehler	Marion Schulz
Jeannifer Anderson (*Head Judge*)	Kim Garber	Mary Bye
Collette Brogger	Kristin Gaffaney	Mary Ecklund
Daid Syznal	Leroy Johnson	Melissa Lamb
Dawn Kauffman-Mace	Linda Marx	Michelle Carlson
Diana Meyer	Lori Haigh	Nenny Canny
Elaine Fischer	Lorraine Torpy	Onalee Canfield
Jackie Harris-Rude	Maddy Anderson	Don Lorsung
Jeanne Stafki	Marc Rude	Josi Wood
Jodi Anderson	Margaret Enquist	Katie Brooks
		Chief Gene Hill

2. Election Judges (non-staff) shall be compensated for mileage to and from training, for election training, and for the hours served as an Election Judge on August 14, 2018.
3. The Head Judge (non-staff) shall be compensated at a rate of $12.00/hr and Election Judges (non-staff) shall be compensated at $10.00/hr.
4. City Staff is authorized to provide reasonably priced meals to election judges and to purchase any additional supplies needed in order to ensure elections run efficiently and effectively.
5. The Election Administrator is authorized to train and appoint election judges as necessary.

This Resolution is hereby approved by the Isanti City Council this 19th day of June, 2018.

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: June 13, 2018

Subject: City Attorney Training Request

City Attorney Clark Joslin has requested consideration of the City paying the registration fee for the 2018 Minnesota City Attorney Legislative Update. The fee is $175.00 Clark will travel and attend on his own time and expense. He has made similar requests in the past, and the City has paid for registration fee. The Personnel Committee has reviewed this request and recommends it's approval.

RESOLUTION NO. 2018-xxx

A RESOLUTION APPROVING FUNDING FOR CITY ATTORNEY TRAINING

WHEREAS, City Attorney Clark Joslin has expressed his interest in attending the 2018 Minnesota City Attorney's Legislative Update; and,

WHEREAS, the City Attorney has asked the City to consider paying the registration cost of $175.00 for the training. The City Attorney will attend on his own time and pay all other expenses; and,

WHEREAS, the Personnel Committee reviewed the request and recommends its approval; and,

WHEREAS, the expense is unbudgeted and will be covered by fund balance in the General Fund; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve the funding to pay the $175.00 registration fee for this training.

Adopted by the Isanti City Council on this 19th day of June 2018.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

To: Mayor Wimmer and City Council Members

From: John Jacobi, Liquor Store Manager

Date: June 11, 2018

Subject: Donation Request for MMBA "Support OUR Troops" Supplies Drive promotion in-store

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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 active military personnel 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 July 1st through July 31st 2018.

RESOLUTION 2018-XXX

RESOLUTION APPROVING DONATION BOX AT LIQUOR STORE

WHEREAS, on June 19, 2018 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 Our Troops Drive"; and,

WHEREAS, the Liquor Committee has reviewed the request and recommended its approval.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves placement of a donation box for the Support Our Troops Drive at the Isanti Liquor Store from July 1, 2018 through July 31, 2018.

This Resolution is hereby approved by the Isanti City Council this 19th day of June, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

Request for City Council Action
MEMO

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

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: June 19, 2018

Subject: Resolution Approving Contract for Hitchville Performance at the June 23, 2018 Street Dance

---

Background:

At the January 16, 2018 City Council meeting, the Special Event Permit for the 2018 Downtown Isanti Street Dances was approved, including a performance by Maiden Dixie at the June 23 event. City staff have been informed that Maiden Dixie is no longer available for this event. Hitchville is available for the event, and their contract is attached.

Attachments:

- Resolution 2018-XXX
- Hitchville Contract

RESOLUTION NO. 2018-XXX

RESOLUTION APPROVING CONTRACT FOR HITCHVILLE PERFORMANCE AT THE JUNE 23, 2018 STREET DANCE

WHEREAS, at Maiden Dixie, approved at the January 16, 2018 City Council meeting for June 23, 2018 Street Dance, is no longer able to meet their commitment to perform; and,

WHEREAS, Hitchville is available to perform at the June 23, 2018 Street Dance at a rate of $5,500.00; and,

WHEREAS, there are funds available in the Street Dance budget (101-45300-499) for this expense;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the contract and expenditure for Hitchville's performance at the June 23, 2018 Street Dance.

This resolution was duly adopted by the Isanti City Council this 19th day of June, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Hitchville

ENGAGEMENT CONTRACT

1. Engagement. This agreement is for the services of a live musical performance for the engagement described below and is made between Company, doing business as a musical group known as **"Hitchville"** ("Artist"), and **"City Of Isanti"** ("Purchaser").

Name of Venue/Event: **Downtown Isanti Street Dance**

Number of Sets and Duration: **3-1hr sets/2-25 min breaks**

Purchaser Contact and Telephone: **Katie Everett 763-772-5856**

Venue Contact and Telephone: **same as above**

Address of Venue: **110 1st Ave NW, Isanti, MN 55040**

Venue Type: (bar, outdoor, wedding, etc.) **outdoor**

Performance Date: **June 23, 2018**

Performance Time: **7:00pm-11:00pm**

Load in Time: **TBD**

Sound Check: **TBD**

2. Compensation and Terms. It is agreed as full compensation for the services, as set forth above, the Purchaser will pay a fee of **$5500.00** for **June 23, 2018**. ***If payment is to be made by check, this must be agreed to by Artist at the time of signing of this contract. Make check payable to Phat Vox, LLC.*** Compensation is payable as follows:

A. **$ 2750.00 down payment (1/2 the total) received within 2 weeks of contract**
B. **$2750.00 received prior to start on the day of performance.**

3. Accommodations. *(hotels, transportation, dressing room(s) and hospitality provisions i.e. beverages and food.):*
Dressing room/break area, bottled water, soda, energy drinks
Details determined closer to the date of performance

4. Technical Requirements. (*Sound, lights, power, security, sound technician, etc.):* Purchaser is to provide at no cost to Artist:
Purchaser is to provide power and stage
Artist is to provide production and lights

5. Special Provisions: **All advertising and usage of name to be used as the following: Hitchville**

6. Damage: Artist and its agents are responsible only for their own conduct. Purchaser agrees to pay for all damage done to Artist's and its agent's equipment due to wrongful act of Purchaser, its employees, agents, or guests. Purchaser assumes all risk of the engagement and shall indemnify and hold Artist and its agent harmless against any claims or legal actions brought against Artist or its agent arising out of personal injury or property damage occurring at the engagement, which is not caused by the Artist or its agent.

7. Riders: Any and all riders attached are part of this contract. See Accommodations.

8. Acceptance: We acknowledge and agree that we have read and approved the terms and conditions set forth in this contract as stated and confirmed by our signatures below, including all of the Specific Provisions and Technical Requirements referenced above. (See additional provisions attached). The terms of this contract are binding and supersede any oral or written representations.

By signing this Agreement I acknowledge that I am authorized to book the above referenced engagement.

On behalf of Hitchville

_____ _____

Purchaser's Agent

Date: _____ Date: _____

_____ _____

Purchaser Name (print) Authorized Agent Name (print)

SPECIAL PROVISIONS

1. *Cancellation*: The Artist and the Purchaser agree that this contract is not subject to renegotiation, modification, or cancellation without written Artist's consent. The Artist and Purchaser intend the Artist to be the beneficiary of this contract. The Artist shall use its best efforts to ensure performance of this contract. But if the Artist is unable to perform, the Artist shall notify the Purchaser and, at the Artist's option, shall (a) reschedule the engagement, or (b) return the deposit, if any, to Purchaser. The agreement of the Musicians to perform is subject to proven detention by sickness, accidents, riots, strikes, epidemics, acts of God, or any legitimate conditions beyond their control. Purchaser further agrees that if unsafe conditions exist in the form of rain or lightning, it will be the sole judgment of the band leader as to cancel or perform. If such conditions exist and no alternate site is available, Purchaser agrees to pay Artist in full. This agreement contains the entire understanding between the Artist and the Purchaser.

2. *Access*: The Artist's agent, manager, or their representatives shall have free access to venue on the day(s) of the show(s), including the backstage area.

3. *Independent Contractor*: The Artist executes this agreement as an independent contractor and not as an employee of the Agency or Purchaser.

4. *Recording*: No electronic or digital recording of the performance shall be made unless the Artist specifically agrees to such recording in writing.

5. *Promotion and Advertising*: All advertisements, promotions, and announcements will refer to Artist as "Hitchville".

6. *General Provisions*: This contract shall be construed in accordance with the laws of the State of Minnesota governing contracts wholly executed and performed therein, and the parties agree to submit to the jurisdiction of the Courts of the State of Minnesota. In the event any provision hereof shall be for any reason be judged illegal or unenforceable, the same shall not affect the validity or enforceability of the remaining provisions hereof. As between Purchaser and Artist, in case of breach of contract on the part of the Purchaser it is agreed that the liquidated damages to the Artist will be paid in the amount as stated in section 2 of this contract.

7. ***This contract must be signed and returned within seven (7) days of receipt.***

Return one signed copy to:
Heidi Owens
2507 11th Ave
Anoka, MN 55303

RESOLUTION 2018-XXX

RESOLUTION OFFERING THE POSITION OF FULL-TIME PW MAINTENANCE TECHNICIAN II TO WILLIAM (BILLY) ROSS III

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 Full-Time PW Maintenance Technician II position; and,

WHEREAS, the Interviewing Panel selected William (Billy) Ross III as the most qualified candidate for the open Full-Time PW Maintenance Technician II position. This offer is contingent on successfully passing a background check, drug and physical test, and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded.

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 Full-Time PW Maintenance Technician II position to William (Billy) Ross III for the City of Isanti and that he shall be eligible to start in that position on or after June 19th, 2018.
2. That William (Billy) Ross III shall start at Step 1 of the Wage Scale at $20.63 per hour.
3. That William (Billy) Ross III shall be on probationary status per the Personnel Policy in the position of the Full-Time PW Maintenance Technician II position effective June 19th, 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 June, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2018-XXX

RESOLUTION OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO NICHOLAS HOVIK

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 Nicholas Hovik as the most qualified candidate for the open Part-Time Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded.

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 position to Nicholas Hovik for the City of Isanti and that he shall be eligible to start in that position on or after June 19th, 2018.
2. That Nicholas Hovik shall start at Step 1 of the Wage Scale at $11.21 per hour.
3. That Nicholas Hovik shall be on probationary status per the Personnel Policy in the position of the Part-Time Clerk position effective June 19th, 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 June, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2018-XXX

RESOLUTION OFFERING THE POSITION OF PART-TIME POLICE OFFICER TO ERIK KNOOP AND CORY SPENCER

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 two Part-Time Police Officer positions; and,

WHEREAS, the Interviewing Panel selected Erik Knoop and Cory Spencer as the most qualified candidates for the open Part-Time Police Officer positions. Offers are contingent on successfully passing a background check, drug and physical test, and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded.

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 two Part-Time Police Officer positions to Erik Knoop and Cory Spencer for the City of Isanti and that they shall be eligible to start in that position on or after June 19th, 2018.
2. That Erik Knoop and Cory Spencer shall start at Step 1 of the Wage Scale at $27.01 per hour.
3. That Erik Knoop and Cory Spencer shall be on probationary status per the Personnel Policy in the position of the Part-Time Police Officer position effective June 19th, 2018, or their 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 employees and place a copy in each employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 19th day of June, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
June 5, 2018
Isanti City Hall

1. Call To Order

The meeting was called to order by President George Wimmer at 7:21 p.m.

a. Pledge of Allegiance

b. Roll Call

Members Present:	Tara Hallberg, Steve Lundeen, Ross Lorinser, Dan Collison, Jill Reller and George Wimmer
Members Absent:	Paul Bergley
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

2. Approval of Agenda

Motion by Commissioner Lundeen, seconded by Comissioner Collison to approve agenda as presented. Motion carried unanimously.

3. Approve Minutes of May 1, 2018 Regular Economic Development Meeting

Motion by Commissioner Collison seconded by Commissioner Lundeen to approve the minutes for May 1, 2018. Motion carried unanimously.

4. Consider Change to City Promo Bag Program

Economic Development Director Sullivan presented the staff memo. He indicated that MYAS changed their system for this year's qualifiers. The Isanti Complex will not be hosting the event this year. Events will be held throughout the state rather than at central locations.

President Wimmer stated the Promo Bag program has been very successful and participation by businesses has been good. He agreed with the change in schedule.

Motion by Commissioner Lundeen seconded by Commissioner Collison to adopt revised event distribution schedule that includes July 6-7 Rodeo – 350, August 11 Celebrate Isanti- 100 and August 24-25 State BMX Finals – 350 Motion carried unanimously.

5. Hotel Update

Economic Development Director Sullivan stated that the formal groundbreaking occurred on June 5, 2018 and was well attended. It is a project that has been worked on for a long time and will the catalyst for the City Redevelopment project. Included in this project will be the construction of Richard St SE and the Extension of 5th Avenue NE. Penny Lane SE is no longer open.

President Wimmer stated that this project would also allow the City to loop the utilities which is important to the City system.

6. Other Business / Updates

Economic Development Director Sullivan highlighted the Staff Memo. Sullivan updated the information on housing starts to 40 new permits pulled with 6 in process.

President Wimmer was happen with the response rate of the new resident surveys.

Commissioner Lundeen asked when the Hotel would be completed.

President Wimmer indicated the build time would be between 7 to 9 months based on discussion with developer.

Commissioner Collison asked what was going on with Pat's Small Engine's

Economic Development Director Sullivan stated that were building a new building in East Bethel and that they would be phasing the move to that location when complete.

a. Business Prospects
b. EDAM
c. GPS 45:93
d. Crop Lease Bid Update
e. Mayor's Employer Celebration Day
f. Economic Development / Marketing Intern
g. Housing Starts in 2018
h. Business Arrivals and Departures in Isanti 2018

7. Adjournment

Motion by Commissioner Lundeen, seconded by Commissioner Collison to adjourn at 7:29 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 5th day of June, 2018.

Respectively Submitted,

_____

Sean M. Sullivan, Economic Development Director

Isanti Police Department Monthly Report

May 2018

Reported Crime	Month to Date	Year to Date
Theft	17	56
Assault	5	17
Vandalism/Damage to Property	9	20
Narcotics	3	15
Burglary	2	8
Domestics	9	47
Crim Sex	0	3
Robbery	0	1
Loud Party/Disturbance	9	37
Medical	27	149
Permit to Purchase (Eff 3/1/2016)	3	40
Extra Patrol	20	85
Security Check	153	722

Traffic Offenses	Month to Date	Year to Date
No Insurance	23	53
DUI	3	8
Accidents	10	47
Hit & Run	1	7
Warrant P/U	9	27
Speed	21	76
DAR/DAS	10	28
Administrative Citations (Including Speed)	22	97

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	59,388	1,422	4,786
Dodge 222	133,321	936	4,269
Ford Explorer 224	40,634	1,800	7,192
Ford F150 225	9,220	867	4,320
Chevy Silverado 220	107,027	22	195
Chevy Impala 223	87,036	174	1,355

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**289**	**151**	**116**	**81**	**31**	**755**	**735**
TOTAL OPEN CASES	**115**	**42**	**37**	**30**		**32**	**40**
VIOLATIONS CLOSED THIS PERIOD	**37**	**36**	**26**	**41**	**21**	**29**	**31**
NEW ISSUES THIS PERIOD	**138**	**35**	**35**	**50**	**31**	**20**	**56**
CAN-Proh Animals						2	
CCV-Comm Vehicle Storage							
CDO--Dogs							
CPA-Park & Store	16	14	9	12	14	12	9
CSN-Snow Removal		1			1		
CSP-Admin Permits/Solicitors/Peddlers			1		1		3
CST--Fish Houses, PODS, Rolloffs							
GAR - Garage Sales							
H2O-Water restrictions							
NEX-Exterior Structure, Paint/Repair	5		5				
NGA-Garbage Service & Storage							
NGR--Grass Length	94						
NJU--Junk/Brush	12	8	2	2	2	3	6
NOX-Noxious Weeds							
NUV-Unlicensed vehicle or missing plates		10	14	34		3	2
RNT-Unlicensed rental	13		1		10		28
SGN-Signs	1	1	1	2	3		6
UNP-Unpermitted work	2						
ZAC-Accessory Building			1				1
ZFE-Fence	5	1	1				
ZTD--Temporary Dwelling							
Compliance Letters Mailed this period	146	40	41	53	38	23	87
Administrative Citations Issues/period	2	4	4	2	0	3	2
Criminal Citations Issued/period		0	1				
Abated Properties/Period		0					
Admin Hearings Requested		1	1	1	1	2	
Admin Hearings Held w positive judgement		1			3		
Criminal trials w positive judgement		0					
AVERAGE TIME TO COMPLIANCE	**11**	**19**	**19**	**26**	**44**	**28**	**16**

CITY OF ISANTI MONTHLY REPORT

May-18

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	13	$0.00	$0.00	$6.00	$10.00	$480.00	$1,040.00		
Decks	4	6	$26,704.00	$38,704.00	$13.35	$18.92	$1,009.80	$1,489.95		
Basement Finish	3	11	$41,440.00	$150,973.00	$20.72	$42.70	$1,217.70	$4,623.80		
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	15	60	$0.00	$138,857.00	$15.00	$94.55	$2,080.00	$9,337.52		
Single dwellings	12	37	$2,228,777.45	$6,859,149.45	$1,114.39	$2,050.25	$30,584.48	$94,114.41		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	18	54			$18.00	$25.00	$1,329.00	$4,029.00		
Plumbing	20	65			$20.00	$32.00	$1,720.00	$5,342.00		
									$51,498.00	
Resid. Totals	**78**	**246**	**$2,296,921.45**	**$7,187,683.45**	**$1,207.46**	**$2,273.42**	**$38,420.98**	**$119,976.68**	**$51,498.00**	**$ 179,882.00**
Commercial										
New Buildings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Addtns./Remodel	0	1	$0.00	$4,800.00	$0.00	$0.00	$0.00	$202.95		
Plumbing	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$50.00		
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		
Miscellaneous	1	12	$0.00	$73,400.00	$1.00	$27.20	$180.00	$2,739.65		
Comm. Totals	**1**	**14**	**$0.00**	**$78,200.00**	**$1.00**	**$27.20**	**$180.00**	**$2,992.60**	**$0.00**	**$0.00**
Resid. Plus Comm. Totals	**79**	**260**	**$2,296,921.45**	**$7,265,883.45**	**$1,208.46**	**$2,300.62**	**$38,600.98**	**$122,969.28**	**$51,498.00**	**$ 179,882.00**

YEARLY BUILDING PERMIT COMPARISONS

YTD May 2018

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	38	0	3	$13,140,698.67	$170,424.58	$457,904.88
2017	270	33	0	1	$6,583,948.50	$110,235.67	$275,876.80
2018	260	37	0	0	$7,265,883.45	$122,969.28	$179,882.00

Total permit fees do not include Sac / Wac or State Surcharge fees

MONTH TO MONTH COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	32	$510,011.00	$10,273.45
February	39	$230,639.00	$6,361.95
March	59	$2,126,225.00	$34,115.97
April	51	$2,102,087.00	$33,616.93
May	79	$2,296,921.45	$38,600.98
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	260	$7,265,883.45	$122,969.28

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MEMORANDUM

Date: June 13, 2018

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.115547

Please find listed below a status report of the current projects in the City of Isanti:

1) 2017 Palomino Road Improvements

Final punchlist items are scheduled to be completed this month.

2) Arts & Science Addition

Final paving of 7th Avenue NE is complete.

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) Cajima Street/TH 65 Signal Study

We will continue with discussions with MnDOT regarding funding and layout.

5) 2018 Street & Utility Improvements

We will complete the plans and specifications in the coming month.

6) 2018 Storm System Maintenance Project

A public forum meeting was held June 12, 2018 to discuss access with residents.

7) 2018 Pavement Maintenance Project

A preconstruction meeting is scheduled for June 19, 2018.

8) Clarifier Rehab Project

An award recommendation will be brought to the June 19, 2018 Council Meeting.

9) MnDOT Highway 65 Resurfacing

The work within City Limits has been completed. Minor punchlist items may occur this month.

In addition to the current projects listed above we have completed and accepted 48 private developments and 61 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, JULY 3, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards
1. Presentation of Isanti GreenStep City Step Four Award

F. Approve City Council Minutes
1. June 19, 2018 – Regular Meeting of the City Council

G. Announcements

1. **CITY OFFICES CLOSED**	Wednesday, July 4, 2018 *(In observance of Independence Day)*
2. City Council Meeting	Tuesday, July 17, 2018 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, July 17, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*
4. Parks, Recreation, and Culture Board Meeting	Tuesday, July 24, 2018 at 6:00 p.m.

H. Council Committee Reports

I. Public Hearings

J. Business Items
1. Discussion Regarding Hiring William (Billy) Ross III for Maintenance Technician II Position
    a. Resolution 2018-XXX Offering the Position of FT PW Maintenance Technician II to William (Billy) Ross III

<u>Assistant City Engineer Jason Cook</u>
2. Resolution 2018-XXX Approving Plans and Authorizing the Advertisement for Bids for 2018 Street and Utility Improvement Project

K. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $221,063.57 and Payroll in the amount of $97,248.86 and Second Quarter Payroll for Council, Boards and Commissions in the amount of $11,054.87
2. Final Minutes of the May 15, 2018 Planning Commission Meeting
3. Final Minutes of the May 22, 2018 Park, Recreation and Culture Board Meeting
4. Resolution 2018-XXX Establishing Dates for Canvass Board meetings
5. Resolution 2018-XXX Approving Gambling Permit for Pheasants Forever Chapter Isanti County
6. Resolution 2018-XXX Accepting MMBA Funds and Designation of Use of Funds

L. Other Communications

1. Draft Minutes of the June 26, 2018 Meeting of the Parks, Recreation and Culture Board

Adjournment

Minnesota GreenStep Cities

www.mnGreenStep.org

Press Release 28 June 2018

Isanti Recognized for Environmental Sustainability Efforts

GreenStep City recognized for work to conserve resources & reduce waste

Media Contact:
Mayor George Wimmer
City of Isanti
george@georgewimmer.com

Thursday, June 28, 2018, Isanti, MN – One week ago the City of Isanti received an award for advancing to become a Step 4 city in the GreenStep program at the League of Minnesota Cities annual conference June 21st.

"This recognition shows community members and other cities across Minnesota that the City of Isanti is taking great steps in the direction of energy and resource conservation and innovation," shared Ryan Kernosky, who serves as the GreenStep program lead with Isanti.

Photo of GreenStep Cities awards from the 2018 League of Minnesota Cities Conference

Minnesota GreenStep Cities is a challenge, assistance, and recognition program. As one of 122 participating cities and tribal nations, the City of Isanti is helping to lead the way in sustainably across the state of Minnesota. The City of Isanti has worked hard to implement best practices in order to fulfill their sustainability goals. Actions that are taken within the program focus on cost savings, energy use reduction, resource conservation, and the encouragement of civic innovation. You can learn more about Isanti's efforts at http://mngreenstep.org.

"This award is a great achievement for Isanti," said Mayor George Wimmer of Isanti. "And by being part of the program, Isanti and our peers are helping to make Minnesota more resilient for the future while also helping our cities thrive economically."

Download high-resolution images to use in your story:
You can download a photo of Isanti accepting their award at https://www.flickr.com/photos/mncerts/42999081532/in/album-72157696775170661/.

You can find a large group photo of all of the Minnesota GreenStep Cities in attendance at the LMC Conferenc at https://www.flickr.com/photos/mncerts/42330484894/in/album-72157696775170661/. Click the ↓ down arrow button below and to the right of the image to download it from Flickr.

About GreenStep Cities: Minnesota GreenStep Cities is a voluntary challenge, assistance, and recognition program to help cities achieve their sustainability and quality-of-life goals. This free continuous improvement program is based upon 29 best practices that are tailored to Minnesota cities, focus on cost savings and energy use reduction, and encourage civic innovation. More at www.MnGreenStep.org.

###

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 19, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input
None.

II. Agenda
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, and Assistant City Engineer Jason Cook

Others Present: Commissioner Mike Warring, Angie Kersting, Rod Barrows, George Hemen, Lisa Johnson, State Representative Brian Larson, Lynn Swanson, Kaitlyn Scholin, Chanel Cuneo, Shiri Samsa, Samantha Titus, Hailey Johnson, Jasmine Stevens, Kailee Miller, Olivia Knowlton, Jeff Johnson, Carla Golden, Onalee Canfield

D. Adopt Agenda
City Administrator Don Lorsung explained the agenda was amended by deleting Item K. 9 – Resolution Offering the Position of Maintenance Tech II to William Ross III with following Consent Agenda Items to be renumbered.

Motion by Lorinser, second by Collison to approve the agenda with modifications listed above. Motion carried.

E. Proclamations/Commendations/Certificate Awards
1. Presentation of 2018 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 Isanti Ambassadors and candidates.

F. Approve City Council Minutes
1. June 5, 2018 – Regular Meeting of the City Council

Motion by Lorinser, second by Collison to approve minutes as presented. Motion carried.

G. Announcements

1.	Park, Recreation, & Culture Board Meeting	Tuesday, June 26, 2018 at 6:00 p.m.
2.	City Council Meeting	Tuesday, July 3, 2018 at 7:00 p.m.
3.	Economic Development Authority	Tuesday, July 3, 2018 (*Immediately following City Council Meeting*)
4.	Special Planning Commission Meeting	Tuesday, July 3, 2018 (*Immediately following EDA Meeting*)

5. **CITY OFFICES CLOSED** Wednesday, July 4, 2018
(In observance of Independence Day)

H. Council Committee Reports

Mayor Wimmer shared that earlier in the day they had the 11th annual Mayor's Employer Celebration Day lunch. The event went very well and continues to grow with over 200 people attending this year. Mayor Wimmer gave special thanks to Commissioner Mike Warring, Representative Brian Johnson, Senator Mark Koran, Sheriff Chris Caulk, and Assistant City Engineer Jason Cook for attending and helping with the event, which is becoming a great tradition.

I. Public Hearings

None.

J. Business Items

City Administrator Don Lorsung

1. **Ordinance No. 692** Plumbing Plan Review

City Administrator Don Lorsung explained that this is an opportunity to utilize the skill-set MNSPECT has to be able to do commercial/industrial plumbing reviews. This allows them to be done in a much faster time-frame rather than waiting for the State to do them as they are submitted. If the City leaves MNSPECT in the future, it may lose the designation and may have to return to State inspections depending on the qualification and caliber of the individual that was hired to do the Building Official duties.

Motion by Lorinser, second by Collison to approve the Ordinance as presented. Councilman Bergley asked if there were any downsides to continue to use MNSPECT.

Mayor Wimmer explained that MNSPECT is completely qualified to do the inspections, and the State can be delayed for up to a month or two, so this would save time. There have been experiences in the past with communication break-downs with the State concerning the inspections. This would mitigate those types of issues, would be considerably faster, and improve service levels. Councilman Lundeen shared that generally the State does the inspections, but there are other cities that do it themselves, so if MNSPECT is qualified to do them it should be fine. There is an expedited process that can be used through the State, but it costs extra. Mayor Wimmer added that using MNSPECT to do these inspections will not have any additional costs.

Motion by Lorinser, second by Collison to approve the Ordinance as presented. Motion carried.

2. **Resolution 2018-147** Approving the Purchase of Server and Data Retention Upgrades

Motion by Lorinser, second by Collison to approve the request as presented. Motion carried.

Assistant City Engineer- Jason Cook

3. **Resolution 2018-148** Authorizing Services for Clarifier Rehabilitation Work

Assistant City Engineer Jason Cook explained that there were two bids received to provide rehabilitation work on the clarifiers at the Waste Water treatment facility. The Finance Committee has reviewed the bids and recommended approval of services by Champion Coatings in the amount of $93,875.00.

Motion by Lorinser, second by Bergley to approve the request as presented. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $190,987.98 and Payroll in the amount of $102,541.00
2. Final Meeting Minutes for the May 1, 2018 Economic Development Authority Meeting
3. **Resolution 2018-149** Approving Backwash Filter Pump Repair

4. **Resolution 2018-150** Authorizing Staff to Move Handicap Parking and Install an Accessibility Aisle at City Hall
5. **Resolution 2018-151** Approving Election Judges List
6. **Resolution 2018-152** Approving City Attorney Training Request
7. **Resolution 2018-153** Approving Donation Box at the Liquor Store
8. **Resolution 2018-154** Approving Contract for Hitchville Performance at the June 23, 2018 Street Dance
9. **Resolution 2018-155** Offering the Position of Part-time Liquor Store Clerk to Nicholas Hovik
10. **Resolution 2018-156** Offering the Position of Part-time Police Officer to Erik Knoop and Cory Spencer

Motion by Lorinser, second by Bergley to approve Consent Agenda as presented. Motion carried.

L. Other Communications

1. Draft Minutes of the June 5, 2018 Economic Development Authority Meeting
2. May Police Department Report
3. May Code Enforcement Report
4. May Building Inspector Report
5. June Engineering Report

Adjournment

Motion to adjourn by Lundeen, second by Bergley. Motion carried. The meeting was adjourned at 7:15 p.m.

Respectfully Submitted,

Jeannifer Anderson

Jeannifer Anderson
Administrative Data Clerk

J.1.

A Community For Generations.

Isanti

TO: Mayor George Wimmer and Councilmembers

FROM: Katie Brooks -Human Resources/ City Clerk

DATE: June 29, 2018

SUBJECT: Discussion Regarding Hiring William (Billy) Ross III for Maintenance Technician II

It has been determined by the Personnel Committee on June 28th, 2018 to discuss hiring William (Billy) Ross III. He has a 4th degree misdemeanor DWI from 2006 and has not had any other driving violations since. According to the Minnesota Criminal Rehabilitation Statute, Chapter 364, a person cannot be disqualified from public employment for prior conviction of a crime unless the conviction directly relates to the position of employment sought and the person is unable to show competent evidence of sufficient rehabilitation. Minn. Stat. § 364.03. Evidence of rehabilitation includes the nature and seriousness of the crime, the length of time elapsed since the crime was committed, and all other mitigating circumstances. Minnesota Statute Section 364.03 has been attached for your review of all evidence of rehabilitation.

Seeking decision from Mayor and Council for hiring determination

Attachments: Statute 364.03

RESOLUTION 2018-XXX

RESOLUTION OFFERING THE POSITION OF FULL-TIME PW MAINTENANCE TECHNICIAN II TO WILLIAM (BILLY) ROSS III

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 Full-Time PW Maintenance Technician II position; and,

WHEREAS, the Interviewing Panel selected William (Billy) Ross III as the most qualified candidate for the open Full-Time PW Maintenance Technician II position. This offer is contingent on successfully passing a background check, drug and physical test, and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded.

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 Full-Time PW Maintenance Technician II position to William (Billy) Ross III for the City of Isanti and that he shall be eligible to start in that position on or after June 19th, 2018.
2. That William (Billy) Ross III shall start at Step 1 of the Wage Scale at $20.63 per hour.
3. That William (Billy) Ross III shall be on probationary status per the Personnel Policy in the position of the Full-Time PW Maintenance Technician II position effective June 19th, 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 3rd day of June, 2018.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

2017 Minnesota Statutes

364.03 RELATION OF CONVICTION TO EMPLOYMENT OR OCCUPATION.

Subdivision 1.**No disqualification from licensed occupations.**

Notwithstanding any other provision of law to the contrary, no person shall be disqualified from public employment, nor shall a person be disqualified from pursuing, practicing, or engaging in any occupation for which a license is required solely or in part because of a prior conviction of a crime or crimes, unless the crime or crimes for which convicted directly relate to the position of employment sought or the occupation for which the license is sought.

Subd. 2.**Conviction relating to public employment sought.**

In determining if a conviction directly relates to the position of public employment sought or the occupation for which the license is sought, the hiring or licensing authority shall consider:

(1) the nature and seriousness of the crime or crimes for which the individual was convicted;

(2) the relationship of the crime or crimes to the purposes of regulating the position of public employment sought or the occupation for which the license is sought;

(3) the relationship of the crime or crimes to the ability, capacity, and fitness required to perform the duties and discharge the responsibilities of the position of employment or occupation.

Subd. 3.**Evidence of rehabilitation.**

(a) A person who has been convicted of a crime or crimes which directly relate to the public employment sought or to the occupation for which a license is sought shall not be disqualified from the employment or occupation if the person can show competent evidence of sufficient rehabilitation and present fitness to perform the duties of the public employment sought or the occupation for which the license is sought. Competent evidence of sufficient rehabilitation may be established by the production of the person's most recent certified copy of a United States Department of Defense form DD-214 showing the person's honorable discharge, or separation under honorable conditions, from the United States armed forces for military service rendered following conviction for any crime that would otherwise disqualify the person from the public employment sought or the occupation for which the license is sought, or:

(1) a copy of the local, state, or federal release order; and

(2) evidence showing that at least one year has elapsed since release from any local, state, or federal correctional institution without subsequent conviction of a crime; and evidence showing compliance with all terms and conditions of probation or parole; or

(3) a copy of the relevant Department of Corrections discharge order or other documents showing completion of probation or parole supervision.

(b) In addition to the documentary evidence presented, the licensing or hiring authority shall consider any evidence presented by the applicant regarding:

(1) the nature and seriousness of the crime or crimes for which convicted;

(2) all circumstances relative to the crime or crimes, including mitigating circumstances or social conditions surrounding the commission of the crime or crimes;

(3) the age of the person at the time the crime or crimes were committed;

(4) the length of time elapsed since the crime or crimes were committed; and

(5) all other competent evidence of rehabilitation and present fitness presented, including, but not limited to, letters of reference by persons who have been in contact with the applicant since the applicant's release from any local, state, or federal correctional institution.

(c) The certified copy of a person's United States Department of Defense form DD-214 showing the person's honorable discharge or separation under honorable conditions from the United States armed forces ceases to qualify as competent evidence of sufficient rehabilitation for purposes of this section upon the person's conviction for any gross misdemeanor or felony committed by the person subsequent to the effective date of that honorable discharge or separation from military service.

History:

1974 c 298 s 3; 1986 c 444; 2013 c 142 art 4 s 9

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J.2.

MEMORANDUM

Date: June 25, 2018

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Approval of Plans and Authorization to Advertise for Bids
2018 Street & Utility Improvements
City of Isanti, MN
BMI Project No.: R13.116641

We request that the City Council approve the plans and specifications, entitled "2018 Street & Utility Improvements", and authorize advertisement for bids.

Following is the schedule for the 2018 Street & Utility Improvements Project:

Approve Plans & Specs, Authorize Advertisement for Bids	July 3, 2018
Open Bids	July 31, 2018
Commence Construction	August 7, 2018
Substantial Completion of Construction	November 9, 2018

We are requesting that the City Council approve plans and specifications and authorize advertisement for bids.

Jason will be at the July 3, 2018 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. 2018-xxx

RESOLUTION APPROVING PLANS AND AUTHORIZING THE ADVERTISEMENT FOR BIDS FOR 2018 STREET AND UTILITY IMPROVEMENT PROJECT

WHEREAS, per Resolution 2018-136, the City Council has ordered the improvement project and preparation of plans and specifications; and

WHEREAS, the City Engineer has created plans and specifications for said improvements and upon approval, has also requested to advertise for bids:

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

1) That the plans and specifications for the 2018 Street and Utility Improvements are approved.

2) That the advertisement for bids for the improvements is authorized.

This resolution was duly approved by the Isanti City Council this 3rd day of July 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: 6/21/2018 - 6/21/2018 | Jun 21, 2018 10:47AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/18	06/21/2018	49007	2343	ADVANTAGE SIGNS	101-20200	425.89
06/18	06/21/2018	49008	53	BELLBOY CORPORATION	609-20200	3,038.76
06/18	06/21/2018	49009	9	BERNICKS PEPSI-COLA	609-20200	782.60
06/18	06/21/2018	49010	1500	BOLTON & MENK INC	602-20200	4,567.50
06/18	06/21/2018	49011	2487	CAPITOL BEVERAGE SALES	609-20200	58.00
06/18	06/21/2018	49012	1815	CENTURYLINK	609-20200	840.87
06/18	06/21/2018	49013	918	CRYSTAL SPRINGS ICE	609-20200	255.54
06/18	06/21/2018	49014	8	DAHLHEIMER DISTRIBUTING CO	609-20200	3,654.29
06/18	06/21/2018	49015	2478	EAST CENTRAL ENERGY	101-20200	43.85
06/18	06/21/2018	49016	55	ECM PUBLISHERS INC	101-20200	107.32
06/18	06/21/2018	49017	16	ELECTRO WATCHMAN INC	609-20200	272.53
06/18	06/21/2018	49018	2028	FURTHER	101-20200	35.40
06/18	06/21/2018	49019	2028	FURTHER	861-20200	234.87
06/18	06/21/2018	49020	1009	GAMETIME	101-20200	394.00
06/18	06/21/2018	49021	2314	GREAT NORTHERN	602-20200	1,917.62
06/18	06/21/2018	49022	160	HAWKINS INC	601-20200	11,840.43
06/18	06/21/2018	49023	2209	INNOVATIVE OFFICE	101-20200	216.04
06/18	06/21/2018	49024	114	ISANTI COUNTY RECORDER	101-20200	92.00
06/18	06/21/2018	49025	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,275.71
06/18	06/21/2018	49026	5	KAWALEK TRUCKING	609-20200	120.40
06/18	06/21/2018	49027	17	MCDONALD DISTRIBUTING CO	609-20200	7,031.02
06/18	06/21/2018	49028	1044	MINNEAPOLIS FINANCE	101-20200	159.30
06/18	06/21/2018	49029	176	MN DEPT OF REVENUE	101-20200	25,178.00
06/18	06/21/2018	49030	2080	MVTL LABORATORIES INC	602-20200	130.96
06/18	06/21/2018	49031	2620	PHAT VOX LLC	101-20200	5,500.00
06/18	06/21/2018	49032	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,588.94
06/18	06/21/2018	49033	1113	RJM DISTRIBUTING INC	609-20200	329.70
06/18	06/21/2018	49034	1442	ST. LOUIS MRO INC	101-20200	22.50
06/18	06/21/2018	49035	315	ST.PAUL STAMP WORKS	101-20200	80.07
06/18	06/21/2018	49036	1361	STAPLES ADVANTAGE	101-20200	153.93
06/18	06/21/2018	49037	2156	SUMMIT COMPANIES	101-20200	360.00
06/18	06/21/2018	49038	859	SYLVESTER, MATTHEW	601-20200	19.13
06/18	06/21/2018	49039	2598	T.A.SCHIFSKY & SONS INC.	101-20200	81.76
06/18	06/21/2018	49040	2172	TOSHIBA BUSINESS	108-20200	241.20
06/18	06/21/2018	49041	686	VERIZON WIRELESS	609-20200	209.54
06/18	06/21/2018	49042	1286	VINOCOPIA INC	609-20200	90.50
06/18	06/21/2018	49043	2009	WOOD, JOSEPHINE	603-20200	32.82
Grand Totals:						75,382.99

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 6/25/2018 - 6/25/2018 | Jun 25, 2018 09:47AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/18	06/25/2018	49044	1684	ISANTI COUNTY AUDITOR-	101-20200	220.00
Grand Totals:						220.00

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

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06/18	06/28/2018	49048	598	ASPEN MILLS	101-20200	132.90
06/18	06/28/2018	49049	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	511.15
06/18	06/28/2018	49050	2335	BCBSM	101-20200	20.46
06/18	06/28/2018	49051	1485	BECKER, JOSH	603-20200	409.98
06/18	06/28/2018	49052	1500	BOLTON & MENK INC	505-20200	12,951.50
06/18	06/28/2018	49053	2537	BROOKS, KATIE	101-20200	44.54
06/18	06/28/2018	49054	2621	BUREAU OF CRIM. APPREHENSION	101-20200	180.00
06/18	06/28/2018	49055	2221	C & L DISTRIBUTING	609-20200	29.80
06/18	06/28/2018	49056	2241	CHISAGO COUNTY ABSTRACT CO	601-20200	5.29
06/18	06/28/2018	49057	2522	COMMUNITY TITLE & ESCROW LLC	601-20200	131.36
06/18	06/28/2018	49058	120	CONNEXUS ENERGY	101-20200	19,912.38
06/18	06/28/2018	49059	918	CRYSTAL SPRINGS ICE	609-20200	94.90
06/18	06/28/2018	49060	8	DAHLHEIMER DISTRIBUTING CO	609-20200	8,872.55
06/18	06/28/2018	49061	55	ECM PUBLISHERS INC	101-20200	665.73
06/18	06/28/2018	49062	385	FEDERATED CO-OPS INC	101-20200	151.83
06/18	06/28/2018	49063	2622	FICKEN, ALYSHA	601-20200	19.14
06/18	06/28/2018	49064	2028	FURTHER	861-20200	513.76
06/18	06/28/2018	49065	739	HACH COMPANY	601-20200	156.75
06/18	06/28/2018	49066	160	HAWKINS INC	601-20200	3,384.12
06/18	06/28/2018	49067	1048	HENRYS WATERWORKS,INC.	601-20200	992.24
06/18	06/28/2018	49068	203	LANO EQUIPMENT INC	101-20200	17,200.00
06/18	06/28/2018	49069	1975	LIBERTY TITLE	601-20200	25.10
06/18	06/28/2018	49070	17	MCDONALD DISTRIBUTING CO	609-20200	3,160.15
06/18	06/28/2018	49071	1536	MINNESOTA DEED	219-20200	2,331.95
06/18	06/28/2018	49072	2208	MINNESOTA EQUIPMENT	101-20200	65.59
06/18	06/28/2018	49073	2116	MINUTEMAN PRESS	101-20200	324.00
06/18	06/28/2018	49074	1180	MLB PRINTING INC	101-20200	365.00
06/18	06/28/2018	49075	2623	MN/WI PLAYGROUND	101-20200	614.40
06/18	06/28/2018	49076	2408	MOTOROLA SOLUTIONS INC	603-20200	3,890.00
06/18	06/28/2018	49077	2080	MVTL LABORATORIES INC	601-20200	43.20
06/18	06/28/2018	49078	2624	NORTHERN AMERICAN TITLE CO	601-20200	86.28
06/18	06/28/2018	49079	1165	NORTHLAND TRUST	602-20200	41,681.25
06/18	06/28/2018	49080	2553	O'REILLY	101-20200	12.99
06/18	06/28/2018	49081	617	PAUSTIS & SONS	609-20200	274.58
06/18	06/28/2018	49082	2625	RESULTS TITLE	601-20200	78.50
06/18	06/28/2018	49083	2001	SHRED-N-GO INC	101-20200	77.23
06/18	06/28/2018	49084	2156	SUMMIT COMPANIES	101-20200	170.75
06/18	06/28/2018	49085	2598	T.A.SCHIFSKY & SONS INC.	101-20200	98.56
06/18	06/28/2018	49086	1290	THE AMBLE GROUP	101-20200	469.04
06/18	06/28/2018	49087	2519	TRAPPER PHIL'S WILDLIFE CONTROL	603-20200	100.00
06/18	06/28/2018	49088	2375	UNITED RENTALS	101-20200	234.38
06/18	06/28/2018	49089	42	VIKING COCA-COLA BOTTLING CO	609-20200	265.50
06/18	06/28/2018	49090	4	WATSON CO INC	609-20200	1,617.06
06/18	06/28/2018	49091	2475	White Bear IT Solutions, LLC	101-20200	2,066.00
06/18	06/28/2018	49092	2626	WWGOETSCH	603-20200	20,594.69
06/18	06/28/2018	49093	1129	ZARNOTH BRUSH WORKS INC	603-20200	454.00
Grand Totals:						145,480.58

City of Isanti

Gross Payroll	84,161.09
Social Security & Medicare	4,866.50
Public Employees Retirement	8,221.27
Total City Expense	97,248.86

Pay Date 6/29/2018

Pay Period 13 (6/10-23/18)

City of Isanti

Gross Payroll	10,269.25
Social Security & Medicare	785.62
Total City Expense	11,054.87

Pay Date 6/29/2018

Pay Period: Q2CCPay18 (4/1-6/29/18)

CITY OF ISANTI
PLANNING COMMISSION
MAY 15, 2018

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:10 p.m.

B. Pledge of Allegiance.

The Pledge of Allegiance was recited.

C. Roll Call.

Members Present: George Wimmer, Steve Lundeen, Dan Collison, Ross Lorinser, Paul Bergley.

Members Absent: None.

Staff Present: Ryan Kernosky, Community Development Director.

1D. Agenda Modifications.

Director Kernosky stated that there were no Agenda Modifications.

2. Approval of the Minutes from the March 20, 2018 Planning Commission

Motion by Lundeen, seconded by Bergley to approve the minutes from the April 17, 2018 Planning Commission, approved unanimously.

3. Public Hearings

There were no public hearings.

4. Discussion Items

Mayor Wimmer stated that there are two openings on the Planning Commission due to two citizen resignations, Mayor Wimmer stated that there are several people who are interested in the positions, and that new City residents have expressed interest in joining the Commission.

A. Isanti 2030 Comprehensive Plan Timeline

Director Kernosky stated that it is time to begin working on our Comprehensive Plan Update. Kernosky provided a brief overview of what a Comprehensive Plan is, and stated that the City is intending to do the update in-house due to Administrator Lorsung moving into a special projects role, Director Kernosky will also assist in the update.

Mayor Wimmer stated that doing the update in house would be more efficient, and that we will go through the same process as before with public hearings, information gathering, and stakeholder input.

B. Community Development Director's Quarterly Update

Director Kernosky provided an overview of activities in the Community Development Department included in the report. He briefly touched on building inspections, vacant lots, and development activities.

Councilman Lundeen stated that MNSpect, the City's building official, is busy and in the community on a daily basis. He also stated that it's hard to find lots not owned by a developer for single-family home development.

Mayor Wimmer stated that there are projects on the horizon for more single-family subdivisions, and that those should be coming in for review soon.

Councilman Lorinser stated that, while our housing prices are higher for the area, we are still lower than those homes in the metro, and that he agreed with Councilman Lundeen in terms of the cost for lots and the developers who own the lots.

5. Adjournment

Motion by Lundeen, second by to Bergely to adjourn the May 15, 2018 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:21 p.m.

Dated at Isanti, Minnesota this 17th day of May, 2018.

Respectfully submitted,

Ryan Kernosky
Community Development Director

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
May 22, 2018
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 Aaron Zdon
Members Absent:	Mayor Wimmer
Staff Present:	Katie Everett, Parks, Recreation, and Culture Manager

D. Agenda Modifications.
Zdon asked if there were any agenda modifications; there were none. Motion by Johnson, second by Garvey to approve the agenda for the May 22, 2018 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from April 24, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Witte; second by Garvey. Minutes were unanimously approved.

3. City of Isanti Bicycle and Pedestrian Planning

Ryan Kernosky (Community Development Director) explained that the City is beginning to look at the 2030 Comprehensive Plan update, and typically transportation is a big part of it. It is really important within that section of the Comp Plan that we consider non-motorized based transportation. As a 30,000 feet view of the plan coming forward, among other things, he has identified a need for a Bicycle and Pedestrian Plan; and that is also piggybacking from department staff and Development and Operations Committee interest to pursue Bike Friendly status. In order to obtain that, it's really important to have a Bike and Pedestrian Plan. As a result, we'll use this Board as a sounding board for the plan update. Kernosky explained that there are two maps included in the agenda packet; one is the existing facility map which includes sidewalks and shared use paths, and the other is titled Future Bike Routes. He asked the Board members to look at the maps for any holes in access to sidewalks or multi-modal paths and consider future routes that take into consideration the City's assets which include our parks, concentration of employment centers like the industrial park, and other well developed neighborhoods. Kernosky asked the members to bring their ideas back, and explained that it will be a multi-month project. Everett asked if Kernosky thought it would be helpful to have their ideas in advance of the next meeting to be included in the June packet. Kernosky explained that he planned to take the information the members give and put it into the mapping system to create a map that reflects what they have identified, and will allow staff to also provide input. Everett explained that if the members provide their information early the week of June 11, there should be enough time to get it included in the packet. Kernosky explained that beyond future bike routes, the plan will include some best practices in bike planning, in infrastructure design and implementation. We'll set out some goals, which might include when the City does street upgrades in areas we identify, that we go after installing sidewalk. As a result of that, we have to pay for it somehow, like we did on Palomino, whether it's assessing property owners or tapping into transportation alternative grants as a possibility. Having this document adopted by the City Council, hopefully this Fall, will justify getting those finances for Federal and State grants. Witte asked if the members could be sent a color copy because it's hard to identify differences for the future map. Kernosky said that he include an aerial photo

with the map, we just don't have a color printer for 11x17, so we can email it out. Zdon explained that the Board had talked in prior years about where we're missing sidewalks, and they've slowly started to fill in. Everett asked Kernosky if there is a requirement for developers to include some sort of trail in new development. Kernosky stated that we do require sidewalk installation, but trail development is not required in ordinance. The west and south end of all roads have to have sidewalks built to standards. Johnson asked if there is anything along the river; Kernosky said there isn't and there is a number of reasons for that. Mainly because the DNR doesn't let us do a lot for trail development in that area. There is a scenic easement that was put in place in the early 90s. When we put in the path down at River Bluff Preserve, the DNR pushed back quite a bit with what we could and could not do with that path. Everett explained that a lot of the Rum River is privately owned as well. There is not a lot of public land along any of the Rum River, so any time you try to do anything along the Rum it is a fight all the way. Zdon asked if we need any motions; Everett stated we do not.

4. Fir Street Parcel Discussion

Everett explained that these parcels are in the southwest corner of the City off of Whiskey. There are two parcels that the City has through Tax Forfeiture. Everett believed that the developer gave us those lots rather than giving us money for the Park Dedication Fund, or something to that effect. The City was able to hold those lots by an application that said we were going to "create a neighborhood park of open space and/or recreational amenities which may include a basketball court, tennis court, or volleyball court." That application was 2015 and it indicated that we intended to something with it in 3 years. Everett explained that nothing will happen in 2018, but she looked back at the minutes and it sounds like Park Board had heard about this and the minutes were left at "in 2016 we need to have a discussion" and it hasn't happened. As a Park Board, we now know that these lots exist and we need to have some sort of discussion about what kinds of things to put there, then Everett can do some research to see what's feasible and that kind of thing. She explained that it's not a ton of space; it's two residential lots. For a frame of reference, playground area at Rum River Meadows is about two residential lots. Johnson thought it would be big enough for a basketball court; he has friends who live in that neighborhood and they're begging for some park and rec thing to go in those lots. Everett added that a playground there will not happen; with the playground infrastructure we have to support right now that just doesn't make sense. Zdon added that Rum River Meadows is across Whiskey, but it's close. Everett agreed and added that it might not be an easy walk for some to cross there. The board members agreed that a playground is not a good option here. Witte added that he does not think a volleyball court is a good option either, just based on the usage of the one at Rum River Meadows. Johnson added that we have the tennis court right at Mattson; Everett added we have one at Academy now too. Johnson asked if we have a basketball court anywhere. Everett stated that we have one at Mattson and one at Bluebird, and Whisper Ridge. Garvey asked when the last time the City really built a park from scratch – at Legacy there was a certain thing we could do there, and the garden and things like that – but has there ever been a community survey asking what they wanted to see in their park. Everett thought that something like that may have happened with Bluebird; there was definitely community involvement with the skate park. She is not sure with the others. She would guess that they were just part of a development and a playground was put in. Zdon added that some were community builds, but not necessarily community input for what was put in. Everett added that there has been more community input with naming parks in the past. Zdon added that the Board had picked layouts and things in the past. Garvey said that this one will really be a neighborhood park, and wondered if the City can do a demographic of ages of residents to get a sense of the population surrounding the park. Everett explained that the City just sent out a survey to new residents up through April 2016; those surveys included things like: "Why did you move here?," "What direction do you go to go to work?," those kinds of things. She couldn't remember offhand if it had number of adults and children in the household included. They did one of those to a smaller sampling last year as well. We could maybe get a general idea. Everett explained that it's also super simple to pull all of the mailing information for people in that area and we can survey them directly as well, if that's something we want to do. Everett explained that what they're talking about is something a lot of cities do; they host some sort of public meeting too and send invites especially to those people to let them know we'll be

talking about those lots. Johnson said that is a great idea; he thinks we should send invites to those people and have them come to a meeting and we hear from them. Garvey stated that at the last city she worked with, they did that for about ten years. Everett added that with any of those meetings; if you get 20 people in the room, you get 20 answers. It may be helpful for the Board to come up with a few options and let them choose from those. Garvey agreed that it's best to put out some idea of what we can and cannot do. Everett explained this process is not a hurry, so it could even be like an October meeting. Zdon asked when it has to be budgeted for 2019. Everett explained that budgeting is starting now, and with what she has seen for the budget so far, she would guess that this will also not be a 2019 budget item, but depending on what it is maybe it could be. Zdon said it could maybe just be some simple green space and outdoor workout equipment, which he knows isn't super cheap, but it's simple. Maybe as a phase 1. Garvey said that it would be good to come back and revisit it in the fall with at least a recap and some kind of plan. Everett asked if there are options she should look into in the meantime; she'll look into a basketball court and exercise equipment. The Board can make their scope bigger and she can narrow it in. Garvey thought an overhang with picnic tables and some casual seating; Johnson added a grill or two. Everett explained that most of the neighborhood parks are playgrounds, so there isn't a whole lot of precedent for this situation to say what needs to happen in this situation. So we're at the point where it's good to be creative. Garvey said that it would be nice to also see pictures of what the lots look like, what the neighbors have surrounding it. Everett looked at a street view of the lots, and it looks like there are houses on either side and the two lots behind are vacant. Garvey asked if the houses that are there know that those lots are to be used by the City as a park. Everett said that she doesn't know who they are or what they know about them at this point. Everett said that there is a street light in the middle of the lots right now, but otherwise it's just open and we mow it for now. She stated that we should offer maybe three options. For the Board's timeline, if by July we have a discussion about options, that would give time for a public meeting in October.

5. Park Visit Summary

Everett reviewed the list that was compiled after the April park tours. She stated that some of the items have already been addressed by Public Works. She did look into adjusting the Mattson slide, and it won't be possible because of the way it was installed. She broke down the list into short-term and long-term projects. She reviewed the list with the Board. Everett asked if there were any other items that needed to be added to the list; the Board members did not have anything. Everett added that refurbishing Bluebird Park is being budgeted for 2019; that will include taking the playground apart, then they'll sandblast the metal posts and re-powder coat them, and put it back together. The plastic pieces kind of are what they are, you can't do a lot with them. A lot of those parts have broken and are newer anyway, so the plan for those is just to replace them as needed rather than replacing everything at once. We will also evaluate continuing that process with some other parks too; the Board mentioned that Riverside is pretty faded. Since of all of our parks are about the same age, we just can't do it all at once. Just repainting at Bluebird park is about $25,000. The dog park is also scheduled to be budgeted for 2019 as well.

6. Painting Plow Blades Update

Everett explained that at the last meeting, Mayor Wimmer explained that this project would be happening. She included pictures of the ones that had been started in the packet. There was also an article in the County Star with a big photo of the IMS/MNC project. The plan is to pick them up at the end of the year and cover them or store them inside so they don't fade over the summer and we'll display them at Celebrate Isanti. After that they'll be put back on the plows and Public Works will use them again. Probably, the paint will come off, and then Public Works will sand them down and we'll maybe do it again next year. Everett stated that the future of the program might include some sort of theme, or maybe judging and prizes and that sort of thing to be determined.

7. Parks Updates

Everett explained that the Farmer's Market starts this Friday, May 25. She believes there are five or six vendors for the first week and then they start rolling in from there as more produce and things become available. There is a decent number of new farms signed up this year, so we should have a good selection of produce available. There are also a number of vendors doing things like crafts and handmade things as well. A lot of people have been finding the market rather than us having to do so much searching, which is a really sign. Once people start seeing the market, we'll also get people who are interested in joining. We currently have 16 stall spaces, so in the middle weeks we have maybe one or two open right now. If we get more, without changing too much, we can probably get 18 in there. From that point, we'll probably have to do something different with how we set up; probably the easiest option will be to have the vendors park somewhere else and reconfigure how the booths are set up. The Liquor Store has also set up samplings for most Fridays during the season as well to take advantage of that. We'll also continue with kids' activities that help people stick around the market and encourage them to visit everyone. We are still looking for musicians; it would be really nice to have someone reliable. Witte asked if we're looking for anything in particular. Everett stated that we just need something that's general audience, family friendly, acoustic. It's pretty casual, and it will be more background music than a show. Some people might come and listen to a song or two. Garvey asked if Everett has advertised for this. She said that she has put it on her personal Facebook page and got some response, but can also put it out on the market page. She has also sent it to her contacts with the schools for music and theater groups too.
Everett stated that there is a Pollinator Workshop scheduled for June 9th at River Bluff. We'll do mason bee homes; you basically take bamboo shoots and bundle them together, then wild bees that are solitary will build little nests in the bamboo shoots.
Everett added that Passport to Parks is scheduled for this summer again. There will be a kick off event on June 21st as a start to the event. From that event through August 3rd, people will be able to fill out the passports and turn them in here to City Hall for a giveaway kind of prize, and then be entered into the Grand Prize. That will take place at the beginning of the Street Dance at Celebrate Isanti. Those will be available here at City Hall and for download from the website.
The street dances are off to a great start. The first one is June 23rd. Climb Theater is going to be a top level sponsor this year as well. It's really good to get local community support for those events. The first Street Dance is Maiden Dixie; we haven't had them for a Street Dance before, but they have done other local events and have a good following here. We do have a couple of new food trucks this year as well.
The Community Garden is up and running. Everett estimated that about half of the plots have already been planted. All of the ground plots are reserved. The tables are still available to be reserved until June 1st; Everett expects that we'll probably just take them down. Everett explained that she just heard earlier today that School For All Seasons will not be planting this year; they did not get the support from student families that they needed to volunteer in the summer. They're hoping that they can find some people for next year and get it going again. She is still thinking about options for what to do with that space. The Senior Diners really liked watermelon last year, so she may just plant a bunch of that. The Public Health contact has left her job there, but is continuing the program through Master Gardeners. They received a grant for that program, so the funding source and main person hasn't changed, it's just not officially a Public Health program. They sent a flyer for their program, and they're promoting it as a parent/child or grandparent/grandchild program to come out and learn on six or seven dates where they have classes over the summer.
Everett stated that on Friday last week, she received the registration link for the Celebrate Isanti 5K run/walk and bike ride. It is posted on the event calendar on the website and the Facebook event. The first 50 in the bike ride and the first 50 in the run/walk will get a free goodie bag. Anderson Race Management will time the race this year.
Everett added that the Mattson tennis courts are being resurfaced this week. They were hoping to have them finished this week, but it's looking like thunderstorms, so she'll keep the board posted if that changes. The courts will be blue and green when they're done.

6. Adjournment

Motion by Johnson, second by Witte to adjourn the May 22, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 7:50 p.m.

Dated at Isanti, Minnesota this 22nd day of May, 2018.

Respectfully submitted,

Katie Everett

Katie Everett
Parks, Recreation, and Culture Manager

K.4.

A Community For Generations.

Isanti

MEMO

To: Development and Operations Committee

From: Don Lorsung, City Administrator

Date: June 21, 2018

Subject: 2018 Canvass Board Meetings

The City Council needs to set election Canvass Board meetings for the primary and general elections this year. It is proposed that the primary election Canvass Board Meeting be set for 8:00 a.m., Friday, August 17th, and the general election Canvass Board Meeting be set for 7:00 p.m., Tuesday, November 13, 2017.

Attached is a draft resolution that sets the meetings

RESOLUTION 2018-XXX

RESOLUTION TO ESTABLISH DATES FOR CANVASS BOARD MEETINGS

WHEREAS, in accordance with State Law and City Code, the City Council must meet as a Canvass Board to review and canvass the returns of municipal primary and general elections; and,

WHEREAS, in accordance with State Law, when the municipal primary election is held in conjunction with the State primary election, the canvass of votes shall be conducted on the second or third day after the primary. When the municipal general election is held in conjunction with the state general election, the canvass of votes shall be conducted between the third and tenth days after the election; and,

WHEREAS, a municipal primary election will be held on August 14, 2018, and the municipal general election will take place on November 6, 2018; Canvass Board meetings for the aforementioned elections must be established.

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

1. Municipal Primary Election Canvass Board meeting shall be held on Friday August 17, 2018 at 8:00 a.m.

2. Municipal General Election Canvass Board meeting shall be held on Tuesday, November 13, 2014 at 7:00 p.m.

This Resolution is hereby approved by the Isanti City Council this 3rd day of July, 2018.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2018-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 8, 2018 at Spirit River Community Center located at 1321 Heritage Blvd NE., Isanti, MN 55040; and,

WHEREAS, the value of prizes is estimated to be $20,000; and,

WHEREAS, proceeds from the fundraiser are to be used for habitat; 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, IT IS HEREBY 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 8, 2018 at the Spirit River Community Center.

This Resolution is hereby approved by the Isanti City Council this 3rd day of July, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
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: Pheasants Forever

Address of Organization: PO Box 28 Cambridge MN 55008

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Gary Lillion

Name | Address | Phone No.

Name | Address | Phone No.

Name | Address | Phone No.

Type of Event: Annual Banquet Date of event: 9/8/2018

Use of Proceeds: habitat

Location and address of event:

1321 Heritage Blvd NE Isanti, MN

Estimated value of prizes to be awarded: $20,00

Name of applicant: Brenda Lillion Applicant's phone number: ...

Signature of applicant: Brenda Lillion

Date: 4/22/2018

Approved by City Council _____ Resolution # _____

POS = 3 / 311

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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: PO Box 28

City: Cambridge State: MN Zip: 55008 County: Isanti

Name of Chief Executive Officer (CEO): Gary Lillion

CEO Daytime Phone: _____ CEO Email: _____

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

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 Center

Physical Address (do not use P.O. box): 1321 Heritage Blvd NE

Check one:

☐ City: Isanti Zip: 55040 County: Isanti

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): Sat 9/8/2018

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

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 the ***List of Licensees*** tab, 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: 6-21-18
(Signature must be CEO's signature; designee may not sign)

Print Name: BARRY LEE LILLION

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.

K.6.

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: June 13, 2018

Subject: Acceptance of MMBA Funds and Designation of Use

As a part of the MMBA Customer Service Award, the City received a $250.00 grant for a community project. The Development and Operations Committee reviewed this matter and is recommending that the funds be used for a bicycle rack at City Hall. Staff has received a quote from Parkitect for a Sonic Wave 3 Hoop bicycle rack (with Isanti Logo) for $303.24. Additional funding for this project will come from the Municipal Building fund. Attached for your consideration are the resolution, quotation for the bike rack, and a rendering of the proposed bike rack.

RESOLUTION NO. 2018-xxx

RESOLUTION ACCEPTING FUNDS FROM THE MINNESOTA MUNCIPICAL BEVERAGE ASSOCIATION AND DESIGNATING USE OF FUNDS

WHEREAS, the Minnesota Municipal Beverage Association (MMBA) presented the 2018 MMBA Customer Service Award to the City of Isanti Municipal Liquor Store; and

WHEREAS, as a part of this Award, there is a $250.00 grant that is given by the MMBA to the City of Isanti to be used on a community project; and

WHEREAS, DOAC has reviewed this matter and recommends that the funds be used for a bicycle rack at City Hall:

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota to:

1. Accept the grant in the amount of $250.00 from the MMBA to be used to purchase a bicycle rack.

2. That a proposal from Parkitect for a Sonic Wave 3 Hoop bicycle rack with Isanti logos for $303.24 is accepted. Additional funding will come from the Municipal Building Fund, 210 Supplies.

This resolution was duly adopted by the Isanti City Council this 3rd day of July 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

parkitect

Estimate

230 North Dual Blvd
PO Box 489
Isanti, MN 55040

Phone 763-452-0468 Fax 763-444-9658 www.parkitect.com

Date	Estimate
6/20/2018	3768

Name / Address

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

Ship To

Terms	Account	Sales Representatvie	FOB	Project
Net 30		MV		

Quantity	Item	Description	Unit Price	Total
1.00	0-300-S-03-0-P	Sonic Wave 3 Hoop, Surface-Mount, Powder Coat	356.752	356.75
-1.00	Discount	Discount -15%	53.5125	-53.51
		We will add the custom logos free of charge.		

To place an order, please verify that all your information, including Name/Address and Ship To, is correct. Next, submit a purchase order and include the estimate number to insure correct pricing and information, or simply sign and date this estimate. If using estimate, please cross out items you do not want. Submit the PO or your signed estimate to your sales representative or email it to sales@parkitect.com. An order confirmation will be sent once your order is received and you will need to verify pricing and estimated shipping dates. Please note, the average ship dates are 6-8 weeks unless specified or requested otherwise.

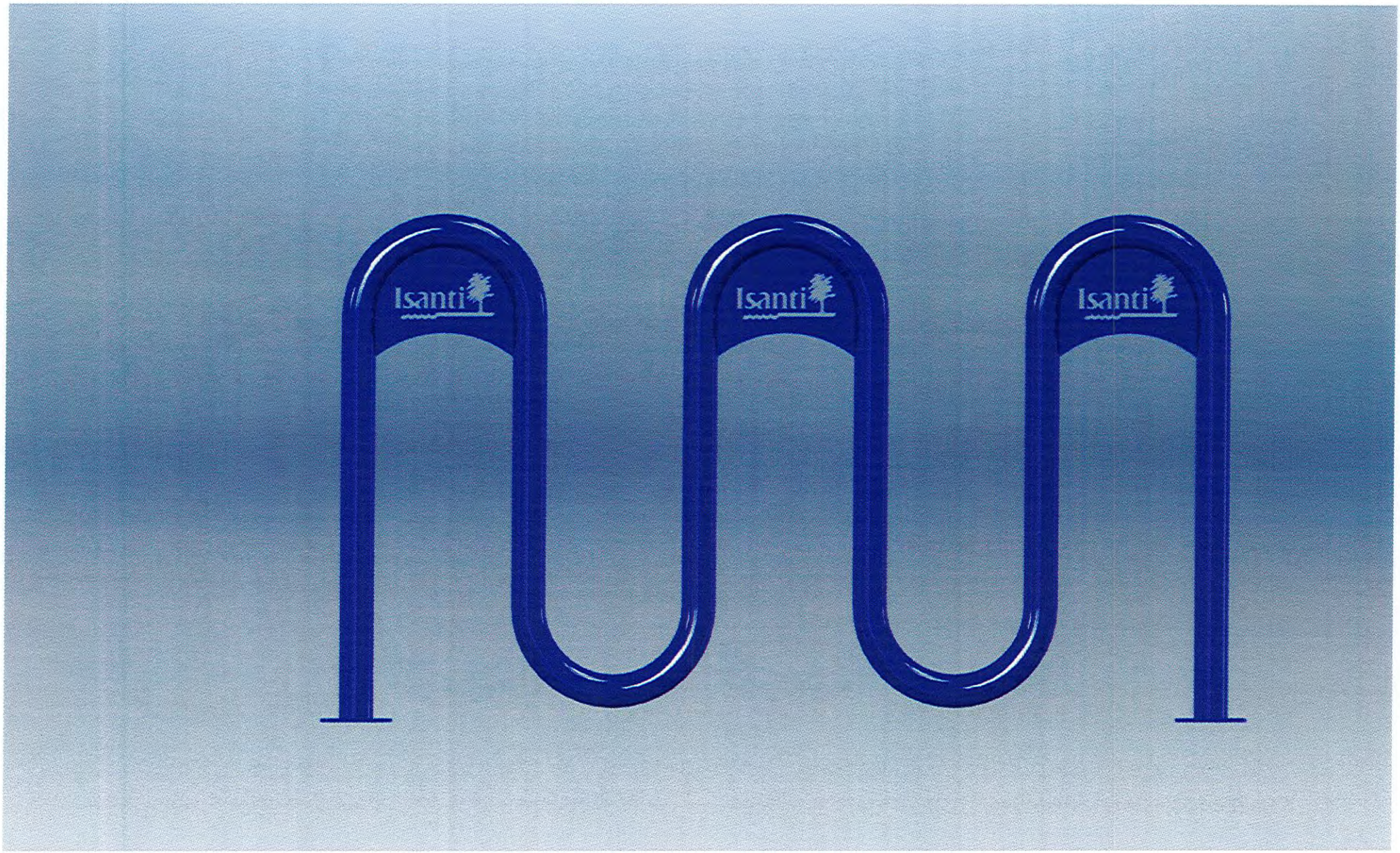
Total USD $303.24

Estimates are only good for 30 days.

A 15% restocking fee will be assessed to all cancelled orders.

Requested Ship Date: _____

Signature _____


Isanti
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CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
June 26, 2018
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, Parks, Recreation, and Culture Manager
	Ryan Kernosky, Community Development Director

D. Agenda Modifications.
Garvey asked if there were any agenda modifications; there were none. Motion by Witte, second by Johnson to approve the agenda for the May 22, 2018 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from May 22, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Johnson; second by Witte. Minutes were unanimously approved.

3. Gap Analysis, Sect I & II of Bike and Pedestrian Plan

Kernosky (Community Development Director) explained that the board had previously received maps to provide input on areas in the City where there are gaps in sidewalks and bike routes. He stated that he is still working on the bike routes, but the sidewalk gap map is included in the packet. We are trying to create connectivity, so we look for where sidewalks and trails end, and where they should be picked up to connect to another portion. Kernosky identified areas A through L and with internal staff and ranked them in priority. It's important to note that just because it's high in priority doesn't mean it's going to get done in the next year. A lot of times when you apply for cycling or trail grants, they want a plan that identifies areas that are a priority. In terms of this, what he's looking for from the board now is any comments or modifications on the gap analysis. Garvey asked if the County roads take precedence over the City roads. Kernosky said that they do not, those are the County's. However, the sidewalks on Heritage are the City's sidewalks, but the curb and road are the County's; the same with Whiskey Road.

Hearing no further comment, Kernosky moved on to the rough draft of Sections I and II of the bike and pedestrian plan. The first section is mainly background information; we talk about the plan, existing policies, and identify areas in those that could be changed to be more consistent throughout the City's Code. Goal 1A: codify existing policies – amend specific ordinances and chapters of the code to make sure there's more consistency. Goal 1B is to provide reasonable alternatives to trail locations, and Goal 1C is to enforce current construction standards on both new and replacement sidewalk and trails. It's straightforward background information so someone down the road can pick it up and understand why we created the plan. It also includes the 2017 trail plan for Isanti County and the prohibited bike rules we have downtown between normal business hours. Section II identifies existing facilities and community assets. It's a true inventory of our current sidewalk, trails, and bike lanes and identifies those in the maps. That helps with future planning to see where they are and where they need to go in the future. Community assets would include parks and recreation facilities, other municipal locations like City Hall and Police Station. We also looked at employment concentrations centers including Downtown, the Industrial Park, and commercial developments.

They're all put into one map, so when we start to look at future sidewalks, trails, and bike paths we can have a clear idea of where they're going and what their purpose serves. Witte asked if as houses are continued to be built on Whiskey approaching the S-curve if the sidewalk will be continued. Kernosky stated that Maplewood Ave will be extended eventually to loop around onto Rum River Drive, and it's included in the Code that sidewalk needs to be part of that. There is no sidewalk on the west side of Whiskey Road passed South Passage, it's just a dirt trail that snowmobiles use. Wimmer added that there is no City right-of-way there, it's just the County. He stated that on the east side of Whiskey there is sidewalk in the newly developed area, but through the last 40 years or so during development there was no solid policy in place about it. In those areas you'll see things like two blocks with sidewalk then two blocks without, and it was really just what the Council at the time thought. In 2005 or 2007 we did a number of things to try to change that, and then updated it in 2008/2009. The Council can at any point change that, but it makes it a little more difficult. That's why there's no sidewalk on the east side of Whiskey. We've talked to those homeowners and some want it and some don't. You'd in essence have to force them to give it up, which is not something we wanted to do there. The County has no right-of-way in there, and from a zoning standpoint it's meets and bounds, so it's kind of a hodgepodge.

Kernosky stated that he hopes to have the future sidewalk and trail map for the board, and there can be further discussion on that. Garvey asked if Kernosky just put the master plan together or if it was in place. Kernosky said it is a new document. It is part of the Comprehensive Plan update which is coming; that plan will have a non-motorized transportation component to it. Instead of having a two or three page portion of it, we might as well have a nice plan that we can follow for the next couple of years. Garvey told Kernosky he's done a great job putting it together.

4. Unity Parking Lot

Everett stated that the board had talked briefly about the wooden posts out at Unity after the park visits, and then Public Services Director/Assistant City Administrator Wood had been out doing some other work. They noticed that the remaining posts are really wobbly, and we're worried that if someone leans on one the wrong way we might run into some problems. The board hadn't decided what we wanted to replace them with, but we'd like to get the go ahead to take out what's there. If the board wants to have discussion about whether we need to have a replacement and what that would be, we can do that too. Garvey asked if we know the history of why they were put in in the first place. Everett said that she thought it was probably to keep cars off the grass, but they've been there for a long time. She said that we could do concrete bumpers if we're concerned about people leaving the lot, or we could wait to see it's a problem before we do something. Garvey stated that she doesn't like the concrete bumpers because it's more of a pain for maintenance to have to go around it, especially for plowing. If we're not plowing it's not a big deal. Everett stated that we did find an agreement and it is being plowed. Wimmer stated that he believed with the parking lot code we have to have some kind of buffer or inevitably you'll have people going there. If we take the wood posts out probably have to have something to put back in, but we can check with Kernosky to know for sure. Garvey agreed that we should probably have something, and the concrete bumpers are probably the cheapest alternative versus putting something similar back in. That would be something to come back with is alternatives and what the cost would be. Maybe we don't need as many bollards in place, or maybe there's another item we can't think of too. We could also strategize some areas that we'd need them in too. Witte asked if the posts are on the west side of the lot. Everett stated that they're between the lot and field. Wimmer stated that he thought there some on the school side too. Everett stated that she doesn't think there's anything between the lot and the street. Witte said that he was there Tuesday night playing church softball and people were parking on the grass between the lot and the school. Everett stated that she isn't sure if it's just our preference or if there's something in code stating that we need to stop that. Garvey stated that she'd like to see it come back with staff recommendation and some cost analysis of the options. Everett asked that if she does find out that we don't have anything stating that we have to have something, are we okay to take these out before we have a replacements? Or is the board's preference still to have a replacement as soon as those come out. Garvey stated that if it's a safety issue she thinks they should come out, and err on the side the safety aspect and at least try to get something in by next summer. Everett stated that she'd look into what the code says and would send an update out if something happens before the next meeting.

5. Fir Street Parcel Planning Timeline

Everett stated that she put together what the Board had discussed in a more concrete timeline. The board mentioned that it would be helpful to talk with the people that would be living around that future park to know what it is they want. Everett plugged in that for July she'd like to get a list of options that the board wants her to spend more time researching. We don't have any decisions that we need to make at this meeting, but in July we can kind of narrow those down into a few options that Everett can prices for and that kind of thing. That will give her time before the September meeting to present the costs for each of those and a draft site plan. Then from those options, the board will pick maybe up to 3 that we'd invite the public to choose from. In October, it would be on the regular meeting at the beginning. She included a 750 radius map that she adjusted a little bit to include the whole neighborhood. This gives an idea of who could be included in those invitations, but it can be adjusted however they see fit. Garvey stated that she thinks it's a good timeline and she thinks it's a good range. Witte asked if the board should pick three ideas. Everett said at the July meeting we can throw out all of the ideas and pick 4 or 5 or whatever, and then at the September meeting we will parse that down to what we really want the public to be choosing from. We may find during that process that there are two options that really make sense, it will just take some research. She included the options that were brought up previously including a basketball court or more of a picnic area with a shelter and grills and tables, and maybe a circuit exercise area. Wimmer stated that this won't be in next year's budget, so if we're rolling this out to the public a year and half before anything were to happen, that needs to be taken into consideration. Once you go down that path, people might want to start seeing things happen quicker what would possibly happen. Everett stated that part of this timeline is because of the application that stated that we intended to do something in 3 years, so this is our doing something. Wimmer stated that he is saying that we're going a lot farther down the field that you really need to fulfil that obligation, so if that's the only reason. He's just saying that if you're going to roll it out that way you'll need to have something that the Council has talked about and has planned to do because this isn't in any budget discussions at all. He just wants to make sure that this board knows that as well. Everett stated that we talked about that at the last meeting that it wasn't going to be a 2019 project. She stated that if Wimmer thinks it needs to go out farther, she is fine with that too. Wimmer stated that the planning needs to happen, but the rolling it out to the public with the reduced options is something that might wait. If it is rolled out they need to be made aware that it might a ways out, it'd be important to do that. Everett asked what the Board preferred: to go as far as picking options and then putting it on hold for future comp plan and that kind of thing. Witte agreed that if we show something to the public they're probably going to want to see it within the year. Garvey clarified that the first two items would be done and the third with the public would be down the road, and once we have an idea getting timeline. Then we have at least done the due-diligence of the planning and getting that process started. Witte stated that by that time the parcel might be filled with houses too.

6. Parks Updates

Everett stated that the scavenger hunt has started. Staff handed out a bunch of passports at the street dance, and there are some at BMX. She will bring some over to Allina for them to distribute too. There's at least one sitting at her desk that is already finished. They are open through August 3rd and 4:30. There are a couple of new things for the Grand Prize. Great Clips has donated a hair cut and some kid hair products. And Mississippi Biological has offered to do some butterfly kits. It's cool to get some business interest. Mississippi Biological does things like supplying caterpillars to science classrooms and things, there's an interesting business to have in town. Wimmer added that they're the largest supplier in the Midwest, and had been in St. Paul, and he is a great corporate citizen. Everett stated that last year we received comments that people wanted multiple drawings, so we will compile what we have. Wimmer stated that we'll do three prizes so it will be an escalating third, second, first. Again it's by drawing. All three will be worthwhile, but the top will still be significant. Everett shared that the first 100 are still getting a prize as well.

Everett stated that the first street dance went really well. We had a huge turnout for Hitchville. They were able to pull a lot of strings and get that show together in less than two weeks. Considering that we book all of our bands in January, that was a monumental task for them, so it was great that they were able to work with us to get that done. They also put on an awesome show that people really enjoyed. We have more food

vendors that we typically have, and everyone was still busy all night. Retail Meats was open for most of the event too. It's cool to see some downtown business involvement.

The next Curious Creatures is coming up July 10th and we still need more registrations. If there are other places we can advertise that, Everett is looking for suggestions. She has done Facebook ads and sent it out to the County daycare licenser, and all kinds of things that she can think of.

The community garden is growing very fast. Since the School for All Seasons didn't come back, the summer intern, Bree Erickson, was able to get some things planted. Everett believes that we did watermelon, cantaloupe and some kind of squash. The Grow Your Own program has planted some things and are planning to continue with the program through the season. As more produce starts coming in we'll start collecting for senior dining too.

The pollinator workshop had four adults and two children come. Everett has found that a lot of adults are interested in pollinators and they want to know what the whole deal is. It was a fun day, and Everett thinks everyone came away with something.

Before the next meeting is the July Street Dance. Jonah and the Whales is back on the 14th.

The parade is next Thursday, July 5th and Kids' Day is that Saturday. The rodeo is Friday, Saturday, and Sunday.

The farmers' market is also doing really well. Last week and this week, all of our booth spaces have been filled. There are a couple of new vendors joining this week, and more are asking questions each week too.

Everett stated that Soil and Water is also interested in doing some more cedar tree revetments at River Bluff. As long as we get official Council approval to spend that money, we'll do 150 more feet at the park. Garvey asked if they just keep us in mind for it. Everett said that this year they didn't have to start from the beginning with us. They work with a lot of private landowners too, so they visited all of the sites they have applications for and they knew we have a lot of area that can be done. They figured out how much funding they had remaining after their visits. Wimmer stated that it has been an excellent collaboration working with them.

7. Adjournment

Motion by Johnson, second by Witte to adjourn the June 26, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:32 p.m.

Dated at Isanti, Minnesota this 26th day of June, 2018.

Respectfully submitted,

Katie Everett

Katie Everett
Parks, Recreation, and Culture Manager

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JULY 17, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

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 3, 2018 – Regular Meeting of the City Council

G. Announcements
1. Parks, Recreation and Culture Board Meeting — Tuesday, July 24, 2018 @ 6:00 p.m.
2. City Council Meeting — Wednesday, August 8, 2018 @ 7:00 p.m.
3. City Council Budget Meeting — Wednesday, August 8, 2018
   (Immediately following the City Council Meeting)
4. EDA Meeting — Wednesday, August 8, 2018
   (Immediately following the City Council Budget Meeting)

H. Council Committee Reports

I. Public Hearings

J. Business Items
1. Resolution 2018-XXX Approving a Special Event Permit Application for 2018 Minnesota State Series Qualifier Race (Katie E)
2. Resolution 2018-XXX Approving Cedar Tree Revetment at River Bluff Preserve (Katie E)

City Administrator Don Lorsung
3. Resolution 2018-XXX Denying an Interim Use Permit for the Operation of a Temporary Real Estate Office for Semler Construction, Inc. (Ryan)

Assistant City Engineer Jason Cook
4. Resolution 2018-XXX Authorizing Engineering Services and Work for Dogwood Street Pond Maintenance (Josi and Jason)
5. Resolution 2018-XXX Authorizing the Advertisement for Bids for the 2018 Storm System Maintenance Project (Josi and Jason)

K. Approve Consent Agenda
1. Consider Accounts Payable in the amount of $411,547.40 and Payroll in the amount of $103,313.84
2. Final Meeting Minutes for the June 5, 2018 Economic Development Authority Meeting
3. Resolution 2018-XXX Accepting Official City Newspaper Rate Change (Don)

4. Resolution 2018-XXX Adopting an Updated Credit Card Use Policy (Don)
5. Resolution 2018-XXX Approving Gambling Permit for Rum River BMX
6. Resolution 2018-XXX Approving Vacation Carry Over for Chief Hill

L. Other Communications

1. Draft Minutes of the July 3, 2018 Economic Development Authority Meeting
2. Draft Minutes of the July 3, 2018 Planning Commission Meeting
3. June Police Department Report
4. June Code Enforcement Report
5. June Building Inspector Report
6. July Engineering Report

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JULY 3, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input

None.

II. Agenda

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: Dan Collison, Steve Lundeen, Paul Bergley, and Ross Lorinser

Members Absent: None.

Staff Present: City Administrator Don Lorsung, Human Resources / City Clerk Katie Brooks, City Attorney Clark Joslin, Police Lieutenant Travis Muyres, Economic Development Director Sean Sullivan, Community Development Director Ryan Kernosky, and Assistant City Engineer Jason Cook

Others Present: Isanti County Commissioner Mike Warring, Tony Golden, Carla Golden, Chris Mirschman, Sarah Kangas, Billy Ross, Rod Barrows, Maggie Penland, Angela Kersting, Abby Anderson, Nicole Muri, Patty Erickson

D. Adopt Agenda

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

E. Proclamations/Commendations/Certificate Awards

1. Presentation of Isanti GreenStep City Step Four Award

Mayor Wimmer explained that the Minnesota GreenStep Program is under the auspices of the MPCA. The program encourages communities to put more thought into their practices that would have beneficial economic and environmental impacts on the City. The City of Isanti was recently awarded the 4th Step and is by far the smallest community to receive recognition for that. Mayor Wimmer acknowledged Community Development Director Ryan Kernosky and Public Services Director/Assistant City Administrator Josi Wood as doing most of the work to make this happen.

F. Approve City Council Minutes

1. June 19, 2018 – Regular Meeting of the City Council

Motion by Lundeen, second by Lorinser to approve minutes as presented. Motion carried.

G. Announcements

1. **CITY OFFICES CLOSED**	Wednesday, July 4, 2018 *(In observance of Independence Day)*
2. City Council Meeting	Tuesday, July 17, 2018 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, July 17, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*
4. Park, Recreation, and Culture Board Meeting	Tuesday, July 24, 2018 at 6:00 p.m.

H. Council Committee Reports

Mayor Wimmer shared that there is a new hockey team that will be hosted at the ice arena in town. This had been worked on for quite some time and received approval through the David C. Johnson Board about a month ago and have had try-outs since then. They are the Rum River Mallards and will have their first game in September with a season running from September to March with several home dates, primarily on Saturdays, during the first year. It should be a fun and entertaining addition to the City.

I. Public Hearings

None.

J. Business Items

1. Discussion Regarding Hiring William (Billy) Ross III for Maintenance Technician II Position
    a. **Resolution 2018-157** Offering the Position of FT PW Maintenance Technician II to William (Billy) Ross III.

This had gone through Personnel Committee, but it was decided that it should be a Council discussion after no unanimous vote on the Personnel Committee was reached. The discussion was regarding an incident that occurred quite some time ago. During the discussion the Mayor addressed his concerns. Councilmember Bergley felt that based on the information Council had received all the necessary steps seemed to have been taken to resolve the issue.

Motion by Collison, second by Bergley to approve offering the position to the applicant. Motion carried 4-1, with Mayor Wimmer voting nay.

Assistant City Engineer- Jason Cook

2. **Resolution 2018-158** Approving Plans and Authorizing the Advertisement for Bids for 2018 Street and Utility Improvement Project

Motion by Collison, second by Bergley to approve the request. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $221,063.57 and Payroll in the Amount of $97,248.86 and Second Quarter Payroll for Council, Boards and Commissions in the amount of $11,054.87
2. Final Meeting Minutes for the May 15, 2018 Planning Commission Meeting
3. Final Minutes of the May 22, 2018 Park, Recreation and Culture Board Meeting
4. **Resolution 2018-159** Establishing Dates for Canvass Board meetings
5. **Resolution 2018-160** Approving Gambling Permit for Pheasants Forever Chapter Isanti County
6. **Resolution 2018-161** Accepting MMBA Funds and Designation of Use of Funds

Motion by Bergley, second by Lorinser to approve the Amended Consent Agenda. Motion carried.

L. Other Communications

1. Draft Minutes of the June 26, 2018 Meeting of the Park, Recreation and Culture Board

Adjournment

Motion to adjourn by Lundeen, second by Bergley. Motion carried. The meeting was adjourned at 7:08 p.m.

Respectfully Submitted,

Jeannifer Anderson

Jeannifer Anderson
Administrative Data Clerk

Request for City Council Action - MEMO

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

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: July 17, 2018

Subject: A Resolution Approving a Special Event Permit Application for 2018 Minnesota State Series Qualifier Race

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Background

Rum River BMX Association will be hosting the MN State Series qualifying race on August 5, 2018 from 9:00 am to 5:00 pm. The estimated number of individuals in attendance is 700-800. Parking for the event will take place on in Isanti Indoor Arena lot, with overflow at Bluebird Park at the northeast and south parking lots. Pop-up canopies may be set up east and south of the Indoor Arena; Rum River BMX will be responsible for any damages to grass or the irrigation system.

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 2018 Minnesota State Series Qualifier Race.

Attachments

- Resolution No. 2018-XXX
- Special Event Application Materials
  - Application
  - Departmental Review
  - Site Map
  - Release and Indemnification

RESOLUTION NO. 2018-XXX

RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR 2018 MINNESOTA STATE SERIES QUALIFYING RACE

WHEREAS, Rum River BMX Association submitted a Special Event application requesting approval to host the 2018 MN State Series Qualifying Race; and,

WHEREAS, the event is scheduled to take place on Sunday, August 5, 2018 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 700-800; 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.

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 5, 2018 Minnesota 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.
- No vehicle parking will be allowed on the grass for this 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 17th day of July, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
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
- [ ] Cleanup Deposit Fee - $100
- [x] Proof of Insurance or Certificate of Insurance
- [x] Site Map
- [x] 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: 7/5/18

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX

Contact Person: Larry Merchlewitz

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: [redacted] Fax: ___-___-___ Cell: ___-___-___

E-mail: Larry@rumriverbmx.com

Secondary Contact Person: Sean Wilson

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: 763-444-5429 Cell: [redacted] E-mail: Sean@rumriverbmx.com

EVENT INFORMATION

Event Name: Minnesota State Series Qualifier Race

Date(s) of Event: August 5th 2018

Hours of Event: Sunday 9:00am - 5:00pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
BMX racing - Qualifying race for the Minnesota State BMX Championship.

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 Indoor Arena - Grass area to the east may be used for team canopies.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
700-800

Parking Impact – Describe in detail:
Parking shall be cantained to the paved surfaces. No parking on the grass areas. Overflow may be at Bluebird Park parking lot and Skateboard Park parking lots.

Tents, equipment, amusement rides, etc.
Type: BMX teams will bring their own canopies.
Size: 10' X 10' up to 24' X 24'
Location: South and east sides of Isanti Indoor Arena

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
Allina Health Services personel will be on hand.

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.

Absolute Portable Restrooms, Cambridge MN. will supply four portable bathrooms. We will also have the existing restrooms in Isanti Indoor Arena.

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 alcohol will be served during this event. Security is not required.

Clean-up Plans – Describe in detail:
Rum River BMX volunteers will be cleaning up on the property

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 on site.

Will any other public addressing system or sound amplification be used? If so, describe:
Only sound audio system that will be used is the current system indoors.

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?
Race fees are collected for riders on the track only to cover the cost of the event.

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: _____

Community Events & Parks Coordinator
__X__ Approved _____ Denied _____ N/A Signature: _____

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature: _____

ASST
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, July 09, 2018 12:02 PM
To: Isanti Parks
Subject: RE: Special Event Permit Request - August 5 BMX State Qualifier

Hi Katie,

Isanti Fire approves the August 5th BMX State Qualifier Race special event permit application as submitted.

Thank you.

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 <IsantiParks@cityofisanti.us>
Sent: Monday, July 9, 2018 11:44 AM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Special Event Permit Request - August 5 BMX State Qualifier

Good morning!

I have attached the Special Event Permit Application for the BMX State Qualifier Race on Sunday, August 5th. This is a one day event, and 700-800 people are anticipated to participate. There is not any overnight camping requested, and the organizers have not requested any additional EMS services.

Please respond with your comments or approval by Wednesday, July 11th if possible.

Thank you!

Katie Everett
Parks, Recreation, and Culture Manager
City of Isanti
110 1st Ave NW
P.O. Box 428
Isanti, MN 55040

Isanti Parks

From: Chief Gene Hill
Sent: Monday, July 09, 2018 12:15 PM
To: Isanti Parks
Subject: Re: Special Event Permit Request - August 5 BMX State Qualifier

APPROVED

Respectfully,

Gene C. Hill #5801
Chief of Police
Emergency Management Director

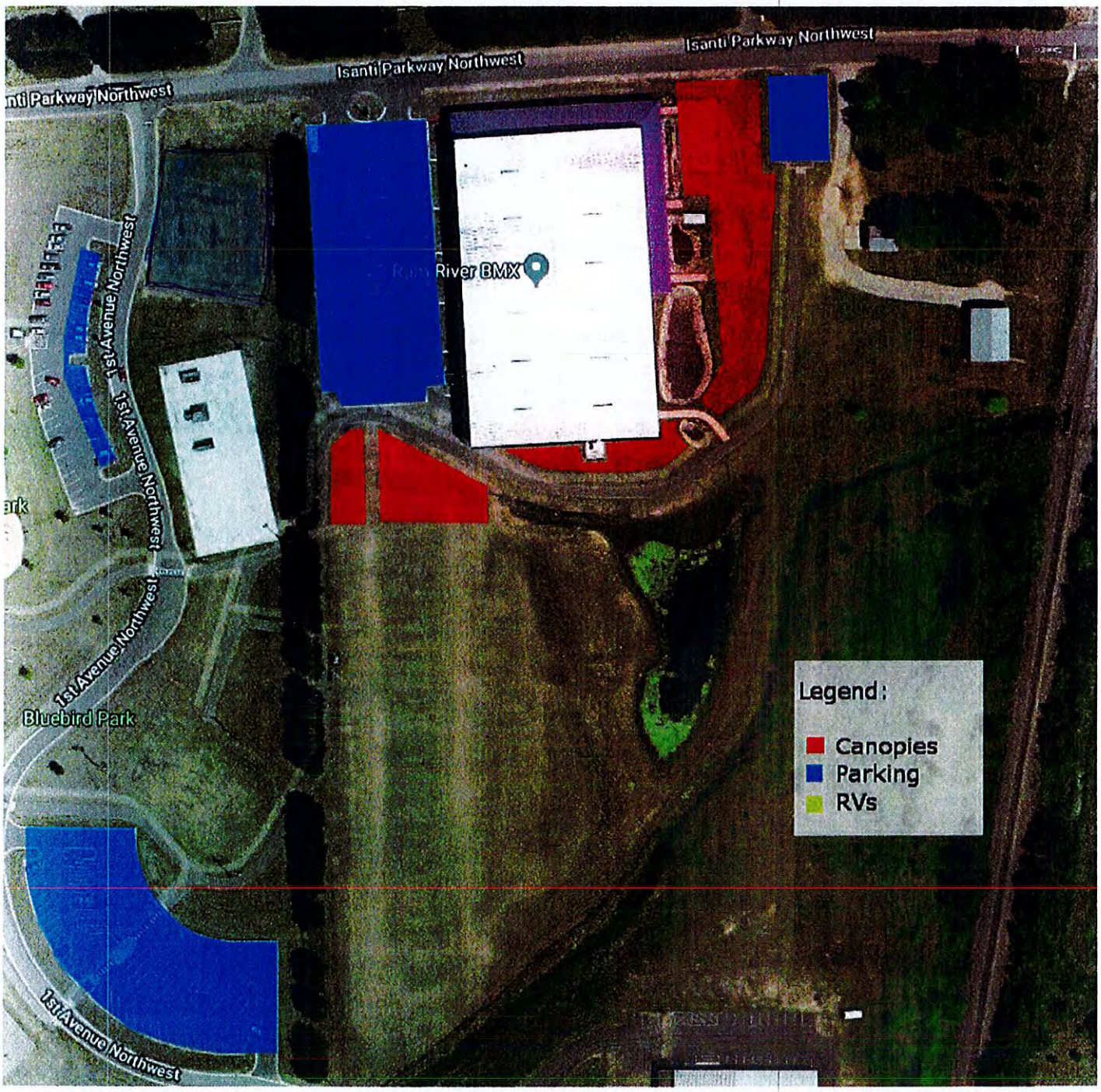
Isanti Police Department
401 1st Ave. NW.
Po Box 428
Isanti, Mn. 55040-0428

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."


Isanti Parkway Northwest
Isanti Parkway Northwest
Isanti Parkway Northwest
River BMX
1st Avenue Northwest
1st Avenue Northwest
1st Avenue Northwest
Bluebird Park
1st Avenue Northwest
Legend:
Canopies
Parking
RVs

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:
MINNESOTA BMX STATE QUALIFER AUGUST 5th 2018

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 PEDAL BIKE RACING

(Special Events Holder Initials Here) JM

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) JM

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 LARRY MERCHLEWITZ

Title Community Outreach Director

Signature _____

Date 7/5/18

Request for City Council Action - MEMO

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

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: July 17, 2018

Subject: A Resolution Approving Additional Cedar Tree Revetment at River Bluff Preserve

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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 river 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 $746.01, not to exceed $820.61), and to agree to leave the revetment in place for 10 years. The revetment may require cedar trees to be removed from the portion of River Bluff Preserve.

The cedar tree revetments are not budgeted in 2018; however, the 2018 PRC-500 budget has adequate funding to cover the City's 10% contribution to 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 $820.61, as required for the 10% contribution toward the grant for the project.

Attachments

- Resolution No. 2018-XXX
    - Appendix A: Partnership Agreement for the Construction and Maintenance of Riverbank Erosion Control

RESOLUTION 2018-XXX

A RESOLUTION APPROVING ADDITIONAL CEDAR TREE REVETMENT AT RIVER BLUFF PRESERVE

WHEREAS, the City of Isanti, through a partnership with Isanti Soil and Water Conservation District (SWCD) had the opportunity to participate in a cedar tree revetment program to control erosion and rebuild the river bank at River Bluff Preserve in 2017; and,

WHEREAS, additional project areas to be completed in 2018 have been identified by Isanti SWCD; 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, which will not exceed $820.61; and,

WHEREAS, the Finance committee discussed the project at its June 28, 2018 meeting and identified 101-45300-500 (PRC-Capital Outlay) as the appropriate funding source with adequate funds available; 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 $820.61 through 101- 45300-500
- Approving the Partnership Agreement for the Construction and Maintenance of Riverbank Erosion Control (attached as Appendix A)
- Removal and use of cedar trees from the upper portion of River Bluff Preserve in the revetment

This Resolution is hereby approved by the Isanti City Council this 17th day of July, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

Appendix 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 July 5, 2018 (Effective Date), by City of Isanti, (Owner) of the property located at River Bluff Preserve (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 150 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*	$746.01	10%
OHF/CCM** Grants	$7460.12	90%
TOTAL PROJECT COST	$8,206.14	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.

1. Under no circumstances will ACD be responsible for the on-going physical performance of the Project, or for any repairs, changes or alterations to the same and cost thereof.

Operation & Maintenance

2. The Owner agrees, at Owner's expense and at no cost to ACD, to:
   1) Maintain the project by not removing it.
   2) Check the cedar tree revetment for areas of continued erosion or trees lost to natural forces. Inform the ACD of any such issues. The ACD is under no obligation to incur costs for such corrective actions, but must advise the Owner of recommended actions.

3. The Owner assumes the full and sole responsibility for the maintenance of the Project over the effective life, a minimum of ten (10) years. Should the owner fail to maintain the Project or remove the during its effective life, the Owner is liable to ACD for up to 100% of the amount of financial and technical assistance provided, as identified in **Table 1**.

   The Owner is not liable to ACD for financial assistance provided to the Project if:
   1) ACD determines that the Project's failure was caused by reasons beyond the Owner's control,
   2) The Owner replaces the project in whole or part with measures of equal or better erosion control performance and ecological benefit, as determined by ACD. Note: A permit from the MN DNR and others is likely needed for any such work.
   3) The Owner has conveyed title to the Property, provided that the Owner notifies ACD at least 30 days prior to conveyance of the Property and facilitates communication between ACD and the new owner regarding continued maintenance of the Project, or

4. The Owner agrees to indemnify, defend, and hold harmless ACD and the Isanti SWCD from all present and future claims that may arise from the construction, maintenance and performance of the Project located on the Property.

5. The Owner shall allow ACD or Isanti SWCD staff to inspect the project, at reasonable times and with prior notice to the Owner. This paragraph does not create any right of public entry onto the Owner's property except as coordinated with Owner and accompanied by a representative of ACD or Isanti SWCD.

6. This agreement will remain in effect for ten (10) years after the Effective Date. Any modification or cancellation of this agreement shall be in writing and signed by both parties.

7. Any notice provided under this Agreement will be sent by certified mail, return receipt requested, or by personal service at the following addresses:

City of Isanti
PO Box 428
Isanti, MN 55040

Anoka Conservation District
1318 McKay Drive NE
Ham Lake, MN 55304

Applicant Signature
Signature indicates agreement to the above provisions.

Owner	Date
Owner	Data

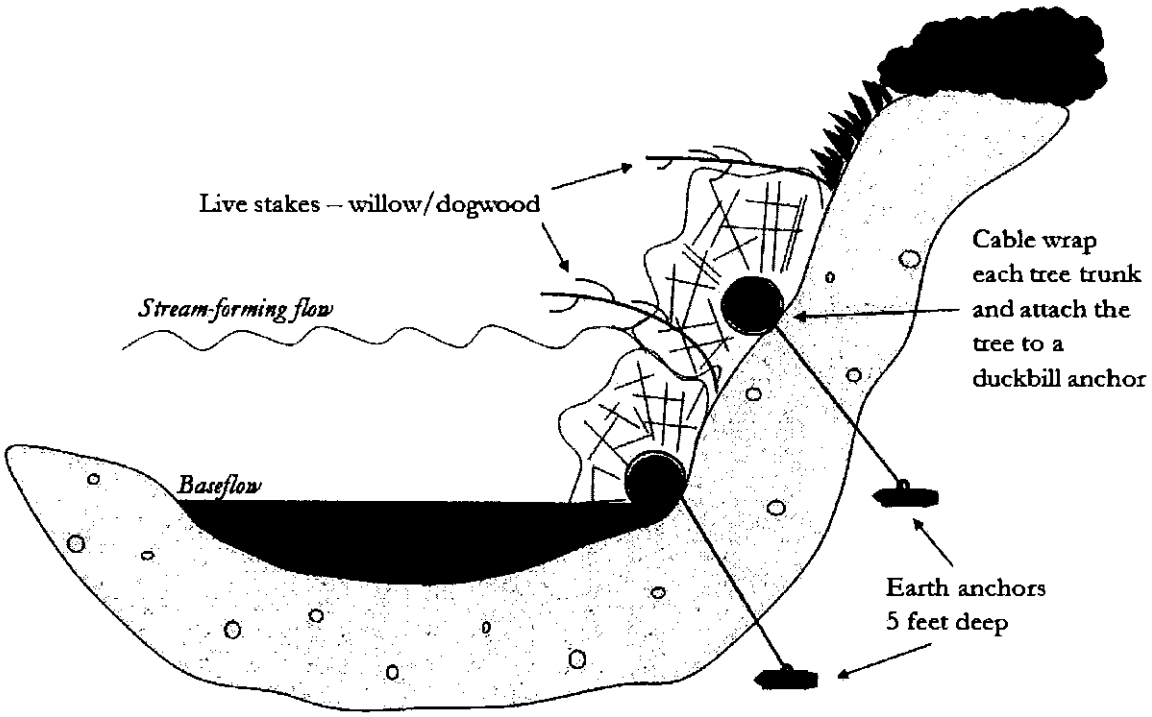
Technical Approval
I have reviewed the site where the above listed conservation practice(s) are to be installed and find that they are needed and that the estimated quantities and costs are practical and reasonable.

ACD Technical Representative	Date

Anoka Conservation District Board Authorization

ACD Supervisor	Date

Exhibit A.



Cross-Section: Typical along revetment location

A Community For Generations.

Isanti

STAFF REPORT

TO: Mayor Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: July 17, 2018

SUBJECT: **PLANNING COMMISSION RECOMMENDATION FOR SEMLER CONSTRUCTION INC. TO OPERATE A TEMPORARY REAL ESTATE OFFICE AT 1302 MAPLEWOOD AVE SW**

Introduction
Semler Construction, Inc. has submitted an application for an Interim Use Permit to operate a Temporary Real Estate Office at 1302 Maplewood Ave SW. Under Section 6, Article 1, Subd. 5(B) Temporary Real Estate Offices are a permitted interim use, as long as they meet the requirements set forth in Section 13 of the Zoning Code.

Planning Commission Public Hearing
On July 3, 2018 the Planning Commission held a public hearing on this request. Members of the public spoke against the request from Semler Construction, citing several concerns that included traffic, safety of the children in the neighborhood, and home values.

Semler Construction representatives stated during the meeting that 3-4 vehicles would be on site, and that site leads would arrive in the morning, receive their assignments, and go to the job site. One or two individuals would be working during the normal businesses hours at the property.

Members of the Planning Commission questioned whether or not this use would be a *temporary real estate office* or more of a *contractor's shop.* For the Council's information, I have included the definition of contractor's shop below:

Contractor's Shop – "An establishment used for the indoor repair, maintenance or storage of a contractor's vehicles, equipment or materials, **and may include the contractor's business office.** This term includes, but is not limited to heating, air conditioning, painting, plumbing, roofing, electric and building."

I have also included the draft meeting minutes as part of the information packet.

Planning Commission Recommendation
The City Planning Commission has recommended denial due to the following reasons:

1) This use would change the characteristics of the neighborhood from Residential to Commercial.
2) As explained by the applicant, this would be a contractor's shop and not a temporary real estate office.

Findings of Fact and the resolution of denial are included in this packet.

Attachments:
- Semler Construction Additional Information
- July 3, 2018 PC Meeting Minutes
- Resolution No. 2018-XXX
- Findings of Fact & Conclusion
- Area Map

1889 Station Parkway NW, Andover MN 55304

SEMLER HOMES

www.semlerhomes.com

P. 763.754.5578 • F. 763.767.2345

City of Isanti 6-12-2018
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
ATTN: Director of Community Development;
Ryan J. Kernosky MPA
RE: Request of a special meeting of the Planning Commission

Dear Ryan,

This letter is to request a special meeting of the Planning Commission to obtain an Interim Use Permit for the purpose of utilizing one of our model home sales centers as an interim office for Semler Construction, Inc.

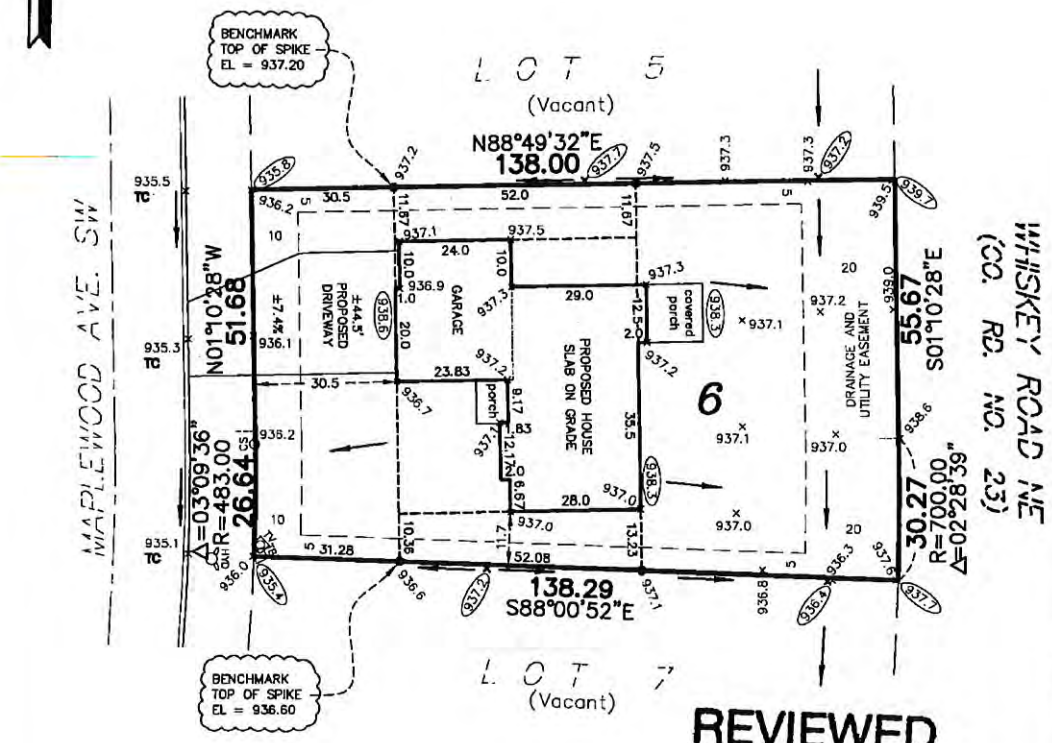
Sincerely,
Pete Semler
President
Semler Construction, Inc.

Certificate of Survey for:

SEMLER HOMES

House Address:
1302 Maplewood Avenue, Isanti, MN

Located in the SW 1/4 of Sec. 31, Twp. 35, Rge. 23



REVIEWED
FOR CODE COMPLIANCE
BY:
DATE: 12/14/17
BUILDING INSPECTION DEPT.

LEGAL DESCRIPTION:

Lot 6, Block 4, RUM RIVER MEADOWS 2ND ADDITION, Isanti County, Minnesota

- Denotes Existing Hydrant
- Denotes Existing Electric Box
- Denotes Existing Television Box
- Denotes Existing Telephone Box
- Denotes Existing Light Pole
- Denotes Existing Service
- Denotes Existing Curb Stop
- × 000.0 Denotes Existing Elevation
- ×(900.0) Denotes Proposed Elevation
- Denotes Direction of Drainage
- Denotes Drainage & Utility Easement (per recorded plat)
- Denotes Iron Monument

Bearings shown are assumed

GRAPHIC SCALE
0 15 30 60
(IN FEET)
(8.5x14 sheet)

1180 | 6131.005 | MEP

* SLAB ON GRADE *

PROPOSED BUILDING ELEVATIONS

Top of Foundation Elevation: 939.0 ✓
Garage Slab Elevation (at door): 938.6 ✓

NOTES:
1. Proposed building site grading is in accordance with the grading plans prepared by Midwest Land Surveyors & Civil Engineers last revised 1/20/03.
2. Contractor must verify sewer depth.
3. Driveways shown are for graphic purposes only. Final driveway design and location to be determined by owner/builder.
4. All building foundation dimensions shown on this survey include exterior foundation insulation widths, if applicable. Refer to final building plans for foundation details.

Carlson McCain
ENVIRONMENTAL • ENGINEERING • SURVEYING
3890 Pheasant Ridge Drive NE,
Suite 100, Blaine, MN 55449
Phone: 763-489-7900 Fax: 763-489-7959

I hereby certify to Semler Homes 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.
Dated this 11th day of December, 2017.

Signed: Carlson McCain, Inc.
By: Thomas R. Balluff
Thomas R. Balluff, L.S. Reg. No. 40361
Peter J. Blomquist, L.S. Reg. No. 51676

Save Date: 12/13/17 | I:\Jobs\6121 - 6140\6131 - rum river meadows 2nd\cad\survey\6131.005.dwg

CITY OF ISANTI
PLANNING COMMISSION
JULY 3, 2018

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:18 p.m.

B. Pledge of Allegiance.

The Pledge of Allegiance was recited.

C. Roll Call.

Members Present: George Wimmer, Steve Lundeen, Dan Collison, Ross Lorinser, Paul Bergley.

Members Absent: None.

Staff Present: Ryan Kernosky, Community Development Director.

1D. Agenda Modifications.

Director Kernosky stated that there is an addendum to the agenda, item #3 will now be "Oath of Office for New Planning Commissioner – Joey Lemay" all subsequent items will be renumbered accordingly.

Motion by Lundeen, seconded by Lorinser to adopted the modified agenda, approved unanimously.

2. Approval of the Minutes from the May 15, 2018 Planning Commission

Motion by Lundeen, seconded by Bergley to approve the minutes from the May 15, 2018 Planning Commission, approved unanimously.

3. Oath of Office for New Planning Commissioner – Joey Lemay

Joey Lemay recited the Oath of Office for Planning Commissioner. Subsequent to the Oath, Commissioner Lemay took his seat on the Planning Commission.

4. Public Hearings

A. Request from Semler Construction, Inc. for an Interim Use Permit to operate a Temporary Real Estate Office at 1302 Maplewood Ave SW (PID 161110200)

Chairman Wimmer opened the public hearing at 7:20 p.m.

Rick Parkos, 1200 Maplewood Ave SW – Mr. Parkos stated that the neighborhood was against the real estate office. He stated that there's a lot of kids in the neighborhood, a bus stop at the end of the street, and a park down the street. Mr. Parkos stated that he is worried about home values as a result in the increase in traffic, and again reiterated his concerns about the safety of the children in the area. Mr. Parkos presented a petition of twenty names and addresses of individuals in the neighborhood that were opposed to the use.

Patti Erickson, representing Semler Construction, Inc. – Ms. Erickson stated that this would be a construction office, which would include 3-4 vehicles. Individuals would come in the office in the morning, get their job assignments, and leave to go to their jobs sites. After that point, there would be one or two employees at the property during the day. Ms. Erickson stated that there will be no more activity around the home than what's existing with new home construction.

Commissioner Collison asked if Ms. Erickson had any pictures of the home or the site.

Ms. Erickson stated that the home is a single-family home, slab on grade. She stated that the exterior will remain the same, and that she will have her office in the living room.

Commissioner Collison inquired about potential signage.

Ms. Erickson stated that there would only be a sign on the door, and not in the front yard.

Commissioner Bergley stated he thought it was intended to be a model home to show the development.

Chairman Wimmer stated that the Commission should take more public hearing before further discussion occurs.

Abigail Anderson, 1101 South Passage SW – Ms. Anderson questioned whether or not this use would impact their property values.

Chairman Wimmer stated that the City wouldn't know but would discuss it after the public hearing.

Seeing no further public comment, Chairman Wimmer closed the public hearing at 7:27 p.m.

Chairman Wimmer stated that there's a few things to consider. The City does allow a home occupancy and has recently approved one, but the difference was that the individual lived at the home in which they had their business. Chairman Wimmer stated that this is a residential neighborhood and that people purchase homes in the neighborhood for that reason. The Chairman stated that the Commission should consider whether or not this use could be somewhere else in the City, outside of the residential neighborhood. Finally, the Chairman stated that he understood why Semler Homes would want to use this space, however because of the proposed use of the property, he has concerns about approving this use.

Commissioner Lorinser stated that this use was different from what the City has seen in the past. Historically, he stated, the developer may have a few model homes with an office set up for marketing their development. Commissioner Lorinser stated that he felt this was setting up an office in a residential area, not a commercial area, and that he was worried about setting precedent for other developers and businesses to request the same use.

Commissioner Collison asked about what the definition of "temporary" meant.

Director Kernosky stated that interim uses are designed to be temporary in nature. He stated that the City's Zoning Ordinance allows for temporary real estate office as an interim use permit until 85 percent of the development is completed, or when the City places a sunset clause on the interim use permit. Kernosky stated that staff conditioned that this use would sunset on June 30, 2020.

Commissioner Lorinser stated that the Commission was just told that this use is not consistent with a temporary real estate office by Semler Homes, but rather a construction office.

Commissioner Collision asked if anyone would be living in the home.

Ms. Erickson stated that no one would be living in the home. She stated that the building they are currently in sold and that Semler Construction needs to be out of the property by August 1st. She stated that this would be temporary until they would be able to find a commercial office building.

Chairman Wimmer asked how long they intend to stay at the subject property.

Ms. Erickson stated until June 30, 2020 and will be marketed for sale after that point.

Commissioner Bergley asked about whether or not the concern about children and traffic has been studied.

Chairman Wimmer stated that the City has not had a study on this, and wasn't necessarily concerned about traffic, but rather the character of the neighborhood and the precedent of allow businesses within residential zoning districts.

Commissioner Lorinser stated that some of the other home occupations bring in more traffic but reiterated his concerns about setting precedent of allowing this use in residential zoning districts.

Chairman Wimmer stated that Semler Construction should have reached out to the neighborhood, but even if they would have, he would still have concerns about the characteristics of the neighborhood and precedent setting. He also stated that the final recommendation will be sent to City Council

Commissioner Collison asked whether or not Semler Construction reached out to anyone at City Hall for potential leads on commercial real estate.

Ms. Erickson stated that they are working with a realtor. She also asked whether or not Semler Construction would fit within the requirements of an interim use permit.

Director Kernosky stated that staff, working with Semler Construction, was under the impression that one individual would be operating out of this home and that the home would be used as a model home for potential buyers. Because of that, his interpretation was that this would be sufficient to meet the terms of a temporary real estate office within the zoning code. Mr. Kernosky stated that the Commission may impose conditions similar to a conditional use permit. Mr. Kernosky stated that the original understanding that one person at the subject property along with the model home component would fit within the zoning code.

Chairman Wimmer stated that he disagreed with staff, and that how the use was presented tonight is not consistent with the zoning code.

Ms. Erickson stated that she would generally be the only person at the property throughout the day, minus the two or three people who would show up in the morning for their assignments. She also stated that they have a realtor on staff, but the home wouldn't be actively on the market while they use the property as an office.

Commissioner Bergley encouraged the applicant to approach the neighbors to address their concerns.

Commissioner Collison stated he was confused as to why there was specific office hours, and how would the public know when those were.

Ms. Erickson stated that they may have a meeting with a potential home owner at the property during those hours.

Commissioner Lorinser stated that if the property was used as a temporary model home and real estate office, he would be supportive. However, because the use is more intense than previously

thought and within a residential zone, and because of the length of time of the use, he had concern about the request.

Motion by Lorinser, second by Bergley to recommend denial of the request for an interim use permit by Semler Construction for the property at 1302 Maplewood Ave SW for the following reasons:

1) It would change the neighborhood character.
2) It would be a construction office, and not a temporary real estate office.

Motion passed unanimously.

5. Adjournment

Motion by Lundeen, second by to Bergley to adjourn the July 3, 2018 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:44 p.m.

Dated at Isanti, Minnesota this 10th day of July, 2018.

Respectfully submitted,

Ryan Kernosky
Community Development Director

RESOLUTION NO. 2018-XXX

A RESOLUTION DENYING AN INTERIM USE PERMIT FOR THE OPERATION OF A TEMPORARY REAL ESTATE OFFICE FOR SEMLER CONSTRUCTION, INC. FOR THE PROPERTY LOCATED AT 1302 MAPLEWOOD AVE SW (PID 161110200)

WHEREAS, Semler Construction, Inc (applicant) has applied for an Interim Use Permit to operate a Temporary Real Estate Office on the property at 1302 Maplewood Ave SW (PID 161110200); and,

WHEREAS, the subject property is legally described as Lot 6, Block 4, Rum River Meadows 2nd Addition; and,

WHEREAS, the subject property is located within the R-1 Single Family Residential District and an Interim Use Permit for Temporary Real Estate Offices is required under Section 6, Article 1, Subd. 5(B); and,

WHEREAS, pursuant to Section 21, Article 3, Subd. 4, a public hearing was conducted during a special City Planning Commission meeting on July 3, 2018, and all property owners within 350' of the subject parcel were notified via US Mail about the public hearing, and the legal posting of the public hearing was published on June 21, 2018 in the *Isanti County News*; and,

WHEREAS, the City of Isanti Planning Commission has recommended denial of the request, and upon the information found in the Facts and Conclusion; and,

WHEREAS, the City of Isanti City Council reviewed the requested Interim Use Permit at its regularly scheduled meeting on July 17, 2018.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that it denies the request for an interim use permit from Semler Construction Inc. to operate a temporary real estate office at 1302 Maplewood Ave SW, legally described as Lot 6, Block 4, Rum River Meadows 2nd Addition; and,

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota that it adopts the Findings of Fact and Conclusion related to the denial of the aforementioned request.

This Resolution is hereby approved by the Isanti City Council this 17th day of July, 2018.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
City Clerk/Human Resources

FINDINGS OF FACT AND CONCLUSION

Request
Request from Semler Construction for an Interim Use Permit to operate a Temporary Real Estate Office at 1302 Maplewood Ave SW, legally described as Lot 6, Block 4, Rum River Meadows 2nd Addition.

Findings of Fact

1. The petitioner, Selmer Construction Inc, owns the property on which the applicant to proposing to operate a temporary real estate office at the subject property.
2. The property, 1302 Maplewood Ave SW is legally described as Lot 6, Block 4, Rum River Meadows 2nd Addition.
3. The property is zoned "R-1" Single Family Residential District, in which Temporary Real Estate Offices are considered a permitted Interim Use and regulated by Section 13 of the City of Isanti Zoning Code.
4. The petitioner submitted a complete Interim Use Permit Application on June 8, 2018. Pursuant to Minnesota State Statute, the City must act on this request by August 9, 2018 (60-day rule).
5. A public hearing date before the Planning Commission was scheduled for Tuesday July 3, 2018 at 7:00 pm at City Hall within the City Council Chambers.
6. Notice of the Interim Use Permit was published within the *Isanti County News* on Thursday June 21, 2018. Notices were sent to all property owners located within 350 feet of the subject property.
7. Section 21, Article 3, Subd. 5 of the Isanti Zoning Code establishes criteria in which the judgement of the Planning Commission and City Council shall be based upon when reviewing an Interim Use Permit.

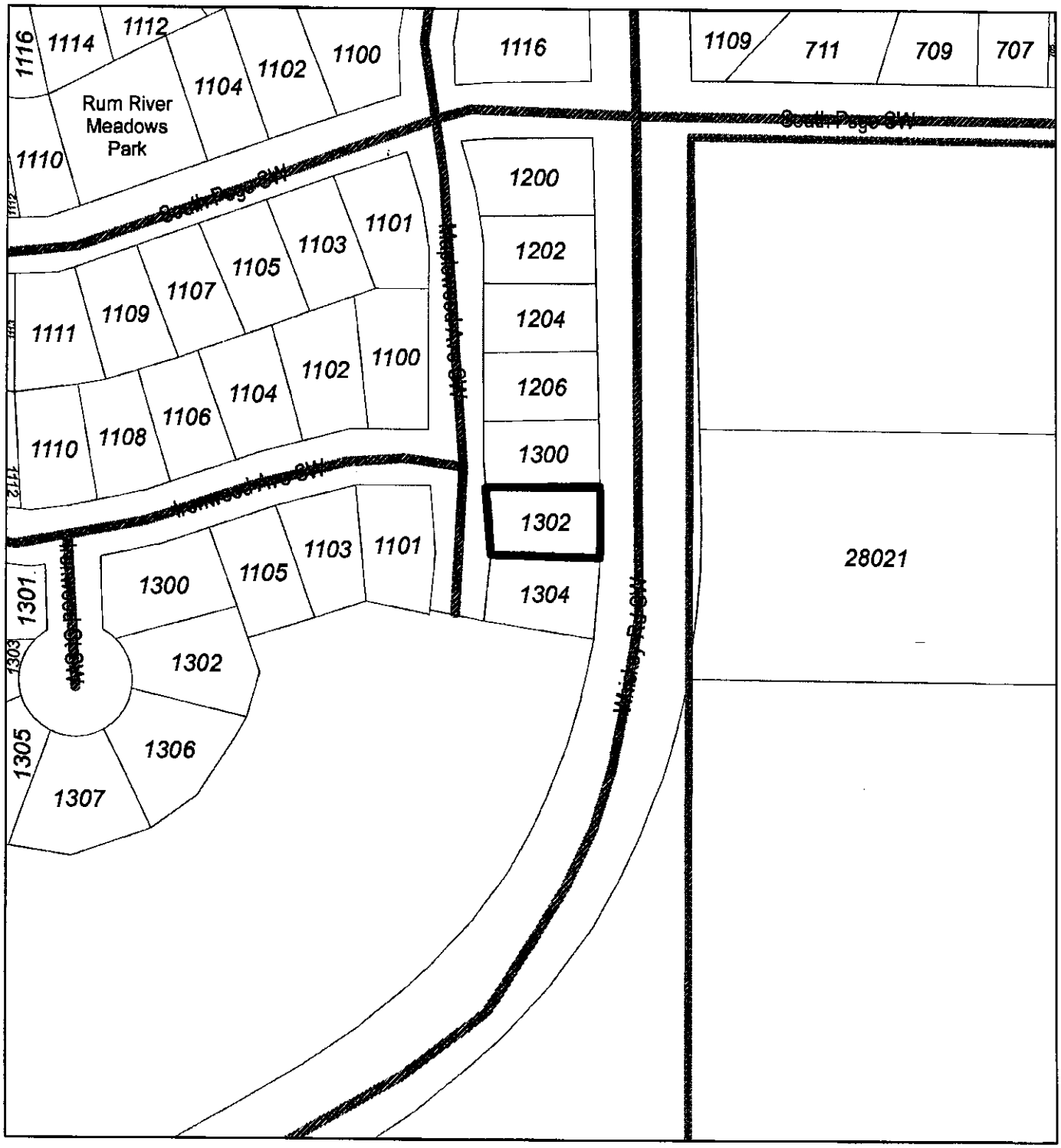
Conclusions

1. After taking testimony from the applicant and the public, the City Planning Commission has deemed that the proposed use is not consistent with the definition of "Temporary Real Estate Office" for the following reasons:
    a. The applicant stated three to four vehicles may be at the subject property, and that site superintendents would be on site in the mornings for job assignments before leaving. This would no longer be considered a "Real Estate Office" and instead would be considered a "Contractor's Shop" which is prohibited in the R-1 Zoning District.

Decision
The Planning Commission reviewed the request in a public hearing on **July 3, 2018.** After the public hearing, the Planning Commission has recommended denial for the following reasons:

1) The use would change the residential characteristics of the neighborhood by allowing a business to operate out of an unoccupied home.
2) The use does not comply with the definition of 'Temporary Real Estate Office'

Public Hearing Location Map



Legend

City Limits

Subject Parcel

A Community For Generations.

Isanti

Dept. of Community Development

MAP 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: June 26, 2018

To: Mike Betker, Finance Director

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Dogwood Street Pond Maintenance
City of Isanti, MN

Bolton & Menk, Inc. completed a survey of the ponding area north of Dogwood Street. This survey was used to determine the extents of the needed pond maintenance to restore the pond to its original intended function.

Attached is a figure depicting the limits of this work. Items that fall within the proposed disturbance limit include:

1. Wood plank channel
2. Four landscaping areas
3. Three planted shrubs and trees
4. 6-inch wood plank retaining wall
5. 4 residential chain-link fences

The restoration would include the following:

1. Removal of the above items (if not completed by the resident)
2. Access site off Cottonwood Street SW
3. Excavate up to 1-foot deep to restore original ponding area
4. Restore site with topsoil and sod, including access route
5. Restore property corners where any pins are removed.

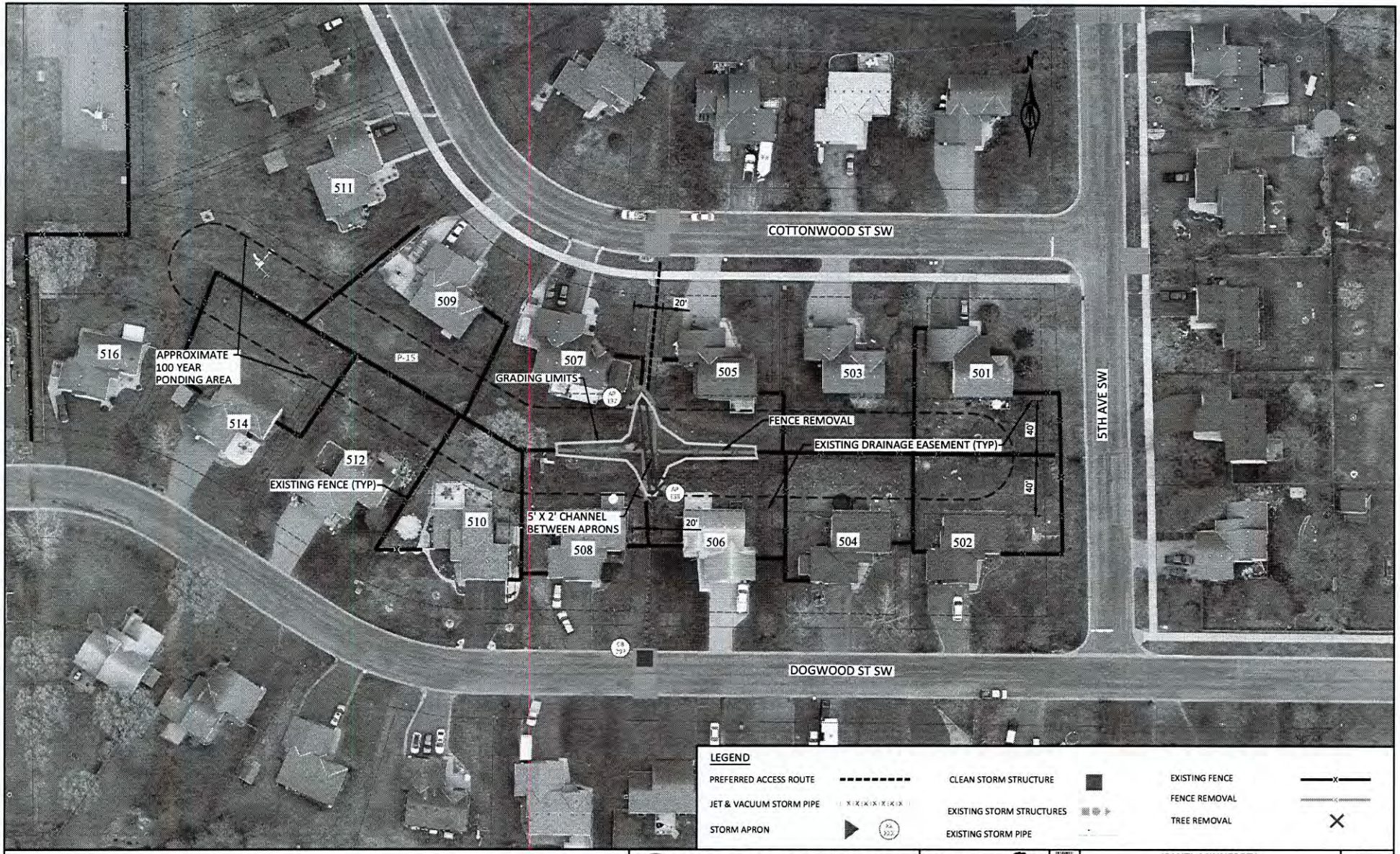
The estimated project cost for the above work, (excluding costs to remove and replace fencing and landscaping) is estimated at $20,000. This includes engineering services Bolton & Menk would complete for a fee of $5,000 in addition to the fees council approved for the 2018 Pond Maintenance Improvements that have not been constructed.

The storm water maintenance plan budget included $3,000 to access this site and clean out the existing box channel that is full of sediment as originally directed when the maintenance plan report was drafted.

City staff have historically accessed this site every 3-5 years to clear out the existing channel, if the above restoration is not completed, the City would need to budget for $3,000 every 3 years to clear the channel. Once the restoration is completed, it is anticipated maintenance work to restore the pond grades again would not be needed again for approximately 20 years.

Please contact me at (612) 756-1032 if you have any questions or need additional information.

Bolton & Menk is an equal opportunity employer.



© Bolton & Menk, Inc. 2018, All Rights Reserved

H:\SAN\B13115R74\CAD\C3D\115R74-MAINT.dwg 6/26/2018 9:23 AM

BOLTON & MENK

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

A Community For Generations
Isanti

DESIGNED JWC
DRAWN KGA
CHECKED JWC

ISANTI, MINNESOTA
2018 STORM SYSTEM MAINTENANCE
DOGWOOD POND RESTORATION LIMITS MAP

FIGURE 1 OF 1

RESOLUTION 2018-

A RESOLUTION AUTHORIZING ENGINEERING SERVICES AND WORK FOR DOGWOOD STREET POND MAINTENANCE

WHEREAS, the City has adopted a 5 Year Storm Water System Maintenance plan to inspect, perform maintenance and restore the discharge points and ponds per compliance as a Municipal Separate Storm Sewer System community; and,

WHEREAS, a further evaluation was completed, including a survey, of the Dogwood Street Storm Water Pond; and,

WHEREAS, it was determined that the Dogwood Street Storm Water Pond was in need of more restoration versus a cleanout of an existing channel as was previously included in the Storm Water Pond Maintenance Plan; and,

WHEREAS, Bolton and Menk, Inc. has provided a proposal for the Dogwood Street Pond Maintenance in the amount of $15,000.00 and Engineering, not to exceed, $5,000.00 for a total of $20,000.00; and,

WHEREAS, the approved Maintenance Plan budgeted $3,000.00 for the original work leaving $17,000.00 to be funded by Storm – Engineering (303) for $5,000.00 and a budget adjustment to reduce Storm – Engineering (303) and increasing Storm – Capital Outlay (500) for remaining project costs; and,

WHEREAS, the Finance Committee recommends approval of the work and services by Bolton and Menk, Inc. as determined per this Resolution;

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 the Dogwood Street Pond Maintenance work in the amount of $20,000.00.

This Resolution is hereby approved by the Isanti City Council this 17th day of July, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
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: July 10, 2018

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Approval of Plans and Authorization to Advertise for Bids
2018 Storm System Maintenance
City of Isanti, MN
BMI Project No.: R13.115874

We request that the City Council approve the plans and specifications, entitled "2018 Storm System Maintenance", and authorize advertisement for bids.

Following is the schedule for the 2018 Storm System Maintenance project:

Approve Plans & Specs, Authorize Advertisement for Bids	July 17, 2018
Open Bids	August 14, 2018
Commence Construction	August 21, 2018
Substantial Completion of Construction	March 1, 2019

We are requesting that the City Council approve plans and specifications and authorize advertisement for bids.

Jason will be at the July 17, 2018 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 2018-

RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE 2018 STORM SYSTEM MAINTENANCE PROJECT

WHEREAS, the City has adopted a 5 Year Storm Water System Maintenance plan to inspect, perform maintenance and restore the discharge points and ponds per compliance as a Municipal Separate Storm Sewer System community; and,

WHEREAS, the City has planned this year's maintenance in accordance with year's one and two of the Storm System Maintenance Schedule including restoring Dogwood Street Pond to its original intended function; and,

WHEREAS, the plans and specifications have been completed for these improvements in accordance with direction from City staff and the Finance Committee;

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 "2018 Storm System Maintenance" as completed by Bolton & Menk, Inc.

2) That the City shall authorize the advertisement for bids.

This Resolution is hereby approved by the Isanti City Council this 17th day of July, 2018.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

AP180704

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 7/10/2018 - 7/10/2018 | Jul 10, 2018 09:49AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/18	07/10/2018	49094	1503	7-UP BOTTLING	609-20200	229.68
07/18	07/10/2018	49095	127	ABDO, EICK & MEYERS, LLP	609-20200	680.00
07/18	07/10/2018	49096	1898	ABSOLUTE PORTABLE RESTROOMS	104-20200	1,070.00
07/18	07/10/2018	49097	692	ARC IRRIGATION	104-20200	744.34
07/18	07/10/2018	49098	2030	ARTISAN BEER COMPANY	609-20200	41.25
07/18	07/10/2018	49099	53	BELLBOY CORPORATION	609-20200	4,452.20
07/18	07/10/2018	49100	9	BERNICKS PEPSI-COLA	609-20200	2,048.00
07/18	07/10/2018	49101	1387	BJORKLUND COMPANIES	101-20200	2,271.84
07/18	07/10/2018	49102	2319	BREAKTHRU BEVERAGE	609-20200	5,295.76
07/18	07/10/2018	49103	2221	C & L DISTRIBUTING	609-20200	29.80
07/18	07/10/2018	49104	1629	CITY OF ISANTI	226-20200	850.17
07/18	07/10/2018	49105	1985	CIVIC SYSTEMS, LLC	609-20200	5,132.00
07/18	07/10/2018	49106	918	CRYSTAL SPRINGS ICE	609-20200	1,180.97
07/18	07/10/2018	49107	8	DAHLHEIMER DISTRIBUTING CO	609-20200	42,951.35
07/18	07/10/2018	49108	55	ECM PUBLISHERS INC	101-20200	182.31
07/18	07/10/2018	49109	912	FASTENAL COMPANY	101-20200	67.02
07/18	07/10/2018	49110	921	GRANITE ELECTRONICS	220-20200	110.00
07/18	07/10/2018	49111	739	HACH COMPANY	601-20200	515.12
07/18	07/10/2018	49112	160	HAWKINS INC	601-20200	400.00
07/18	07/10/2018	49113	1048	HENRYS WATERWORKS,INC.	601-20200	4,063.98
07/18	07/10/2018	49114	2209	INNOVATIVE OFFICE	101-20200	44.00
07/18	07/10/2018	49115	1891	ISANTI AREA JOINT	101-20200	56,128.35
07/18	07/10/2018	49116	1613	ISANTI RETAIL MEATS	108-20200	277.43
07/18	07/10/2018	49117	1534	J. J. TAYLOR	609-20200	1,372.85
07/18	07/10/2018	49118	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,950.13
07/18	07/10/2018	49119	5	KAWALEK TRUCKING	609-20200	448.80
07/18	07/10/2018	49120	17	MCDONALD DISTRIBUTING CO	609-20200	37,828.37
07/18	07/10/2018	49121	616	MENARDS - CAMBRIDGE	101-20200	51.38
07/18	07/10/2018	49122	194	MN DEPT OF HEALTH	601-20200	3,186.00
07/18	07/10/2018	49123	2080	MVTL LABORATORIES INC	601-20200	130.96
07/18	07/10/2018	49124	2018	NORTH FOLK WINERY	609-20200	252.00
07/18	07/10/2018	49125	617	PAUSTIS & SONS	609-20200	379.07
07/18	07/10/2018	49126	44	PHILLIPS WINE & SPIRITS INC	609-20200	8,064.39
07/18	07/10/2018	49127	2341	RED BULL DISTRIBUTION	609-20200	291.00
07/18	07/10/2018	49128	1113	RJM DISTRIBUTING INC	609-20200	164.85
07/18	07/10/2018	49129	2396	SOUTHERN GLAZERS OF MN	609-20200	4,335.94
07/18	07/10/2018	49130	315	ST.PAUL STAMP WORKS	101-20200	17.08
07/18	07/10/2018	49131	97	TOTAL CONTROL SYSTEMS INC	602-20200	278.00
07/18	07/10/2018	49132	1820	URBANS HARDWARE	101-20200	294.53
07/18	07/10/2018	49133	686	VERIZON WIRELESS	101-20200	504.07
07/18	07/10/2018	49134	42	VIKING COCA-COLA BOTTLING CO	609-20200	809.74
07/18	07/10/2018	49135	1286	VINOCOPIA INC	609-20200	532.50
07/18	07/10/2018	49136	4	WATSON CO INC	609-20200	5,281.03
07/18	07/10/2018	49137	1922	WEX BANK	101-20200	2,410.25
07/18	07/10/2018	49138	2475	White Bear IT Solutions, LLC	101-20200	2,302.00
07/18	07/10/2018	49139	780	WINE MERCHANTS	609-20200	576.00
07/18	07/10/2018	49140	2009	WOOD, JOSEPHINE	101-20200	52.49
Grand Totals:						204,279.00

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 7/13/2018 - 7/13/2018 | Jul 13, 2018 11:19AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/18	07/13/2018	49147	494	ALLINA HEALTH SYSTEM	101-20200	190.00
07/18	07/13/2018	49148	9	BERNICKS PEPSI-COLA	609-20200	845.50
07/18	07/13/2018	49149	1500	BOLTON & MENK INC	602-20200	842.50
07/18	07/13/2018	49150	2115	CALIBER HOMES INC	505-20200	8,000.00
07/18	07/13/2018	49151	2627	CAMBRIDGE-ISANTI COMMUNITY EDUCATION	101-20200	225.00
07/18	07/13/2018	49152	1198	CENTER POINT ENERGY	602-20200	634.38
07/18	07/13/2018	49153	1822	CENTURYLINK BUSINESS SERVICES	101-20200	28.66
07/18	07/13/2018	49154	2610	CINTAS	101-20200	366.68
07/18	07/13/2018	49155	1736	COMM OF MMB, TREAS DIV	101-20200	900.00
07/18	07/13/2018	49156	918	CRYSTAL SPRINGS ICE	609-20200	515.42
07/18	07/13/2018	49157	8	DAHLHEIMER DISTRIBUTING CO	609-20200	18,897.45
07/18	07/13/2018	49158	1708	DAVE LILLEBOE	226-20200	153.00
07/18	07/13/2018	49159	1941	DELTA DENTAL	861-20200	2,480.90
07/18	07/13/2018	49160	1845	DEPT OF TRANSPORTATION	101-20200	4,642.46
07/18	07/13/2018	49161	2628	DUFF CONSULTING	101-20200	1,275.00
07/18	07/13/2018	49162	55	ECM PUBLISHERS INC	101-20200	142.30
07/18	07/13/2018	49163	2028	FURTHER	861-20200	820.93
07/18	07/13/2018	49164	134	GOPHER STATE ONE-CALL INC	601-20200	218.70
07/18	07/13/2018	49165	739	HACH COMPANY	602-20200	670.09
07/18	07/13/2018	49166	160	HAWKINS INC	601-20200	760.00
07/18	07/13/2018	49167	2209	INNOVATIVE OFFICE	609-20200	168.49
07/18	07/13/2018	49168	252	ISANTI REDBIROS	104-20200	140.00
07/18	07/13/2018	49169	162	ISANTI RENTAL	101-20200	82.80
07/18	07/13/2018	49170	2611	J ROBINSON CONSTRUCTION	505-20200	6,000.00
07/18	07/13/2018	49171	1534	J. J. TAYLOR	609-20200	600.40
07/18	07/13/2018	49172	7	JOHNSON BROTHERS LIQUOR CO	609-20200	9,376.27
07/18	07/13/2018	49173	1857	JOSLIN & MOORE	101-20200	5,408.20
07/18	07/13/2018	49174	5	KAWALEK TRUCKING	609-20200	172.40
07/18	07/13/2018	49175	1124	LORSUNG, DON	101-20200	367.03
07/18	07/13/2018	49176	616	MENARDS - CAMBRIDGE	101-20200	53.97
07/18	07/13/2018	49177	281	MINNCO CREDIT UNIDN	101-20200	2,190.22
07/18	07/13/2018	49178	1044	MINNEAPOLIS FINANCE	101-20200	174.60
07/18	07/13/2018	49179	2208	MINNESOTA EQUIPMENT	101-20200	165.37
07/18	07/13/2018	49180	1846	MJL CONTRACTING	603-20200	375.00
07/18	07/13/2018	49181	2597	MNSPECT, LLC.	101-20200	43,966.70
07/18	07/13/2018	49182	2080	MVTL LABORATORIES INC	601-20200	43.20
07/18	07/13/2018	49183	2629	NORTH FISH REAL ESTATE	505-20200	8,000.00
07/18	07/13/2018	49184	1279	NOVAK-FLECK INC	505-20200	6,000.00
07/18	07/13/2018	49185	283	OLSON POWER & EQUIPMENT	101-20200	275.78
07/18	07/13/2018	49186	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,696.00
07/18	07/13/2018	49187	12	POSTMASTER	101-20200	150.00
07/18	07/13/2018	49188	2630	RAPP, JORDAN	101-20200	146.99
07/18	07/13/2018	49189	2631	REAL DEAL CONSTRUCTION	505-20200	8,000.00
07/18	07/13/2018	49190	1892	SIGNS BY JILL	104-20200	960.00
07/18	07/13/2018	49191	1785	SOUTHERN WINE & SPIRITS	609-20200	7,066.79
07/18	07/13/2018	49192	1361	STAPLES ADVANTAGE	101-20200	4,944.76
07/18	07/13/2018	49193	2605	STAWSKI, CLAYTON	505-20200	12,000.00
07/18	07/13/2018	49194	554	STEVES TIRE SERVICE	101-20200	92.00
07/18	07/13/2018	49195	2614	SW Wold Construction	505-20200	32,000.00
07/18	07/13/2018	49196	2598	T.A.SCHIFSKY & SONS INC.	101-20200	111.44
07/18	07/13/2018	49197	2566	TH CONSTRUCTION OF ANOKA INC	505-20200	8,000.00
07/18	07/13/2018	49198	1290	THE AMBLE GROUP	101-20200	10.50
07/18	07/13/2018	49199	1740	TOSHIBA FINANCIAL SERVICES	108-20200	189.88

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/18	07/13/2018	49200	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
07/18	07/13/2018	49201	2027	US INTERNET	603-20200	57.80
07/18	07/13/2018	49202	686	VERIZON WIRELESS	609-20200	746.73
07/18	07/13/2018	49203	42	VIKING COCA-COLA BOTTLING CO	609-20200	164.60
07/18	07/13/2018	49204	4	WATSON CO INC	609-20200	698.51
	Grand Totals:					207,268.40

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	89,758.78
Social Security & Medicare	4,841.89
Public Employees Retirement	8,713.17
Total City Expense	103,313.84

Pay Date 7/13/2018

Pay Period 14 (6/24-7/7/18)

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
June 5, 2018
Isanti City Hall

1. Call To Order

The meeting was called to order by President George Wimmer at 7:21 p.m.

a. Pledge of Allegiance

b. Roll Call

Members Present:	Tara Hallberg, Steve Lundeen, Ross Lorinser, Dan Collison, Jill Reller and George Wimmer
Members Absent:	Paul Bergley
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

2. Approval of Agenda

Motion by Commissioner Lundeen, seconded by Comissioner Collison to approve agenda as presented. Motion carried unanimously.

3. Approve Minutes of May 1, 2018 Regular Economic Development Meeting

Motion by Commissioner Collison seconded by Commissioner Lundeen to approve the minutes for May 1, 2018. Motion carried unanimously.

4. Consider Change to City Promo Bag Program

Economic Development Director Sullivan presented the staff memo. He indicated that MYAS changed their system for this year's qualifiers. The Isanti Complex will not be hosting the event this year. Events will be held throughout the state rather than at central locations.

President Wimmer stated the Promo Bag program has been very successful and participation by businesses has been good. He agreed with the change in schedule.

Motion by Commissioner Lundeen seconded by Commissioner Collison to adopt revised event distribution schedule that includes July 6-7 Rodeo – 350, August 11 Celebrate Isanti- 100 and August 24-25 State BMX Finals – 350 Motion carried unanimously.

5. Hotel Update

Economic Development Director Sullivan stated that the formal groundbreaking occurred on June 5, 2018 and was well attended. It is a project that has been worked on for a long time and will be the catalyst for the City redevelopment project. Included in this project will be the construction of Richard Street SE and the Extension of 5th Avenue NE. Penny Lane SE is no longer open.

President Wimmer stated that this project would also allow the City to loop the utilities which is important to the City system.

6. Other Business / Updates

Economic Development Director Sullivan highlighted the Staff Memo. Sullivan updated the information on housing starts to 40 new permits pulled with 6 in process.

President Wimmer was happen with the response rate of the new resident surveys.

Commissioner Lundeen asked when the Hotel would be completed.

President Wimmer indicated the build time would be between 7 to 9 months based on discussion with developer.

Commissioner Collison asked what was going on with Pat's Small Engine's

Economic Development Director Sullivan stated that were building a new building in East Bethel and that they would be phasing the move to that location when complete.

a. Business Prospects
b. EDAM
c. GPS 45:93
d. Crop Lease Bid Update
e. Mayor's Employer Celebration Day
f. Economic Development / Marketing Intern
g. Housing Starts in 2018
h. Business Arrivals and Departures in Isanti 2018

7. Adjournment

Motion by Commissioner Lundeen, seconded by Commissioner Collison to adjourn at 7:29 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 5th day of June, 2018.

Respectively Submitted,

Sean M. Sullivan, Economic Development Director

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: June 29, 2018

Subject: Official Newspaper

This Isanti County News (ICN) has switched from a delivery to subscription based mailed distribution system. The most recent numbers (as of 6/21/18) was 1564 requesters (55040 zip code). They also distribute 225 copies at various locations in Isanti. ICN has made a proposal to reduce the cost from $4.77 per column inch (11 lines per inch) to $2.50 per column inch. The 2018 quote from the County Star was $2.50 per column inch (9 lines per inch), with 1710 distributions in City of Isanti. Finance Director Mike Betker has calculated that the rate change will save approximately $1,652.00 in publishing costs over the remainder of the year.

DOAC has reviewed this matter and is recommending approval of the revised rate from ICN. Attached is a proposed resolution for your consideration.

RESOLUTION 2018-xxx

RESOLUTION ACCEPTING OFFICIAL CITY NEWSPAPER RATE CHANGE

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

WHEREAS, the City requested and received bids and designated the Isanti County News as the official city newspaper for 2018; and,

WHEREAS, the Isanti County News has changed from a delivery to mailed subscription distribution system. This has resulted in initial lower newspaper distribution for the newspaper in the City of Isanti; and,

WHEREAS, the Development and Operations Advisory Committee has reviewed this matter and due to this situation is recommending acceptance of a reduced rate for City of Isanti publications in the Isanti County News:

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

1. That the City accepts the Isanti County News proposal for a new rate of $ 2.50 per column inch, at 11 lines/inch, 6 point type.

This Resolution is hereby approved by the Isanti City Council this 17th day of July, 2018.

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: July 3, 2018

Subject: Updated Credit Card Policy

The Finance Committee has reviewed the use of City credit cards. After the review, staff has prepared updates to the current City Credit Card Policy. These include: 1) Update and clarification of staff who may use the City Credit Card for general purchasing, 2) New language regarding use of the City Credit Card for lodging (training only), 3) Update and clarification on use of fleet fuel cards and, 4) Update of consequences for misuse of the City Credit Card. The updated policy has been reviewed by the City Attorney.

Attached is a proposed Resolution with the updated policy and forms.

RESOLUTION 2018-XXX

A RESOLUTION ADOPTING AN UPDATED CREDIT CARD USE POLICY

WHEREAS, pursuant to MN Statute 471.382, the Isanti City Council may authorize the use of a credit card by any City officer or employee otherwise authorized to make a purchase on behalf of the City; and,

WHEREAS, the City Council had adopted Resolution 2005-011, a Credit Card Policy, in 2005 to provide guidance and instructions regarding use of the City credit and fuel cards; and,

WHEREAS, the policy has been reviewed and updated to reflect changes in staff authorization and use of City credit and fuel cards.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the attached updated City of Isanti Credit Card Use Policy is hereby approved.

This Resolution is hereby approved by the Isanti City Council this 17th day of July, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI CREDIT CARD USE POLICY

As per MN Statute 471.382, the Isanti City Council may authorize the use of a credit card by any City officer or employee otherwise authorized to make a purchase on behalf of the City. If a City officer or employee makes or directs a purchase by credit card that is not approved by the City Council, the officer or employee is personally liable for the amount of the purchase. All purchases by credit card must otherwise comply with all statutes, rules and policies applicable to City purchases. The City Council shall approve the establishment of all credit card accounts.

MN Stat 412.271 Subd 2 MN Stat 471.38 Subd 1	Bills from credit card companies do not contain the detail necessary to satisfy the requirement that claims presented to the City for payment must be in writing and itemized. Therefore, invoices and receipts for all items charged must be retained. A list of all credit card charges will be included with monthly expenditures for council review and approval.
MN Stat Ch 475	Credit card use must also comply with laws concerning borrowing. Credit cards will not be used for carrying debt. The entire card balance shall be paid in full each month.

Purpose

This policy is designed to provide guidance and instructions to the people involved in the use of credit cards. It sets forth the authority and responsibility of those participating in the system. It establishes policies, procedures and regulations.

Guidelines

Credit cards are for efficiency in purchasing items through the Internet, securing hotel and travel reservations, and purchases of goods and services for the City of Isanti where the use of the credit card is the most efficient and expedient mean of purchase. Credit cards are not to be used for daily purchases of fuel, services, or supplies. Any purchase over $1,000.00 to be made by credit card is to be pre-approved by the Finance Director or City Administrator. Credit cards will have a limited credit line.

Employees authorized to use the City of Isanti's credit card(s) include all positions at the Department Head or Manager level. Other positions may be authorized usage upon approval by the City Finance Committee. Authorized persons will receive, sign and file an acknowledgment form regarding credit card use (see attached).

Other City personnel, as authorized by the Finance Director may utilize the credit card for lodging expenses for training purposes only. City Personnel utilizing a credit card for lodging expenses for training purposes shall sign a Credit Card Authorization form prior to issuance of the City credit card.

Employees authorized to use the City of Isanti's fuel credit card(s) include those employees who are assigned and/or authorized to operate City vehicles and motorized equipment for work purposes. Purchases shall be for vehicle fuel, oil and other items related to the operation of the vehicle for that department. Each employee will sign the sales slip and indicate the vehicle and department that the purchase applies to.

No employee will intentionally use a City credit card for personal purchases. Unauthorized use or abuse of a City credit card may result in disciplinary action, up to and including termination of employment.

Supporting documents and/or invoices will be submitted to the Finance Department to be reconciled with the credit card statement and attached to the claim for payment processing. Department Heads shall review all credit card purchases made on behalf of their department and recommend or deny approval for payment. The Finance Department shall keep a record of all persons issued a credit card or having authorization to use a City credit card.

CITY OF ISANTI
CREDIT CARD POLICY
ACKNOWLEDGMENT

The City of Isanti is authorizing you to use one of its credit cards on its behalf. It is important that you understand the rules regarding its use. If the rules are not followed the City may cancel the card and you may be personally liable for any misuse.

- ☐ Credit cards may only be used for appropriate City business. Personal use may be grounds for discipline, up to and including termination.

- ☐ The credit card shall not be used to obtain a cash advance.

- ☐ The credit card must be protected from theft or unauthorized use.

- ☐ The Finance Department must be notified immediately if the card is lost, stolen or if you suspect unauthorized use.

- ☐ The credit card must be returned to the Finance Department after the purchase is transacted. If a credit card is issued for travel lodging expense, it must be returned once travel for work has been completed and the employee returns to work. A Credit Card Authorization form must be completed for any credit card issued for travel.

- ☐ Department Heads must be sure there are budgeted funds available to pay for credit card purchases.

- ☐ All purchases made using a credit card must have the approval of the Department Head and Finance Department.

- ☐ All charges shall be documented by receipts, and any charges not documented are unauthorized and shall be the responsibility of the card user. If the user fails to reimburse the City, the amount owed will be withheld from the employee's paycheck.

- ☐ Receipts or invoices for each credit card use must be signed and submitted in a timely manner to the Finance Department for processing.

- ☐ The user (not the city) will be responsible for interest charges accrued due to delayed submission of receipts and payment requests.

- ☐ I have read the above statements and the attached Credit Card Use Policy and agree to abide by same.

_____ _____

Signature Date

Credit Card Use Authorization (Lodging)

By signing this document and taking possession of this City Credit Card, I understand and agree to the following:

1) This card is to be used to secure and expedite lodging accommodations as detailed in the approved training/travel request form on file at City Hall.

2) This card is not to be used for any other purpose.

3) Using this card for any purpose other than the intended and declared use; as noted above, may result in disciplinary action up to and including termination of employment.

4) This card will be returned to the Finance Director immediately upon returning to work.

5) If more than one City Staff is traveling and both will use this card, the highest ranking City official in attendance will maintain possession of this card at all times.

6) Use of this card is not required for securing lodging accommodations and staff may choose to forgo use of this card.

I, _____ have read this document, understand the potential implications and consequences of using this card and agree to abide by the above detailed terms of use.

_____ _____

Signature Date

RESOLUTION 2018-XXX

A RESOLUTION APPROVING EXEMPT GAMBLING PERMITS TO THE RUM RIVER BMX ASSOCIATION

WHEREAS, the Rum River BMX Association has applied for three Exempt Gambling Permits for 50/50 raffle events to be held at the upcoming BMX Races on August 5th, 2018, August 25th, 2018, and August 26th, 2018 at the Isanti Indoor Arena, 101 Isanti Parkway NW, Isanti, MN 55040; and,

WHEREAS, the value of prizes for each raffle 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, Sean Wilson, 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 Races on August 5th, 2018, August 25th, 2018, and August 26th, 2018 at Isanti Indoor Arena, 101 Isanti Parkway NW, Isanti, MN 55040.

This Resolution is hereby approved by the Isanti City Council this 17th day of July, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
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: Rum River BMX

Address of Organization: 101 ISANTI PARKWAY NW ISANTI MN 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

SEAN WILSON 101 ISANTI PARKWAY NW
Name Address Phone No.

JOSH ROBINSON
Name Address Phone No.

PAUL KAUPPI
Name Address Phone No.

Type of Event: ~~BMX RACE~~ 50/50 RAFFLE ~~STATE QUALIFIER~~ Date of event: AUG 5th 2018

Use of Proceeds: PROCEEDS WILL BE USED TO HELP PAY FOR THE EVENT.

Location and address of event:

ISANTI INDOOR ARENA 101 ISANTI PARKWAY ISANTI MN 55040

Estimated value of prizes to be awarded: $1000

Name of applicant: SEAN WILSON Applicant's phone number: (

Signature of applicant:

Date: 5 JULY 2018

Approved by City Council _____ Resolution # _____

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

Address of Organization: 101 ISANTI PARKWAY NW ISANTI MN 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

SEAN WILSON 101 ISANTI PARKWAY NW ISANTI _____
Name Address Phone No.

JOSH ROBINSON _____
Name Address Phone No.

PAUL KAUPPI _____
Name Address Phone No.

Type of Event: 50/50 Raffle ~~BMX STATE PRACTICE DAY 1~~ Date of event: Aug 25 2018

Use of Proceeds: PROCEEDS WILL BE USED TO HELP PAY FOR THE EVENT.

Location and address of event:

ISANTI INDOOR ARENA 101 ISANTI PARKWAY NW ISANTI MN 55040

Estimated value of prizes to be awarded: $1000 00

Name of applicant: SEAN WILSON Applicant's phone number: _____

Signature of applicant: _____

Date: 5 JUN 2018

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

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

Address of Organization: 101 ISANTI PARKWAY ISANTI MN 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Name	Address	Phone No.
SEAN WILSON	101 ISANTI PARKWAY NW ISANTI	
JOSH ROBINSON		
PAUL KAUPPI		

Type of Event: ~~BMX STATE FINALS RACE DAY 2~~ 50/50 Raffle Date of event: Aug 26th 2018

Use of Proceeds: PROCEEDS WILL BE USED TO HELP PAY FOR THE EVENT

Location and address of event:

ISANTI INDOOR ARENA 101 ISANTI PARKWAY NW ISANTI MN 55040

Estimated value of prizes to be awarded: $1000.00

Name of applicant: SEAN WILSON Applicant's phone number:

Signature of applicant:

Date: 5 JULY 2018

Approved by City Council _____ Resolution # _____

POS = 3 / 311

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RESOLUTION 2018-XXX

RESOLUTION AUTHORIZING CHIEF GENE HILL TO CARRY OVER EXCESS VACATION HOURS

WHEREAS, the City has a vacation use policy where employees must use their vacation, as provided, and on the employee's anniversary date employees are allowed to only carry over a maximum of their annual accrual rate plus forty-eight hours - all other hours in excess of the allowed amount is forfeited by the employee - unless City Council approval is obtained to carry over the excess amount; and,

WHEREAS, On July 1, 2018 Chief Hill reached his anniversary date and will lose 16.25 hours of vacation since he was unable to take vacation before his anniversary date; and,

WHEREAS, the Personnel Committee has recommended on June 28, 2018 to allow Chief Hill to carry over his vacation for an additional month effective July 1, 2018 and is expected to use his excess vacation hours by July 31, 2018; and,

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

1. Chief Gene Hill shall be allowed to carry over his excess vacation hours of 16.25 until July 31, 2018.

This Resolution is hereby approved by the Isanti City Council this 17th day of July, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
July 3, 2018
Isanti City Hall

1. Call To Order

The meeting was called to order by President George Wimmer at 7:11 p.m.

a. Pledge of Allegiance

b. Roll Call

Members Present:	Paul Bergley, Steve Lundeen, Ross Lorinser, Dan Collison, Jill Reller and George Wimmer
Members Absent:	Tara Hallberg (Excused)
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

2. Approval of Agenda

Motion by Commissioner Lundeen, seconded by Comissioner Collison to approve agenda as presented. Motion carried unanimously.

3. Approve Minutes of June 5, 2018 Regular Economic Development Meeting

Motion by Commissioner Collison seconded by Commissioner Bergley to approve the minutes for June 5, 2018. Motion carried unanimously.

4. Consider Resolutions 2018-2 and 2018-3 Awarding Quote for Lease of City of Isanti EDA Owned Crop Land

Economic Development Director Sullivan read aloud the bids received for Parcel A (82.7 acres "more or less") and Parcel B (4 acres "More or less"). The bids received were as follows:

Parcel A

Wayne Calander, Calander Farms	$5,561.00
Craig Bjorklund, Bjorlund Farms	$2,915.00

Parcel B

Craig Bjorklund, Bjorklund Farms	$141.00 / year contingent on access from "Johnson Property"

Sullivan asked the EDA to consider adoption of Resolution 2018-2 awarding the lease to Wayne, Calander, Calander Farms for $5,561.00 and Resolution 2018-3 awarding lease to Craig Bjorklund, Bjorklund Farms for $141.00.

Commissioner Lorinser asked if the City has had issues recently with farmers.

President Wimmer stated that the City has not had any issues recently with farmers.

Motion by Commissioner Lundeen seconded by Commissioner Collison to adopt Resolution 2018-2 and Resolution 2018-3 and to direct Staff to execute crop leases. Motion carried unanimously.

5. Other Business / Updates

Economic Development Director Sullivan highlighted the Staff Memo. He stated that there were two new businesses not listed on the Staff memo. They included: Rum River Mallards (USPHL Hockey Team) and CMK Financial Services LLC (Tax preparation). Sullivan updated the information on housing starts to 48 new permits pulled with 6 more in process which is ahead of last year's pace.

a. Business Prospects
b. EDAM Summer Conference
c. GPS 45:93
d. Mayor's Employer Celebration Day
e. 2018 New Resident Survey
f. Welcome Brochure
g. Housing Starts in 2018
h. Business Arrivals and Departures in Isanti 2018

6. Adjournment

Motion by Commissioner Lundeen, seconded by Commissioner Collison to adjourn at 7:16 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 3rd day of July, 2018.

Respectively Submitted,

_____

Sean M. Sullivan, Economic Development Director

CITY OF ISANTI
PLANNING COMMISSION
JULY 3, 2018

1. Meeting Opening.
A. Call to Order.
Chairman Wimmer called the meeting to order at 7:18 p.m.

B. Pledge of Allegiance.
The Pledge of Allegiance was recited.

C. Roll Call.
Members Present: George Wimmer, Steve Lundeen, Dan Collison, Ross Lorinser, Paul Bergley.

Members Absent: None.

Staff Present: Ryan Kernosky, Community Development Director.

1D. Agenda Modifications.
Director Kernosky stated that there is an addendum to the agenda, item #3 will now be "Oath of Office for New Planning Commissioner – Joey Lemay" all subsequent items will be renumbered accordingly.

Motion by Lundeen, seconded by Lorinser to adopted the modified agenda, approved unanimously.

2. Approval of the Minutes from the May 15, 2018 Planning Commission
Motion by Lundeen, seconded by Bergley to approve the minutes from the May 15, 2018 Planning Commission, approved unanimously.

3. Oath of Office for New Planning Commissioner – Joey Lemay
Joey Lemay recited the Oath of Office for Planning Commissioner. Subsequent to the Oath, Commissioner Lemay took his seat on the Planning Commission.

4. Public Hearings

A. Request from Semler Construction, Inc. for an Interim Use Permit to operate a Temporary Real Estate Office at 1302 Maplewood Ave SW (PID 161110200)

Chairman Wimmer opened the public hearing at 7:20 p.m.

Rick Parkos, 1200 Maplewood Ave SW – Mr. Parkos stated that the neighborhood was against the real estate office. He stated that there's a lot of kids in the neighborhood, a bus stop at the end of the street, and a park down the street. Mr. Parkos stated that he is worried about home values as a result in the increase in traffic, and again reiterated his concerns about the safety of the children in the area. Mr. Parkos presented a petition of twenty names and addresses of individuals in the neighborhood that were opposed to the use.

Patti Erickson, representing Semler Construction, Inc. – Ms. Erickson stated that this would be a construction office, which would include 3-4 vehicles. Individuals would come in the office in the morning, get their job assignments, and leave to go to their jobs sites. After that point, there would be one or two employees at the property during the day. Ms. Erickson stated that there will be no more activity around the home than what's existing with new home construction.

Commissioner Collison asked if Ms. Erickson had any pictures of the home or the site.

Ms. Erickson stated that the home is a single-family home, slab on grade. She stated that the exterior will remain the same, and that she will have her office in the living room.

Commissioner Collison inquired about potential signage.

Ms. Erickson stated that there would only be a sign on the door, and not in the front yard.

Commissioner Bergley stated he thought it was intended to be a model home to show the development.

Chairman Wimmer stated that the Commission should take more public hearing before further discussion occurs.

Abigail Anderson, 1101 South Passage SW – Ms. Anderson questioned whether or not this use would impact their property values.

Chairman Wimmer stated that the City wouldn't know but would discuss it after the public hearing.

Seeing no further public comment, Chairman Wimmer closed the public hearing at 7:27 p.m.

Chairman Wimmer stated that there's a few things to consider. The City does allow a home occupancy and has recently approved one, but the difference was that the individual lived at the home in which they had their business. Chairman Wimmer stated that this is a residential neighborhood and that people purchase homes in the neighborhood for that reason. The Chairman stated that the Commission should consider whether or not this use could be somewhere else in the City, outside of the residential neighborhood. Finally, the Chairman stated that he understood why Semler Homes would want to use this space, however because of the proposed use of the property, he has concerns about approving this use.

Commissioner Lorinser stated that this use was different from what the City has seen in the past. Historically, he stated, the developer may have a few model homes with an office set up for marketing their development. Commissioner Lorinser stated that he felt this was setting up an office in a residential area, not a commercial area, and that he was worried about setting precedent for other developers and businesses to request the same use.

Commissioner Collison asked about what the definition of "temporary" meant.

Director Kernosky stated that interim uses are designed to be temporary in nature. He stated that the City's Zoning Ordinance allows for temporary real estate office as an interim use permit until 85 percent of the development is completed, or when the City places a sunset clause on the interim use permit. Kernosky stated that staff conditioned that this use would sunset on June 30, 2020.

Commissioner Lorinser stated that the Commission was just told that this use is not consistent with a temporary real estate office by Semler Homes, but rather a construction office.

Commissioner Collision asked if anyone would be living in the home.

Ms. Erickson stated that no one would be living in the home. She stated that the building they are currently in sold and that Semler Construction needs to be out of the property by August 1st. She stated that this would be temporary until they would be able to find a commercial office building.

Chairman Wimmer asked how long they intend to stay at the subject property.

Ms. Erickson stated until June 30, 2020 and will be marketed for sale after that point.

Commissioner Bergley asked about whether or not the concern about children and traffic has been studied.

Chairman Wimmer stated that the City has not had a study on this, and wasn't necessarily concerned about traffic, but rather the character of the neighborhood and the precedent of allow businesses within residential zoning districts.

Commissioner Lorinser stated that some of the other home occupations bring in more traffic but reiterated his concerns about setting precedent of allowing this use in residential zoning districts.

Chairman Wimmer stated that Semler Construction should have reached out to the neighborhood, but even if they would have, he would still have concerns about the characteristics of the neighborhood and precedent setting. He also stated that the final recommendation will be sent to City Council

Commissioner Collison asked whether or not Semler Construction reached out to anyone at City Hall for potential leads on commercial real estate.

Ms. Erickson stated that they are working with a realtor. She also asked whether or not Semler Construction would fit within the requirements of an interim use permit.

Director Kernosky stated that staff, working with Semler Construction, was under the impression that one individual would be operating out of this home and that the home would be used as a model home for potential buyers. Because of that, his interpretation was that this would be sufficient to meet the terms of a temporary real estate office within the zoning code. Mr. Kernosky stated that the Commission may impose conditions similar to a conditional use permit. Mr. Kernosky stated that the original understanding that one person at the subject property along with the model home component would fit within the zoning code.

Chairman Wimmer stated that he disagreed with staff, and that how the use was presented tonight is not consistent with the zoning code.

Ms. Erickson stated that she would generally be the only person at the property throughout the day, minus the two or three people who would show up in the morning for their assignments. She also stated that they have a realtor on staff, but the home wouldn't be actively on the market while they use the property as an office.

Commissioner Bergley encouraged the applicant to approach the neighbors to address their concerns.

Commissioner Collison stated he was confused as to why there was specific office hours, and how would the public know when those were.

Ms. Erickson stated that they may have a meeting with a potential home owner at the property during those hours.

Commissioner Lorinser stated that if the property was used as a temporary model home and real estate office, he would be supportive. However, because the use is more intense than previously

thought and within a residential zone, and because of the length of time of the use, he had concern about the request.

Motion by Lorinser, second by Bergley to recommend denial of the request for an interim use permit by Semler Construction for the property at 1302 Maplewood Ave SW for the following reasons:

1) It would change the neighborhood character.
2) It would be a construction office, and not a temporary real estate office.

Motion passed unanimously.

5. Adjournment

Motion by Lundeen, second by to Bergley to adjourn the July 3, 2018 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:44 p.m.

Dated at Isanti, Minnesota this 10th day of July, 2018.

Respectfully submitted,

Ryan Kernosky
Community Development Director

A Community For Generations.

Isanti

Isanti Police Department Monthly Report

June 2018

Reported Crime	Month to Date	Year to Date
Theft	17	73
Assault	5	22
Vandalism/Damage to Property	7	27
Narcotics	3	18
Burglary	0	8
Domestics	10	57
Crim Sex	2	5
Robbery	0	1
Loud Party/Disturbance	17	54
Medical	31	180
Permit to Purchase (Eff 3/1/2016)	3	43
Extra Patrol	12	97
Security Check	217	939

Traffic Offenses	Month to Date	Year to Date
No Insurance	19	72
DUI	2	10
Accidents	10	57
Hit & Run	1	8
Warrant P/U	1	28
Speed	25	103
DAR/DAS	8	36
Administrative Citations (Including Speed)	22	119

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	61,078	1,690	6,476
Dodge 222	134,467	1,146	5,415
Ford Explorer 224	42,618	1,984	9,176
Ford F150 225	10,093	873	5,193
Chevy Silverado 220	107,159	132	327
Chevy Impala 223	87,282	246	1,601

L.4.

CEZT Report -- June 2018

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**378**	**289**	**151**	**116**	**81**	**31**	**755**
TOTAL OPEN CASES	**81**	**115**	**42**	**37**	**30**		**32**
VIOLATIONS CLOSED THIS PERIOD	**128**	**37**	**36**	**26**	**41**	**21**	**29**
NEW ISSUES THIS PERIOD	**89**	**138**	**35**	**35**	**50**	**31**	**20**
CAN-Proh Animals	0						2
CCV-Comm Vehicle Storage	0						
CDO--Dogs	0						
CPA-Park & Store	4	16	14	9	12	14	12
CSN-Snow Removal	0		1			1	
CSP-Admin Permits/Solicitors/Peddlers	0			1		1	
CST--Fish Houses, PODS, Rolloffs	0						
GAR - Garage Sales	0						
H2O-Water restrictions	0						
NEX-Exterior Structure, Paint/Repair	0	5		5			
NGA-Garbage Service & Storage	0						
NGR--Grass Length	72	94					
NJU--Junk/Brush	2	12	8	2	2	2	3
NOX-Noxious Weeds	0						
NUV-Unlicensed vehicle or missing plates	0		10	14	34		3
RNT-Unlicensed rental	1	13		1		10	
SGN-Signs	2	1	1	1	2	3	
UNP-Unpermitted work	6	2					
ZAC-Accessory Building	0			1			
ZFE-Fence	2	5	1	1			
ZTD--Temporary Dwelling	0						
Compliance Letters Mailed this period	**94**	**146**	**40**	**41**	**53**	**38**	**23**
Administrative Citations Issues/period	**0**	**2**	**4**	**4**	**2**	**0**	**3**
Criminal Citations Issued/period	**0**		**0**	**1**			
Abated Properties/Period	**28**		**0**				
Admin Hearings Requested	**0**		**1**	**1**	**1**	**1**	**2**
Admin Hearings Held w positive judgement	**0**		**1**			**3**	
Criminal trials w positive judgement	**0**		**0**				
AVERAGE TIME TO COMPLIANCE	**15**	**11**	**19**	**19**	**26**	**44**	**28**

L.5.

CITY OF ISANTI MONTHLY REPORT

June 2018

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	18	$0.00	$0.00	$5.00	$14.00	$400.00	$1,440.00		
Decks	6	12	$32,658.59	$71,362.59	$16.56	$33.66	$1,366.20	$2,856.15		
Basement Finish	0	11	$0.00	$150,973.00	$0.00	$42.70	$0.00	$4,623.80		
Addtns. Remodel	1	1	$5,047.78	$5,047.78	$2.52	$2.52	$227.70	$227.70		
Garages	1	1	$25,000.00	$25,000.00	$13.61	$13.61	$755.70	$755.70		
Miscellaneous	17	77	$5,500.00	$144,357.00	$17.75	$110.30	$2,230.45	$11,567.97		
Single dwellings	11	48	$2,115,257.48	$8,974,406.93	$1,057.63	$3,107.88	$28,728.80	$122,843.21		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	14	68			$14.00	$38.00	$1,050.00	$5,079.00		
Plumbing	21	86			$21.00	$53.00	$1,803.00	$7,145.00		
									$62,942.00	
Resid. Totals	**76**	**322**	**$2,183,463.85**	**$9,371,147.30**	**$1,148.07**	**$3,415.67**	**$36,561.85**	**$156,538.53**	**$62,942.00**	**$ 242,824.00**
Commercial										
New Buildings	0	0	$1,455,000.00	$1,455,000.00	$682.00	$682.00	$12,903.00	$12,903.00		
Addtns./Remodel	0	1	$0.00	$4,800.00	$0.00	$0.00	$0.00	$202.95		
Plumbing	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$50.00		
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		
Miscellaneous	1	13	$0.00	$73,400.00	$1.00	$28.20	$2,275.00	$5,014.65		
Comm. Totals	**1**	**15**	**$1,455,000.00**	**$1,533,200.00**	**$683.00**	**$710.20**	**$15,178.00**	**$18,170.60**	**$0.00**	**$0.00**
Resid. Plus Comm. Totals	**77**	**337**	**$3,638,463.85**	**$10,904,347.30**	**$1,831.07**	**$4,125.87**	**$51,739.85**	**$174,709.13**	**$62,924.00**	**$ 242,824.00**

YEARLY BUILDING PERMIT COMPARISONS

YTD June 2018

Year	# permits	Single units	Multi units	Commercial	Permit Value	Total permit income	Wac & Sac Fees
2013	0	3	1	0	$0.00	$2,607.00	$5,722.00
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	38	0	3	$13,140,698.67	$170,424.58	$457,904.88
2017	270	33	0	1	$6,583,948.50	$110,235.67	$275,876.80
2018	337	48	0	0	$10,904,347.30	$174,709.13	$242,824.00

Total permit fees do not include Sac / Wac or State Surcharge fees

MONTH TO MONTH COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	32	$510,011.00	$10,273.45
February	39	$230,639.00	$6,361.95
March	59	$2,126,225.00	$34,115.97
April	51	$2,102,087.00	$33,616.93
May	79	$2,296,921.45	$38,600.98
June	77	$3,638,463.85	$51,739.85
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	337	$10,904,347.30	$174,709.13

BOLTON & MENK
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MEMORANDUM

Date: July 11, 2018

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.115547

Please find listed below a status report of the current projects in the City of Isanti:

1) 2017 Palomino Road Improvements

This project is complete.

2) Arts & Science Addition

This project is complete.

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) Cajima Street/TH 65 Signal Study

We will continue with discussions with MnDOT regarding funding and layout.

5) 2018 Street & Utility Improvements

The bid opening for this project is scheduled for July 31, 2018.

6) 2018 Storm System Maintenance Project

This project is scheduled to be completed this fall. We will meet with affected residents this month.

7) 2018 Pavement Maintenance Project

The sealcoat work is schedule to be completed in July, 2018.

8) Clarifier Rehab Project

This project is scheduled to be completed this fall.

In addition to the current projects listed above we have completed and accepted 48 private developments and 61 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 BUDGET WORK SESSION
TUESDAY, JULY 17, 2018
(Immediately following the 7:00 p.m. City Council Meeting)
CITY HALL

A. Call to Order
B. Roll Call

C. Work Session Items
1. **2019 Budget Review Schedule**
2. **Review 2019 General Fund Revenue Projections**
3. **Review 2019 Preliminary Department Budget Expenditures**
   a. **Mayor and City Council**
      Elections
      Finance/Administration
      Special Projects
      Municipal Building
      Animal Control
      Parks/Rec/Culture
      Planning/Zoning
      EDA
      Building Inspection
      Police
      Code Enforcement
      Civil Defense
      General Maintenance
      Streets
      Street Lighting
      Sanitation
      Fire Protection
      Misc/Transfers
      Tax Abatements
      Debt Service

Adjournment

2019 Budget Review Schedule

Tuesday, July 17, 2018 *(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 8, 2018 *(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 21, 2018 *(Immediately following the City Council Meeting)*

Review prior to preliminary levy adoption at September 4, 2018 City Council Meeting, only if deemed necessary.

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer & City Council Members**

From: Mike Betker, Finance Director

Date: July 17, 2018

Subject: Review 2019 General Fund Revenue Projections

General Fund Revenue

- The Property Tax Levy (includes Debt Service Levy and EDA Levy) has been increased from $2,759,314 in 2018 to $2,762,777 in 2019; an increase of just 0.11%. Preliminary taxable market values for 2019 have increased 10.86%.

- The target preliminary tax rate for 2019 is estimated at 72.000%. A 9.55% decrease from the final certified rate of 79.599% in 2018.

- Business Licenses, Police State Aid, Fines & Forfeits, Grants & Aids, Municipal State Aid – Streets, Charges for Services, Community Center Charges, Rental Fees, have been adjusted to reflect prior year trends, rates per the fee schedule and known agreements.

- School District Resource Officer revenues have been adjusted to reflect the current progress in negotiations of a new SRO contract with the Cambridge-Isanti School District.

- While Isanti Indoor Arena Lease Revenue continues to rise at 3% per year, 1/3 of those revenues have been allocated to the newly created special revenue fund; Fund 226.

- The transfer from the Liquor Store has been budgeted at $350,000; unchanged from 2018.

- Interest on investments has increased from the 2018 budgeted amount to reflect a rising interest rate climate and a new banking services agreement with a floating interest rate.

- LGA will increase $3,645 from $631,808 in 2018 to $635,456 in 2019

- The proposed 2018 budget would reduce fund balance in the General Fund by 229,057. City Fund Balance Policy requires that Fund Balance in excess of 50% be used to reduce taxes.

- Total Preliminary 2018 Budgeted Revenues, including Debt Service, are $4,668,515. This represents a $361,861 increase over 2018, or 8.40%.

MEMO

To: **Mayor Wimmer & City Council Members**

From: Mike Betker, Finance Director

Date: July 17, 2018

Subject: Review 2019 Preliminary Department Budget Expenditures

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Expenditures – All Departments

- All wages include a 3% COLA for 2019 and include the necessary step increases, where applicable. A COLA of 3% results in an estimated $48,056 impact to the general fund.
- Health Insurance is based on 2018 premiums plus 10%. An increase of 10% results in an estimated $31,400 impact to the general fund.
- Worker's compensation rates are based on 2018 rates and include a 5% inflationary factor. An increase of 5% results in a $3,000 impact to the general fund.
- Property, liability, and volunteer insurance premiums are based on 2018 rates and include a 7% inflationary factor. An increase of 7% results in a $4,000 impact to the general fund.
- Dental Insurance is based on 2018 premiums, plus 5%.
- Life/AD&D Insurance rates for 2019 are the same as 2018.
- 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 $4,610,456.

Mayor and Council

- Budgeted expenditures have increased slightly by $333 from 41,323 in 2018 to 41,656.

Elections

- Total budgeted Election expenditures has decreased $14,210 from 2018, as 2019 is not an election year.

Finance and Administration

- Communications (320) decreased $4,750 as an alternative to running fiber optic cable to City Hall has been identified.
- Professional Services (300) decreased by $7,744 as a 2018 FMLA provision of $9,638 has been dropped for the 2019 budget.

Special Projects

- Special Projects (-41501) is new to the 2019 Budget. This budget category will provide funding for an updated Comprehensive Plan, review of City Code as well as City Policies.

Parks, Rec & Culture

- PT Wages & Salaries (101) includes $4,500 for an intern for 15 weeks at 30 hours per week.
- Operating Supplies (210) has been decreased as observed actuals have consistently fallen below budgeted amounts for several years.
- Small Tools & Minor Equipment (240) has decreased by $2,200 as one time purchases in the 2018 budget have been removed.
- Ground Maintenance (400) has returned to its 2017 budget level after $6,000 budgeted in 2018 to allow for base mulch at various parks was removed.
- Maint & Repairs – Bldgs (401) has been reduced by more than $4,000.
- Repairs/Maint Mach/Equip (404) has been reduced to bring the budget more in line prior year actuals.

Planning / Zoning

- PT Wages & Salaries (101) includes $6,300 for an intern for 15 weeks at 30 hours per week.
- Annexation Payments (310) are currently estimated at $41,187. Staff will review that estimate as more information is available from Isanti County.

EDA

- Total Budgeted EDA Expenditures for 2019 are $185,403. The total budgeted transfer from the General Fund is $87,288 reflecting the addition of an EDA levy in the amount of 62,565. The EDA Levy is limited to .01813% of the estimated market value.

Building Inspection

- Wages & Salaries (100) has been reduced by more than $30,000. While 50% of wages for the newly created fulltime Planner are now coded here; there is no longer an expense for a building official creating a net reduction in budgeted expenditures.
- Contracted Services (112) includes $140,000 in estimated payments for MNSpect for building inspection services. This amount is 70% of budgeted permit fees.

Police

- Auto Expense (335) was reduced in 2018 and has been further reduced as one Police Vehicle is currently proposed to be replaced in 2019 and will reduce repair expenses.

Code Enforcement

- Wages & Salaries (100) has increased to account for the creation of the fulltime Planner position.
- Professional Services (300) has been reduced to better reflect observed actuals.

Streets

- Overall budget increase of just under $9,000 as many expense accounts remained relatively unchanged or decreased slightly.

Sanitation

- PT Salaries & Wages (101) includes $6,730 for 88 days (585.2 hours) of operation at the compost site.

Fire Protection

- Public Safety Expense (390) accounts for a 3% increase over current 2018 rates.

Miscellaneous and Transfers

- Operating transfers to Water and Sewer Funds for Deer Haven and 3rd Avenue Projects.
- Operating transfers to Water, Sewer and Liquor Funds for costs related to the Hotel Project.

Debt Service

- Only General Obligation bonds are included.
- The 2019 bond payments are in accordance with the bond schedules.
- The 2019 debt service levy is proposed at $534,212.

City of Isanti
2019 Preliminary Budget

July 17, 2018 Budget Work Session

2019 Preliminary Budget

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REVENUES	2019 Preliminary Budget	2018 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
Property Taxes (Less MVHC Reduction)	$ 2,166,000	$ 2,172,468	$ 2,018,262	$ 1,921,733	$ 1,357,265	$ 1,425,810	$ 1,449,770
Property Taxes (Fire District Budget)		-	-	-	-		-
Property Taxes (Pavement Management)		-	-	-	-	-	-
Property Taxes (Court Ordered Abatements)		-	-	-	-	-	-
Propert Taxes (Compost Site)		-	-	-	-	-	-
Property Taxes (Debt Service Levy)	534,212	530,936	578,475	620,000	-	314,943	426,104
Property Taxes (Abatement Levy)		-	-	-	-	-	-
Special Assessments		-	-	-	-	-	-
PERA Rebate	1,205	1,205	1,205	1,205	1,205	1,205	1,205
Business Licenses	13,000	13,000	11,488	13,350	12,675	11,975	12,200
Non Business Licenses and Permits	200,000	200,000	350,842	355,975	178,442	203,568	80,507
Local Government Aid	635,456	631,811	585,309	581,099	571,231	545,485	313,359
Police State Aid	72,775	62,500	72,777	66,150	55,829	60,928	57,908
Post Training	3,500	3,000	3,497	2,839	3,286	3,218	3,076
County-State Highway Aid		-	-	-	-	-	-
Fines & Forfeits	30,250	25,400	35,023	31,609	26,006	28,407	22,916
Grants & Aids	10,000	5,000	13,406	9,071	22,301	60,460	50,382
Municipal State Aid - Streets	65,864	58,734	58,734	59,117	58,266	54,494	52,167
Administrative Citations	10,000	7,000	12,054	9,150	11,303	5,365	4,700
Charges for Services	4,200	4,200	-	-	-	-	-
General Government	4,000	3,000	4,360	5,853	6,172	3,678	5,860
Planning & Zoning	11,000	8,000	10,935	12,190	8,025	8,331	6,767
Snow Removal		-	16	406	673	1,071	4,785
Weed & Grass		-	1,724	436	89	(1,401)	470
Park & Recreation	1,850	1,850	658	1,864	2,102	1,678	1,980
Public Works-Other	4,700	2,450	6,888	5,215	2,127	5,403	5,350
Police Department	2,800	2,450	3,149	2,070	3,425	3,178	4,379
Community Center Charges	12,000	11,000	17,484	11,233	11,763	12,713	8,010
Rental Fees	1,400	1,400	4,382	7,329	16,058	4,393	9,140
School District Resource Officer	76,000	29,300	28,722	27,738	27,037	20,496	20,496
Lease Revenue	105,037	124,800	126,150	123,741	81,729	20,668	19,593
Transfer of Liquor Store Profits	350,000	350,000	350,000	330,360	300,000	200,000	150,000
Transfer of P&R Dedication Interest		-	-	-	-	-	-
Transfer from EDA to Parks, Rec & Culture	19,150	19,150	19,150	16,150	16,150	16,150	-
Transfer from Technology Fund		-		-	-	-	-
Transfer from Capital Replacement		-		-	-	-	-
Transfer From Railroad Ave Imp Fund		-		-	-	-	-
Transfers to Close Funds		-		-	-	-	-
Transfers to Open Funds			27,032				
Transfer from Community Involvement Fund		-		-	-	-	-
Miscellaneous	27,000	26,000	16,127	39,002	77,958	30,347	27,292
Interest on Investments	20,000	12,000	13,630	11,858	16,766	38,426	(13,765)
Reserved Fund Balance		-		-	-	-	-
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	287,116	-		-	-	-	-
Total	**$ 4,668,515**	**$ 4,306,654**	**$ 4,371,477**	**$ 4,266,743**	**$ 2,867,882**	**$ 3,080,988**	**$ 2,724,650**

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	2019 Budget	2018 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
Mayor & Council	$ 41,656	$ 41,323	$ 34,436	$ 26,901	$ 39,314	$ 25,533	$ 29,304
Elections	1,350	15,560	1,138	7,788	1,078	4,172	1,128
Financial Administration	483,516	475,141	481,922	483,428	364,956	361,628	381,531
Municipal Building	54,279	40,261	33,705	37,184	52,354	31,127	23,159
Animal Control	4,887	5,309	4,720	4,705	4,903	4,665	4,007
Parks, Rec & Culture	396,765	424,575	364,424	281,854	259,868	311,818	176,905
Planning & Zoning	157,452	121,733	134,645	101,457	84,495	72,202	89,975
Building Inspections	240,835	158,277	162,663	185,276	151,435	123,354	122,344
Economic Development Authority	87,288	92,340	147,400	146,563	92,767	98,140	117,775
Police	1,455,103	1,359,376	1,310,798	1,246,995	1,128,273	1,036,830	969,531
Code Enforcement	52,375	38,730	33,045	39,456	28,634	26,138	18,903
Civil Defense	2,300	2,300	2,140	2,140	2,140	1,386	1,386
General City Maintenance	59,359	54,010	50,898	45,465	129,553	230,060	45,943
Streets	399,173	390,727	355,163	346,287	300,022	373,452	293,871
Street Lighting	60,000	80,000	60,557	71,766	86,329	58,818	59,873
Sanitation	19,847	18,377	16,498	32,983	6,426	6,714	6,468
Fire Protection	233,789	233,593	209,043	203,125	180,256	187,697	151,688
Miscellaneous	-	-	1,232	1,232	2,027	21,400	1,644
Special Projects	**137,145**						
Txfr to City Hall (Bldg Loan) 2006-2015	-	-	-	-	49,252	49,255	49,255
Txfr to Sewer (3rd Ave Loan) P&I	10,827	9,525	10,502	9,241	10,502	8,669	8,395
Txfr to Water/Sewer (Deer Haven)	3,179	3,179	3,180	3,179	3,180	3,179	3,179
Txfr to Water/Sewer (Hotel Project)	85,000						
Txfr to Liquor (Hotel Project)	53,619						
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	4,960	10,399	10,877	11,630	12,349
Capital Replacement	36,500	27,500	7,498	7,500	-	-	-
G.O. Debt Service	534,212	530,936	578,475	620,000	-	314,943	426,104
Total Expenditures	4,610,456	4,124,004	4,009,040	3,914,924	3,246,439	3,362,810	2,994,717
Estimated Revenues	4,668,515	4,306,654	4,371,477	4,266,743	2,867,882	3,080,988	2,724,650
Surplus/(Deficit)	58,059	182,650	362,437	351,819	(378,558)	(281,821)	(270,067)

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Debt Service

Bond	Project Name	Original Amount	12/31/2018 Bond Payable Balance	Final Maturity	4/30/2018 Cash Balance	Required Levy Amt	2019 Special Assessments	2019 Debt Payment
2006 GO Improvement (Streets)	Dahlin, Richard, Candy, Shawn, Main & Broadway (Fund 918)	$ 2,355,000	$ -	1-Jan-17	$ 59,554	**$ -**	$ -	$ -
2008 GO Improvement (Streets)	1st & 2nd Ave, Broadway St., Elizabeth St., Alley NNSF; 2007 SE Quadrant Hwy 65 (Fund 919)	1,275,000	-	1-Dec-18	82,439	**-**	-	-
2009A GO Crossover Refunding	Refunded 2001A GO Imp Bonds (Fund 928 was 914)	610,000	-	1-Dec-17	45,082	**-**		-
2010B GO Improvement Refunding	Refunded 2003 and 2004 GO Impr Bonds (Fund 929 was 915 and 916)	1,825,000	1,030,000	1-Dec-21	716,372	**250,000**		321,215
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	340,000	1-Feb-22	115,372	**8,909**	24,548	87,538
2014A GO Tax Abatement Bonds	BMX Facility and Related Site Improvements (Fund 931)	2,560,000	2,120,000	1-Feb-30	32,498	**223,611**	-	209,513
2014B General Obligation Bonds (Equipment Portion)	Capital Equipment (Fund 932)	390,000	270,000	1-Feb-24	7,093	**51,692**	-	49,500
Total			**$ 3,760,000**		**$ 1,058,410**	**$ 534,212**	**$ 24,548**	**$ 667,766**

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)	$ 8,909
2014A GO Tax Abatement Bonds (Fund 931)	$ 223,611
2014B General Obligation Bonds (Fund 932)	$ 51,692
Total Debt Service	**$ 534,212**

Pay 2019

JOB CLASSIFICATION 2019	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	$8,126.22	$8,444.00	$8,761.79	$9,079.57	$9,397.36	$9,715.14	$10,032.93
per hour		$46.88	$48.72	$50.55	$52.38	$54.22	$56.05	$57.88
per year		$97,514.62	$101,328.04	$105,141.46	$108,954.88	$112,768.30	$116,581.73	$120,395.15
Finance Director	665	$7,100.12	$7,377.77	$7,655.43	$7,933.09	$8,210.75	$8,488.41	$8,766.07
per hour		$40.96	$42.56	$44.17	$45.77	$47.37	$48.97	$50.57
per year		$85,201.40	$88,533.29	$91,865.19	$95,197.09	$98,528.99	$101,860.89	$105,192.79
Public Services Director/Asst. City Administrator	650	$6,844.70	$7,112.37	$7,380.04	$7,647.71	$7,915.38	$8,183.05	$8,450.72
per hour		$39.49	$41.03	$42.58	$44.12	$45.67	$47.21	$48.75
per year		$82,136.39	$85,348.43	$88,560.47	$91,772.51	$94,984.54	$98,196.58	$101,408.62
Police Chief	643	$6,660.36	$6,920.82	$7,181.28	$7,441.74	$7,702.20	$7,962.66	$8,223.12
per hour		$38.43	$39.93	$41.43	$42.93	$44.44	$45.94	$47.44
per year		$79,924.28	$83,049.82	$86,175.35	$89,300.88	$92,426.41	$95,551.94	$98,677.47
Community Development Director	511	$6,017.83	$6,253.16	$6,488.50	$6,723.83	$6,959.16	$7,194.50	$7,429.83
per hour		$34.72	$36.08	$37.43	$38.79	$40.15	$41.51	$42.86
per year		$72,213.93	$75,037.94	$77,861.95	$80,685.96	$83,509.96	$86,333.97	$89,157.98
Economic Development Director	417	$5,955.59	$6,188.49	$6,421.39	$6,654.29	$6,887.19	$7,120.10	$7,353.00
per hour		$34.36	$35.70	$37.05	$38.39	$39.73	$41.08	$42.42
per year		$71,467.12	$74,261.93	$77,056.73	$79,851.53	$82,646.34	$85,441.14	$88,235.94
Police Lieutenant	394	$5,205.07	$5,408.62	$5,612.17	$5,815.72	$6,019.27	$6,222.82	$6,426.37
per hour		$30.03	$31.20	$32.38	$33.55	$34.73	$35.90	$37.08
per year		$62,460.83	$64,903.43	$67,346.04	$69,788.64	$72,231.24	$74,673.84	$77,116.45
Liquor Store Manager	358	$5,159.15	$5,360.91	$5,562.66	$5,764.42	$5,966.17	$6,167.92	$6,369.68
per hour		$29.76	$30.93	$32.09	$33.26	$34.42	$35.58	$36.75
per year		$61,909.82	$64,330.88	$66,751.93	$69,172.99	$71,594.04	$74,015.10	$76,436.15
Police Investigator	297	$4,979.87	$5,163.60	$5,347.33	$5,529.33	$5,713.07	$5,896.80	$6,080.53
per hour		$28.73	$29.79	$30.85	$31.90	$32.96	$34.02	$35.08
per year		$59,758.40	$61,963.20	$64,168.00	$66,352.00	$68,556.80	$70,761.60	$72,966.40
Human Resources/City Clerk	280	$5,063.11	$5,261.11	$5,459.11	$5,657.11	$5,855.11	$6,053.11	$6,251.11
per hour		$29.21	$30.35	$31.49	$32.64	$33.78	$34.92	$36.06
per year		$60,757.36	$63,133.35	$65,509.34	$67,885.32	$70,261.31	$72,637.29	$75,013.28
Building Official	280BO	$4,607.81	$4,788.01	$4,968.20	$5,148.39	$5,328.59	$5,508.78	$5,688.97
per hour		$26.58	$27.62	$28.66	$29.70	$30.74	$31.78	$32.82
per year		$55,293.74	$57,456.07	$59,618.39	$61,780.72	$63,943.04	$66,105.37	$68,267.69
Parks, Recreation & Culture Manager	242	$4,374.07	$4,545.12	$4,716.17	$4,887.23	$5,058.28	$5,229.33	$5,400.39
per hour		$25.24	$26.22	$27.21	$28.20	$29.18	$30.17	$31.16
per year		$52,488.81	$54,541.45	$56,594.08	$58,646.72	$60,699.35	$62,751.99	$64,804.62
Assistant Finance Director	233	$4,193.21	$4,357.19	$4,521.17	$4,685.15	$4,849.13	$5,013.11	$5,177.09
per hour		$24.19	$25.14	$26.08	$27.03	$27.98	$28.92	$29.87
per year		$50,318.52	$52,286.28	$54,254.05	$56,221.81	$58,189.57	$60,157.33	$62,125.10
Community Events/Parks Coordinator	230	$3,952.48	$4,107.04	$4,261.61	$4,416.18	$4,570.74	$4,725.31	$4,879.88
per hour		$22.80	$23.69	$24.59	$25.48	$26.37	$27.26	$28.15
per year		$47,429.74	$49,284.53	$51,139.32	$52,994.12	$54,848.91	$56,703.71	$58,558.50

Pay 2019

JOB CLASSIFICATION	POINTS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
2019		0.895	0.930	0.965	1.000	1.035	1.070	1.105
Asst Liquor Store Manager	195	$3,712.94	$3,858.14	$4,003.34	$4,148.54	$4,293.74	$4,438.94	$4,584.14
per hour		$21.42	$22.26	$23.10	$23.93	$24.77	$25.61	$26.45
per year		$44,555.33	$46,297.72	$48,040.11	$49,782.50	$51,524.88	$53,267.27	$55,009.66
Police Secretary/Administrative Assist.	183	$3,631.78	$3,773.81	$3,915.83	$4,057.86	$4,199.89	$4,341.91	$4,483.94
per hour		$20.95	$21.77	$22.59	$23.41	$24.23	$25.05	$25.87
per year		$43,581.42	$45,285.72	$46,990.02	$48,694.32	$50,398.62	$52,102.92	$53,807.22
Utility Billing Clerk/Accounting Clerk	173	$3,431.18	$3,565.36	$3,699.54	$3,833.72	$3,967.90	$4,102.08	$4,236.26
per hour		$19.80	$20.57	$21.34	$22.12	$22.89	$23.67	$24.44
per year		$41,174.17	$42,784.34	$44,394.50	$46,004.66	$47,614.82	$49,224.99	$50,835.15
Receptionist/Utility Billing Clerk	150	$3,157.23	$3,280.70	$3,404.17	$3,527.64	$3,651.10	$3,774.57	$3,898.04
per hour		$18.21	$18.93	$19.64	$20.35	$21.06	$21.78	$22.49
per year		$37,886.82	$39,368.43	$40,850.03	$42,331.64	$43,813.25	$45,294.86	$46,776.46
Receptionist/Secretary/Data Entry	144	$3,035.80	$3,154.52	$3,273.24	$3,391.95	$3,510.67	$3,629.39	$3,748.11
per hour		$17.51	$18.20	$18.88	$19.57	$20.25	$20.94	$21.62
per year		$36,429.59	$37,854.22	$39,278.84	$40,703.46	$42,128.08	$43,552.70	$44,977.32
MS4 Technician	142	$2,967.34	$3,083.38	$3,199.43	$3,315.47	$3,431.51	$3,547.55	$3,663.59
per hour		$17.12	$17.79	$18.46	$19.13	$19.80	$20.47	$21.14
Administrative Data Clerk	125	$2,694.94	$2,800.32	$2,905.71	$3,011.10	$3,116.49	$3,221.88	$3,327.27
per hour		$15.55	$16.16	$16.76	$17.37	$17.98	$18.59	$19.20
Liquor Store Clerk II	125	$2,694.94	$2,800.32	$2,905.71	$3,011.10	$3,116.49	$3,221.88	$3,327.27
per hour		$15.55	$16.16	$16.76	$17.37	$17.98	$18.59	$19.20
Liquor Store Clerk III	125	$2,457.59	$2,553.69	$2,649.80	$2,745.91	$2,842.01	$2,938.12	$3,034.23
per hour		$14.18	$14.73	$15.29	$15.84	$16.40	$16.95	$17.51
Liq. Store Clerk less than 20	125	$2,001.62	$2,079.90	$2,158.17	$2,236.45	$2,314.73	$2,393.00	$2,471.28
per hour		$11.55	$12.00	$12.45	$12.90	$13.35	$13.81	$14.26
PT Custodian	125	$2,000.25	$2,078.47	$2,156.69	$2,234.91	$2,313.14	$2,391.36	$2,469.58
per hour		$11.54	$11.99	$12.44	$12.89	$13.35	$13.80	$14.25
		Start	**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**	**STEP 6**
Police Lieutenant	394	$6,578.00	$6,756.53	$6,881.33				
per hour		$37.95	$38.98	$39.70				
per year		$78,936.00	$81,078.40	$82,576.00				
Police Officer (Union)	280	$4,910.53	$5,078.67	$5,252.00	$5,434.00	$5,621.20	$5,806.67	$5,997.33
per hour		$28.33	$29.30	$30.30	$31.35	$32.43	$33.50	$34.60
per year		$58,926.40	$60,944.00	$63,024.00	$65,208.00	$67,454.40	$69,680.00	$71,968.00
Police Officer (Non-Union)	280	$4,823.87	$4,992.00	$5,165.33	$5,347.33	$5,534.53	$5,720.00	$5,910.67
per hour		$27.83	$28.80	$29.80	$30.85	$31.93	$33.00	$34.10
per year		$57,886.40	$59,904.00	$61,984.00	$64,168.00	$66,414.40	$68,640.00	$70,928.00
		Start	**6 Months**	**1 Year**	**2 Year**	**3 Year**	**4 Year**	**5 Year**
Maintenance Tech I (Union)		$2,974.37	$3,086.84	$3,201.10	$3,317.15	$3,433.20	$3,549.24	$3,668.86
per hour		$17.16	$17.81	$18.47	$19.14	$19.81	$20.48	$21.17
per year		$35,692.38	$37,042.10	$38,413.23	$39,805.79	$41,198.35	$42,590.91	$44,026.32
Maintenance Tech II (Union)	188	$3,683.14	$3,825.97	$3,968.80	$4,113.41	$4,254.45	$4,402.63	$4,547.24
per hour		$21.25	$22.07	$22.90	$23.73	$24.54	$25.40	$26.23
per year		$44,197.71	$45,911.63	$47,625.55	$49,360.90	$51,053.39	$52,831.58	$54,566.93
Equipment Mechanic (Union)		$4,034.85	$4,188.39	$4,345.50	$4,502.61	$4,661.51	$4,820.40	$4,981.08
per hour		$23.28	$24.16	$25.07	$25.98	$26.89	$27.81	$28.74
per year		$48,418.24	$50,260.70	$52,146.02	$54,031.33	$55,938.06	$57,844.80	$59,772.96
Working Foreman/Leadman (Union)	280	$4,681.14	$4,706.14	$4,882.89	$5,063.21	$5,241.74	$5,413.13	$5,593.45
per hour		$27.01	$27.15	$28.17	$29.21	$30.24	$31.23	$32.27
per year		$56,173.73	$56,473.66	$58,594.64	$60,758.46	$62,900.86	$64,957.57	$67,121.39

NOTE: 1st step is after 6 months

	By Department		Annual Hours	Hourly Rate	2019 Salary	2019 Sick Pay	2019 Holiday	2019 Certificates	2019 HINS	2019 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.95% Police Retirement	Assume +10% over 2018 Premiums Health	Assume +5% over 2018 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +5% over 2018 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					
9411	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	$ 23,908.30				$ 600.00					$ 600.00	$ 45.90					
9411	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					
9411	100%	Parks/Rec/Cult			$ 1,800.00					$ 1,800.00	$ 137.70	$ -	$ -	$ -	$ -	$ -
Planning Commission																
5 City Council Members					$ 3,000.00					$ 3,000.00	$ 229.50					
2 Members					$ 600.00					$ 600.00	$ 45.90					
9411	100%	Plan/Zone			$ 3,600.00					$ 3,600.00	$ 275.40	$ -	$ -	$ -	$ -	$ -
Finance Committee																
2 City Council Members					$ 2,400.00					$ 2,400.00	$ 183.60					
	354577%									$ -	$ -					
9411	100%	Admin			$ 2,400.00					$ 2,400.00	$ 183.60	$ -	$ -	$ -	$ -	$ -
Personnel Committee	35792%															
2 City Council Members					$ 2,400.00					$ 2,400.00	$ 183.60					
										$ -	$ -					
9411	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								$ -	$ -					
9411	50%	Plan/Zone			$ 2,400.00					$ 2,400.00	$ 183.60	$ -	$ -	$ -	$ -	$ -
Police Committee																
2 City Council Members					$ 400.00					$ 400.00	$ 30.60					
										$ -	$ -					
9411	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								$ -	$ -					
9411	25%	Storm Water			$ 400.00					$ 400.00	$ 30.60	$ -	$ -	$ -	$ -	$ -
Liquor Committee																
2 City Council Members					$ 1,200.00					$ 1,200.00	$ 91.80					
										$ -	$ -					
9411	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								$ -	$ -					
9411	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					
										$ -	$ -					
9411	100%	Council			$ 3,150.00					$ 3,150.00	$ 240.98	$ -	$ -	$ -	$ -	$ -

		By Department	Annual Hours	Hourly Rate	2019 Salary	2019 Sick Pay	2019 Holiday	2019 Certificates	2019 HINS	2019 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.95% Police Retirement	Assume +10% over 2018 Premiums Health	Assume +5% over 2018 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +5% over 2018 Rates adjust for EXP MOD Workers Comp
Administration Department																
Asst. City Admin / Specia	8810	74.2% Spec. Projects								$ 122,739.38	$ 9,389.56	$ 9,205.45	$ 22,230.91	$ 1,608.39	$ 69.00	$ 927.91
1/1/19	Step 7		2,080	$57.88	$120,395.15	$ 2,344.23										
		10.0% Liquor														
		9.0% Sewer														
		6.8% Water														
City Administrator	8810	69.0% Admin								$ 118,371.10	$ 9,055.39	$ 8,877.83	$ 22,230.91	$ -	$ 69.00	$ 894.89
1/1/19	Step 6	5.2% Bldg Insp	1,104	$56.05	$ 61,877.99											
7/11/19	Step 7	10.0% Liquor	976	$57.88	$ 56,493.11											
		9.0% Sewer														
		6.8% Water														
Finance Director	8810	71.7% Admin								$ 97,093.71	$ 7,427.67	$ 7,282.03	$ 22,230.91	$ 1,608.39	$ 69.00	$ 734.03
1/1/19	Step 4	2.5% Bldg Insp	896	$45.77	$ 41,007.98											
6/5/19	Step 5	10.0% Liquor	1,184	$47.37	$ 56,085.73											
		9.0% Sewer														
		6.8% Water														
HR Director / City Clerk	8810	74.2% Admin								$ 64,330.48	$ 4,921.28	$ 4,824.79	$ 10,117.80	$ 529.20	$ 69.00	$ 371.51
1/1/19	Step 2	10.0% Liquor	1,032	$30.35	$ 31,323.85											
6/30/19	Step 3	9.0% Sewer	1,048	$31.49	$ 33,006.63											
		6.8% Water														
Administrative Data Clerl	8810	74.2% Admin								$ 23,966.49	$ 1,833.44	$ 1,797.49	$ -	$ -	$ -	$ 181.19
1/1/19	Step 5	10.0% Liquor	325	$17.98	$ 5,843.42											
est. 3/31/2019	Step 6	9.0% Sewer	975	$18.59	$ 18,123.07											
		6.8% Water														
EDA Director	8810	100.0% EDA	2,080	$42.42	$ 88,235.94					$ 88,235.94	$ 6,750.05	$ 6,617.70	$ 22,230.91	$ 1,608.39	$ 69.00	$ 667.06
1/1/19	Step 7															
Asst Finance Director	8810	69.0% Admin								$ 62,125.10	$ 4,752.57	$ 4,659.38	$ 10,117.80	$ 529.20	$ 69.00	$ 469.67
1/1/19	Step 7	5.2% Bldg Insp	2,080	$29.87	$ 62,125.10											
		10.0% Liquor														
		9.0% Sewer														
		6.8% Water														
Receptionist / Utility Billi	8810	5% Liquor								$ 46,776.46	$ 3,578.40	$ 3,508.23	$ 22,230.91	$ 1,608.39	$ 69.00	$ 353.63
1/1/19	Step 7	25% Sewer														
		25% Water	2,080	$22.49	$ 46,776.46											
		25% Admin														
		10% Bldg Insp														
		3.5% Plan/Zone														
		3.0% EDA														
		3.5% Parks/Rec/Cult														
Utility Billing / Accountin	8810	45.0% Water							WAIVE	$ 44,134.40	$ 3,763.29	$ 3,310.08	$ 5,058.90	$ 1,608.39	$ 69.00	$ 333.66
1/1/19	Step 2	45.0% Sewer	336	$20.57	$ 6,911.32											
2/27/19	Step 3	10.0% Storm Water	1,744	$21.34	$ 37,223.08											
TOTAL ADMINISTRATION DEPARTMENT										$ 667,773.06	$ 51,471.64	$ 50,082.98	$ 136,449.06	$ 9,100.35	$ 552.00	$ 4,933.53
Community Development Department																
Community Development	9410	80% Plan/Zone								$ 79,512.91	$ 6,082.74	$ 5,963.47	$ 10,117.80	$ 529.20	$ 69.00	$ 601.12
1/1/19	Step 3	10% Bldg Insp	864	$37.43	$ 32,342.66											
5/30/19	Step 4	10% Code Enforce	1,216	$38.79	$ 47,170.25											
Planner	9410	50% Code Enforce							WAIVE	$ 50,886.07	$ 4,279.79	$ 3,816.46	$ 5,058.90	$ 529.20	$ 69.00	$ 384.70
1/1/19	Step 2	50% Bldg Insp	284	$23.69	$ 6,729.23											
4/9/19	Step 3		1,796	$24.59	$ 44,156.84											
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT										$ 130,398.98	$ 10,362.53	$ 9,779.92	$ 15,176.70	$ 1,058.40	$ 138.00	$ 985.82

		By Department	Annual Hours	Hourly Rate	2019 Salary	2019 Sick Pay	2019 Holiday	2019 Certificates	2019 HINS	2019 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.95% Police Retirement	Assume +10% over 2018 Premiums Health	Assume +5% over 2018 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +5% over 2018 Rates adjust for EXP MOD Workers Comp
Police Department																
Chief	7720	100% Police								$ 100,954.64	$ 1,463.84	$ 17,111.81	$ 22,230.91	$ 1,608.39	$ 69.00	$ 4,685.30
1/1/19	Step 7		2,080	$47.44	$ 98,677.47	$ 2,277.17										
Lieutenant	7720	100% Police								$ 84,664.56	$ 1,227.64	$ 14,350.64	$ 22,230.91	$ 1,608.39	$ 69.00	$ 3,929.28
1/1/19	Step 1		2,080	$38.98	$ 81,078.40		$ 3,586.16									
Investigator	7720	100% Police							WAIVE	$ 79,742.00	$ 1,229.61	$ 13,516.27	$ 5,058.90	$ 1,608.39	$ 69.00	$ 3,700.83
1/1/19	Step 7		320	$35.78	$ 11,450.11											
2/25/19			1,760	$36.48	$ 64,210.43		$ 3,356.45	$ 725.00								
Officer	7720	100% Police							WAIVE	$ 68,237.60	$ 1,062.80	$ 11,566.27	$ 5,058.90	$ -	$ 69.00	$ 3,166.91
1/1/19	Step 2		552	$ 30.30	$ 16,725.60											
4/7/19	Step 3		1,528	$ 31.35	$ 47,902.80		$ 2,884.20	$ 725.00								
Officer	7720	100% Police							WAIVE	$ 80,385.27	$ 1,238.94	$ 13,625.30	$ 5,058.90	$ 1,608.39	$ 69.00	$ 3,730.68
1/1/19	Step 6		2,080	$ 36.68	$ 76,286.08	$ -	$ 3,374.19	$ 725.00								
Officer	7720	100% Police								$ 81,962.34	$ 1,188.45	$ 13,892.62	$ 22,230.91	$ 1,608.39	$ 69.00	$ 3,803.87
1/1/18	Step 6		2,080	$ 36.68	$ 76,286.08	$ 1,577.07	$ 3,374.19	$ 725.00								
Officer	7720	100% Police								$ 64,034.80	$ 928.50	$ 10,853.90	$ 10,117.80	$ 529.20	$ 69.00	$ 2,971.86
1/1/19	Start		248	$ 28.33	$ 7,025.84	$ -	$ 2,606.36	$ 725.00								
2/12/19	Step 1		1,832	$ 29.30	$ 53,677.60											
Officer	7720	100% Police								$ 78,882.25	$ 1,143.79	$ 13,370.54	$ 22,230.91	$ -	$ 69.00	$ 3,660.93
1/1/19	Step 6		2,080	$ 35.98	$ 74,846.72	$ -	$ 3,310.53	$ 725.00								
Officer	7720	100% Police								$ 79,073.24	$ 1,146.56	$ 13,402.91	$ 22,230.91	$ 1,608.39	$ 69.00	$ 3,669.79
1/1/19	Step 6		2,080	$ 35.29	$ 73,407.36	$ 1,694.02	$ 3,246.86	$ 725.00								
Police Secretary	8810	100% Police								$ 54,531.55	$ 4,171.66	$ 4,089.87	$ 22,230.91	$ 1,127.07	$ 69.00	$ 412.26
1/1/19	Step 7		2,080	$25.87	$ 53,807.22	$ 724.33										
PT Data Entry Clerk	8810	100% Police								$ 22,272.91	$ 1,703.88	$ 1,670.47	$ -	$ -	$ -	$ 168.38
1/1/19	Step 6		315	$20.94	$ 6,595.72											
4/15/19	Step 7		725	$21.62	$ 15,677.19											
TOTAL POLICE DEPARTMENT										$ 794,741.16	$ 16,505.69	$ 127,450.61	$ 158,679.97	$ 11,306.61	$ 690.00	$ 33,900.08

		By Department	Annual Hours	Hourly Rate	2019 Salary	2019 Sick Pay	2019 Holiday	2019 Certificates	2019 HINS	2019 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.95% Police Retirement	Assume +10% over 2018 Premiums Health	Assume +5% over 2018 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +5% over 2018 Rates adjust for EXP MOD Workers Comp
Public Services Department		21.2% Streets														
Public Services Director	5506	4.1% Gen Maint								$ 88,560.47	$ 6,774.88	$ 6,642.04	$ 22,230.91	$ 1,608.39	$ 69.00	$ 511.44
1/1/19	Step 3	1.0% Sanitation	2,080	$42.58	$ 88,560.47											
		25.0% Parks/Rec/Cult														
		4.3% Storm Water														
		18.6% Water														
		25.8% Sewer														
Mntc Tech II	5506	24.6% Streets								$ 61,388.32	$ 4,696.21	$ 4,604.12	$ 22,230.91	$ 1,608.39	$ 69.00	$ 1,533.33
1/1/19	Year 5	4.8% Gen Maint	2,080	$ 26.23	$ 54,566.93											$ 299.19
C/D Licenses, Utility Lead		1.1% Sanitation	2,080	$ 2.75	$ 5,720.00											$ 68.56
		13.1% Parks/Rec/Cult			$ 60,286.93	$ 1,101.40										$ 816.53
		5.0% Storm Water														$ 311.65
		21.5% Water														$ 1,340.11
		29.9% Sewer														$ 1,863.69
Mntc Tech II	5506	24.6% Streets								$ 59,427.27	$ 4,546.19	$ 4,457.05	$ 22,230.91	$ 1,127.07	$ 69.00	$ 1,484.35
1/1/19	Year 5	4.8% Gen Maint	2,080	$ 26.23	$ 54,566.93											$ 289.63
C/D, Pest Licenses		1.1% Sanitation	2,080	$ 2.20	$ 4,576.00											$ 66.37
		13.1% Parks/Rec/Cult			$ 59,142.93	$ 284.34										$ 790.45
		5.0% Storm Water														$ 301.70
		21.5% Water														$ 1,297.30
		29.9% Sewer														$ 1,804.15
Foreman	5506	24.6% Streets							WAIVE	$ 68,149.25	$ 5,600.42	$ 5,111.19	$ 5,058.90	$ 1,608.39	$ 69.00	$ 1,702.21
1/1/19	Year 3	4.8% Gen Maint	1,400	$ 30.24	$ 42,337.12											$ 332.14
9/2/19	Year 4	1.1% Sanitation	680	$ 31.23	$ 21,236.13											$ 76.11
C/D, Mech, Pest Licenses		13.1% Parks/Rec/Cult	2,080	$ 2.20	$ 4,576.00											$ 906.46
		5.0% Storm Water			$ 68,149.25											$ 345.98
		21.5% Water														$ 1,487.70
		29.9% Sewer														$ 2,068.94
Mntc Tech II	5506	24.6% Streets								$ 52,731.63	$ 4,033.97	$ 3,954.87	$ 22,230.91	$ 1,608.39	$ 69.00	$ 1,317.11
1/1/19	Year 1	4.8% Gen Maint	2,080	$ 22.90	$ 47,625.55											$ 257.00
C/D Licenses		1.1% Sanitation	2,080	$ 2.00	$ 4,160.00											$ 58.90
		13.1% Parks/Rec/Cult			$ 51,785.55	$ 946.08										$ 701.39
		5.0% Storm Water														$ 267.71
		21.5% Water														$ 1,151.13
		29.9% Sewer														$ 1,600.88
Mntc Tech II	5506	24.6% Streets								$ 59,142.93	$ 4,524.43	$ 4,435.72	$ 22,230.91	$ 1,608.39	$ 69.00	$ 1,477.25
1/1/19	Year 5	4.8% Gen Maint	2,080	$ 26.23	$ 54,566.93											$ 288.24
C/D, Pest Licenses		1.1% Sanitation	2,080	$ 2.20	$ 4,576.00											$ 66.06
		13.1% Parks/Rec/Cult			$ 59,142.93											$ 786.67
		5.0% Storm Water														$ 300.25
		21.5% Water														$ 1,291.09
		29.9% Sewer														$ 1,795.52
Equipment Mechanic	7520	24.6% Streets								$ 59,187.10	$ 4,527.81	$ 4,439.03	$ 22,230.91	$ 1,127.07	$ 69.00	$ 1,478.35
1/1/19	Year 4	4.8% Gen Maint	632	$ 27.81	$ 17,575.92											$ 288.46
4/19/19	Year 5	1.1% Sanitation	1,448	$ 28.74	$ 41,611.18											$ 66.11
		13.1% Parks/Rec/Cult			$ 59,187.10											$ 787.25
		5.0% Storm Water														$ 300.48
		21.5% Water														$ 1,292.06
		29.9% Sewer														$ 1,796.86
Mntc Tech I	5506	50.0% Streets								$ 37,790.95	$ 2,891.01	$ 2,834.32	$ 10,117.80	$ 529.20	$ 69.00	$ 1,918.55
1/1/19	6 month	25.0% Parks/Rec/Cult	944	$ 17.81	$ 16,811.41											$ 959.28
6/13/19	1 Year	25.0% Storm Water	1,136	$ 18.47	$ 20,979.53											$ 959.28
			2,080	$ -	$ -											
					$ 37,790.95											
Parks, Recreation & Cult	9102	100.0% Parks/Rec/Cult								$ 60,154.61	$ 4,601.83	$ 4,511.60	$ 10,117.80	$ 529.20	$ 69.00	$ 3,322.34
1/1/19	Step 4		552	$28.20	$ 15,563.94											
4/6/19	Step 5		1,528	$29.18	$ 44,590.68											

		By Department	Annual Hours	Hourly Rate	2019 Salary	2019 Sick Pay	2019 Holiday	2019 Certificates	2019 HINS	2019 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.95% Police Retirement	Assume +10% over 2018 Premiums Health	Assume +5% over 2018 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +5% over 2018 Rates adjust for EXP MOD Workers Comp
Custodian	9102	100.0% Parks/Rec/Cult														
1/1/19	Step 1		624	$11.54	$ 7,200.89					$ 7,200.89	$ 550.87	$ 540.07	$ -	$ -	$ -	$ 405.28
MS4 TECH	9410	100.0% Storm Water														
1/1/19	Step 2		1,040	$17.79	$ 18,500.31					$ 18,500.31	$ 1,415.27	$ 1,387.52	$ -	$ -	$ -	$ 1,041.23
est. 8/1/2020	Step 3															
TOTAL PUBLIC SERVICES DEPARTMENT										$ 572,233.73	$ 44,162.89	$ 42,917.53	$ 158,679.97	$ 11,354.49	$ 621.00	$ 45,672.69
Liquor Store																
Manager	8017	100% Liquor														
1/1/19	Step 7		2,080	$36.75	$ 76,436.15					$ 76,436.15	$ 5,847.37	$ 5,732.71	$ 22,230.91	$ 1,608.39	$ 69.00	$ 3,523.32
Asst. Manger	8017	100% Liquor														
1/1/19	Step 2		1,152	$22.26	$ 25,641.81					$ 47,075.09	$ 3,601.24	$ 3,530.63	$ 10,117.80	$ 529.20	$ 69.00	$ 2,169.93
7/19/19	Step 3		928	$23.10	$ 21,433.28											
Clerk II	8017	100% Liquor														
1/1/19	Step 1		390	$15.55	$ 6,063.61					$ 24,965.80	$ 1,909.88	$ 1,872.43	$ 7,588.35	$ 396.90	$ 51.75	$ 1,150.80
4/1/19 Est.	Step 2		1,170	$16.16	$ 18,902.19											
Clerk III	8017	100% Liquor														
1/1/19	Step 2		1,248	$14.73	$ 18,386.60					$ 18,386.60	$ 1,406.57	$ 1,378.99	$ -	$ -	$ -	$ 847.53
Clerk III	8017	100% Liquor														
1/1/19	Step 2		1,248	$14.73	$ 18,386.60					$ 18,386.60	$ 1,406.57	$ 1,378.99	$ -	$ -	$ -	$ 847.53
	8017	100% Liquor														
PT Clerk	Step 2		780	$12.00	$ 9,359.54					$ 55,100.52	$ 4,215.19	$ 4,132.54	$ -	$ -	$ -	$ 2,539.86
PT Clerk	Step 1		780	$11.55	$ 9,007.30											
PT Clerk	Step 1		780	$11.55	$ 9,007.30											
PT Clerk	Step 1		780	$11.55	$ 9,007.30											
PT Clerk	Step 2		780	$12.00	$ 9,359.54											
PT Clerk	Step 2		780	$12.00	$ 9,359.54											
Total Part Time Clerks					$ 55,100.52											
TOTAL LIQUOR STORE										$ 240,350.76	$ 18,386.83	$ 18,026.31	$ 39,937.06	$ 2,534.49	$ 189.75	$ 11,078.97

Wages & Benefits By Dept

Total Wages and Benefts
Allocated by Department:

Mayor & Council	$	26,834
Finance/Adiministration	$	372,849
Special Projects	$	123,299
Municipal Building	$	215
Parks, Rec & Culture	$	225,334
Planning & Zoning	$	96,503
Building Inspections	$	70,285
EDA	$	137,996
Police	$	1,218,404
Code Enforcement	$	42,606
Liquor	$	399,480
Public Works:		
Streets	$	209,234
General Mntc	$	33,442
Sanitation	$	15,066
Storm Water	$	77,508
Water	$	250,701
Sewer	$	321,032
Total	**$**	**3,620,788**

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

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 24,927	$ 24,927	$ 24,927	$ 22,582	$ 22,141	$ 23,027	$ 15,277	$ 15,277
	Mayor	5,225								
	City Council Members	16,552								
	Other Commissions, Boards & Advisory Comm	3,150								
120	**Employer Contrib Ret General**		1,907	1,907	1,907	1,459	1,694	1,761	1,169	1,169
	FICA/Medicare - 7.65%									
151	**Worker's Comp Benefit**				-	21	88			
200	**Office Supplies (GENERAL)**		125	125	150	-	16	124	96	136
	Water/Name Plates									
208	**Training and Instruction**		4,750	4,750	4,750	919	400	2,294	610	1,163
	5 Members @ $750 Each	3,750								
	Goal Setting/Strategic Planning	1,000								
303	**Engineering Fees**		150	150	150	-	-	-	-	-
305	**Technology**		1,000	1,000	1,535	-	498	481	1,080	1,460
	Council Chambers Equip Maint & Support	1,000								
	Switch Sound Convertor Software									
351	**Legal Notices Publishing**		2,500	2,500	3,000	1,452	1,833	2,370	1,991	4,468
361	**General Liability Insurance**		160	144	139	150	138	170	126	112
	Property/Liability/Volunteer Insurance	150								
433	**Dues and Subscriptions**		6,137	5,820	5,994	7,753	-	9,088	5,185	5,519
	League of MN Cities	6,107								
	LMC MN Mayors Association	30								
437	**Other Miscellaneous**			-	-	101	94	-	-	-
439	**Election Expenses**			-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 41,656**	**$ 41,323**	**$ 42,553**	**$ 34,436**	**$ 26,901**	**$ 39,314**	**$ 25,533**	**$ 29,304**

Elections-41200

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**			$ 5,560	$ -	$ -	$ 4,863	$ -	$ 2,690	$ -
200	**Office Supplies (GENERAL)**		100	100	100	-	5	-	72	-
208	**Training and Instruction**			1,300	-	-	1,126	-	601	-
	Election Judge Training									
	Mileage									
303	**Engineering Fees**			-	-		-	94		
351	**Legal Notices Publishing**		250	200	250	-	111	-	164	-
361	**General Liability Insurance**			-	-	-	-	13	2	23
	Property/Liability/Volunteer Insurance									
439	**Election Expenses**		1,000	8,400	7,000	1,138	1,683	971	643	1,105
	Election Prep									
	Primary/General Meals									
	Misc Maint. Costs	1,000								
	1 Automark machine (50% - split w/county)									
	2 DS200 voting machines (50% - split w/Cty)									
	Ballot Cost									
	Voting Stands									
	Voting Signs									
TOTAL BUDGET/EXPENDITURES			**$ 1,350**	**$ 15,560**	**$ 7,350**	**$ 1,138**	**$ 7,788**	**$ 1,078**	**$ 4,172**	**$ 1,128**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		276,169	$ 272,678	$ 261,615	$ 274,277	$ 248,171	$ 220,807	$ 212,634	$ 206,347
	City Administrator	81,676								
	Finance Director	69,616								
	HR/City Clerk	47,733								
	Administrative Data Clerk	17,783								
	Asst Finance Director	42,866								
	Receptionist/Data Entry/Utility Clerk	11,694								
	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**		13,240	12,420	12,420	7,944	11,144	10,988	13,263	10,284
	Codification Maintenance Fee	1,000								
	Isantian Newsletter	8,000								
	BCBS Wellness Prog.	240								
	Code Update	4,000								
120	**Employer Contrib Ret General**		41,480	40,951	39,467	40,105	36,673	31,970	31,188	29,718
	PERA 7.5%									
	FICA/Medicare - 7.65%	-								
130	**Employer Paid Ins General**		53,852	50,760	41,517	51,949	30,348	25,053	39,544	34,603
142	**Unemployment Comp Benefit**			-	-	48	184	-	-	-
151	**Worker's Comp Benefit**		1,349	2,293	2,095	1,992	2,323	2,650	1,554	1,693
200	**Office Supplies (GENERAL)**		3,640	3,500	3,250	3,465	3,838	3,736	2,992	2,174
	Misc (Envelopes, Letterhead, Toner, Supplies, Etc)	7,000								
	12.5% to EDA, PRC, P/Z, Bldg Insp	(3,500)								
	Perch Stool Front Desk City Hall	140								
202	**Duplicating and Copying Supply**		2,240	2,440	2,240	1,752	2,011	2,176	1,960	1,988
	Paper & Supplies	2,500								
	Copy Machine Annual Lease Agreement	3,100								
	15% to EDA, PRC, P/Z, Bldg Insp	(3,360)								
207	**Computer Supplies**			-	-		-	-	-	-
		-								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
208	**Training and Instruction**		8,235	6,885	8,870	7,073	5,228	10,002	6,767	5,517
	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/Wood	2,200								
	MCMA Conference - C Mgr/Wood	600								
	League Conference - C Mgr/Wood	800								
	MNGFOA Conference - Fin Dir	600								
	MNGFOA Conference - Asst Fin Dir	600								
	Civic System Symposium - Recp/Util Clrk	850								
220	**General Supplies**					-	-	958		
300	**Professional Srvs (GENERAL)**		43,641	51,385	38,398	37,374	51,084	22,597	24,433	61,297
	24 Meetings @ $227 + 3% Increase	8,417		(7,744)						
	165 Hrs @ $136 + 3% Increase	23,113								
	12.5% to Bldg Insp	(2,889)								
	Mediation/arbitration	10,000								
	FMLA/Personnel Policy (6 mos. Benefits)									
	Labor attorney	5,000								
301	**Audit & Accounting Services**		14,683	14,425	16,150	39,792	56,896	16,395	10,415	14,677
	AEM Annual Audit	29,365								
	Interim Services/AUP Engagements									
	10% to Liquor, Water, Sewer, Storm Water, Bldg Insp	(14,683)								
303	**Engineering Fees**		90	90	900	(675)	63	-	54	429
	General Consulting Services	100								
	10% to Bldg Insp	(10)								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
305	**Technology**		5,350	5,056	3,292	5,137	4,900	3,105	1,577	1,808
	US Internet Anti-Spam Software	245								
	IT Solutions	28,940								
	Split IT solutions to other departments (85%)	(24,599)								
	Civic System support (7.09%)	764								
320	**Communications (GENERAL)**			4,750		-				
322	**Postage**		5,385	5,385	5,605	4,789	3,884	4,724	4,956	3,258
	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	2,953	1,487	2,719	2,847	2,916	2,983
	Mileage Allowance - $241.50/mth - Wood 69%	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	600	200	115	579	582	57	106
361	**General Liability Insurance**		3,367	2,561	2,609	2,301	2,577	3,726	3,526	3,359
	Property/Liability/Volunteer Insurance	3,367								
366	**Bonds/Life Insurance**			-	-	-	-	-	-	-
404	**Repairs/Maint Machinery/Equip**			-	-	-	-	-	-	-

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
433	**Dues and Subscriptions**		2,259	2,269	2,969	2,998	2,047	2,137	2,213	2,339
	MN City/Cty Management Assoc	130								
	MN Clerks & Finance Officers Assoc	35								
	SHRM Membership	185								
	ICMA	800								
	MN GFOA	50								
	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)**		4,984	1,484	-	-	17,498	150	-	-
	Document Imaging	1,000								
	Website	2,500								
	Standing Desks	1,484								
511	**Land Acquisition**			-	-	-	-	-	-	(1,250)
TOTAL BUDGET/EXPENDITURES			**$ 483,516**	**$ 475,141**	**$ 444,551**	**$ 481,922**	**$ 483,428**	**$ 364,956**	**$ 361,628**	**$ 381,531**

Account	Description		2019 Preliminary Budget
100	**Wages & Salaries**		91,073
	Asst. City Administrator / Special Projects	91,073	
112	**Contracted Services**		5,000
	Comp Plan Map Updates	5,000	
120	**Employer Contrib Ret General**		13,798
	PERA 7.5%		
	FICA/Medicare - 7.65%	-	
130	**Employer Paid Ins General**		17,740
142	**Unemployment Comp Benefit**		
151	**Worker's Comp Benefit**		689
200	**Office Supplies (GENERAL)**		
202	**Duplicating and Copying Supply**		600
	Comp Plan Binding/Printing	600	
207	**Computer Supplies**		
208	**Training and Instruction**		3,600
	ICMA Conference - Lorsung	2,200	
	MCMA Conference - Lorsung	600	
	League Conference - Lorsung	800	
220	**General Supplies**		
300	**Professional Srvs (GENERAL)**		-
303	**Engineering Fees**		-
305	**Technology**		-
320	**Communications (GENERAL)**		
322	**Postage**		-
335	**Auto Expense**		3,116
	Mileage Allowance - $350/mth - Lorsung 74.2%	3,116	
351	**Legal Notices Publishing**		600
361	**General Liability Insurance**		-
366	**Bonds/Life Insurance**		
404	**Repairs/Maint Machinery/Equip**		
433	**Dues and Subscriptions**		930
	MN City/Cty Management Assoc	130	
	ICMA	800	
437	**Other Miscellaneous**		
500	**Capital Outlay (GENERAL)**		
511	**Land Acquisition**		
TOTAL BUDGET/EXPENDITURES			**$ 137,145**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 200	$ 200	$ 200	$ -	$ -	$ -	$ -	$ -
	Bldg & Grounds Committee (50%)	200								
112	**Contracted Services**		1,242	1,350	1,161	1,230	1,393	1,035	711	547
	Alarm Monitoring (Simplex Grinnell)	650								
	Shred N Go	731								
	10% to Bldg Insp	(138)								
120	**Employer Contrib Ret General**		15	15	15	-	-	-	-	-
	FICA/Medicare - 7.65%									
210	**Operating Supplies (GENERAL)**		1,890	2,565	1,575	759	2,635	2,295	979	1,214
	Supplies	800								
	Flags	700								
	Furnace Filters	350								
	Ice Melt	150								
	Flourescent Bulb Replacement	100								
	10% to Bldg Insp	(210)								
300	**Professional Srvs (GENERAL)**					-	-	-	98	
303	**Engineering Fees**					-	-	(231)	4,402	
305	**Technology**		7,507	6,800	5,237	6,809	12,897	6,351	3,205	537
	Panic Button Monitoring	272								
	IT Solutions (25%)	7,235								
320	**Communications (GENERAL)**		3,843	3,642	3,720	3,773	4,824	3,511	3,836	3,329
	Long Distance ($20 per mth)	240								
	Monthly Billing ($315 per mth)	3,780								
	Maintenance Agreement (Marco)	2,225								
	10% to EDA, PRC, P/Z, Bldg Insp	(2,402)								

361	**General Liability Insurance**		2,115	2,054	2,009	2,074	1,986	2,367	2,175	1,514
	Property/Liability/Volunteer Insurance	2,115								
380	**Utilities**		12,707	9,018	9,018	9,493	8,181	8,019	8,963	8,397
	Connexus	8,203								
	Centerpoint	1,477								
	City of Isanti - Storm Water Utility	642								
	City of Isanti - Water & Sewer	3,797								
	10% to Bldg Insp	(1,412)								
401	**Maint & Repairs - Bldgs**		6,409	8,492	8,492	5,767	5,268	16,639	6,758	7,620
	Disposal Service $8/Mth	96								
	Equipment Service	1,250								
	Janitorial Service $298/Mth	3,576								
	Window Washing - 7 mths	175								
	Annual Sprinkler Inspection	250								
	Rug Service	824								
	Annual Carpet Cleaning	450								
	Misc.	500								
	Audio, Video, Wiring - Maint & Repair Est									
	10% to Bldg Insp	(712)								
410	**Rentals**			-	-	-	-	-	-	-
500	**Capital Outlay (GENERAL)**		18,350	6,125	3,500	3,801	-	12,367	-	-
	City Hall Handicap Sign Holders	350								
	City Hall North Door and Frame Replacement	10,000								
	City Hall Electronic Locks	8,000								
700	**Transfers (GENERAL)**			-	-		-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 54,279**	**$ 40,261**	**$ 34,927**	**$ 33,705**	**$ 37,184**	**$ 52,354**	**$ 31,127**	**$ 23,159**

Animal Ctrl-42700

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
112	**Contracted Services**		$ 4,600	$ 5,000	$ 5,200	$ 4,500	$ 4,590	$ 4,631	$ 4,384	$ 3,635
	Animal Control/Kennel Services	4,600								
210	**Operating Supplies (GENERAL)**		180	200	200	200	96	247	182	183
	Misc Supplies	180								
219	**Disposal-Animal**		90	90	300	-	-	-	-	163
	3@$30	90								
300	**Professional Srvs (GENERAL)**		-	-	-		-	-	-	-
322	**Postage**		-	-	-		-	-	-	-
	Misc Mailings	0								
361	**General Liability Insurance**		17	19	21	20	19	25	25	26
	Property/Liability/Volunteer Insurance	17								
417	**Uniform Rentals**						-	-	75	
TOTAL BUDGET/EXPENDITURES			**$ 4,887**	**$ 5,309**	**$ 5,721**	**$ 4,720**	**$ 4,705**	**$ 4,903**	**$ 4,665**	**$ 4,007**

	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 134,690	$ 130,727	$ 120,396	$ 129,830	$ 106,383	$ 96,885	$ 98,976	$ 59,757
	Community Events & Parks Manager	60,155								
	Receptionist/Data Entry/Utility Clerk (3.5%)	1,637								
	PS Director & 5 Main Tech's	61,550								
	PW Maint Tech	9,448								
	Parks Rec & Culture Board (100%)	1,800								
	Bldg & Grounds Committee	100								
101	**PT Salaries & Wages**		23,990	17,730	12,325	2,774	3,760	2,439	6,346	4,612
	PT Custodian	7,201								
	Seasonal	12,289								
	Intern	4,500								
102	**FT Employees OT**		-	-	-	789	7,966	3,541	2,897	96
103	**Health Stipend (HRA)**		-	-	-	-	-	-	5	2
112	**Contracted Services**		7,184	7,465	7,305	6,475	6,410	5,320	5,862	12,214
	Portable Restrooms	5,984								
	Quarterly Carpet Cleaning/Floor Waxing/Windows	1,200								
120	**Employer Contrib Ret General**		22,411	21,336	19,987	19,012	17,500	15,145	15,271	8,966
	PERA 7.5%									
	FICA/Medicare - 7.65%	1,527								
130	**Employer Paid Ins General**		34,628	29,846	26,315	25,307	23,475	31,381	29,256	10,394
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		9,616	4,502	6,000	3,419	4,393	3,878	3,322	2,572
200	**Office Supplies (GENERAL)**		1,175	1,175	1,113	940	1,014	1,039	2,023	1,629
	12.5% from Financial Administration	875								
	Misc Office Supplies	300								
202	**Duplicating and Copying Supply**		840	915	840	595	679	707	651	745
	15% from Financial Administration	840								

	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
208	**Training and Instruction**		1,850	1,650	1,350	1,082	1,749	2,388	1,973	523
	PW Technician Licensing	200								
	PRC Manager - Misc. Training	850								
	Public Services Director Misc Training	800								
210	**Operating Supplies (GENERAL)**		2,980	3,700	5,200	2,106	3,296	2,133	1,428	1,258
	Misc Operating Supplies - ICC	800								
	Misc Operating Supplies - Garden	980								
	Park Flags	800								
	Misc Operating Supplies - PRC	400								
212	**Motor Fuels**		2,200	1,800	2,500	1,339	1,104	1,188	2,658	2,458
220	**General Supplies**		3,850	3,700	3,900	1,636	2,170	2,636	1,584	885
	ICC Replacement Chairs	1200								
	Unity Ballfield Bases	150								
226	**Signs**		700	1,200	2,000	697	735	874		
240	**Small Tools and Minor Equip**		2,000	4,200	1,000	157	1,394	1,132	5,302	19
	Fridge/Microwave Shop (PRC/Sts/W/S/Stm)	400								
300	**Professional Srvs (GENERAL)**		1,719	1,493	1,493	1,149	2,097	1,980	1,231	1,692
	Safety Training	969								
	Attorney Fees	750								
303	**Engineering Fees**		1,500	1,500	1,500	4,204	658	1,987	9,304	332
305	**Technology**		2,231	2,315	1,000	1,316	3,403	740	705	1,212
	IT Solutions (5%)	1,447								
	Verizon Hotspot	432								
	Civic Systems (3.27%)	352								

	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
320	**Communications (GENERAL)**		2,712	2,847	2,860	2,434	2,377	2,515	3,017	1,824
	Monthly Billing	2,112								
	10% from Municipal Building	600								
322	**Postage**		25	25	50		6	-	21	
335	**Auto Expense**		-	-	-	-	-	-	-	-
340	**Advertising**		5,000	2,983	2,483	1,907	1,151	1,553	435	
	2019 Event Calendar	2,600								
	Park Brochure	1,700								
	Misc	700								
351	**Legal Notices Publishing**		200	200	200	198	48	211	169	227
361	**General Liability Insurance**		21,171	20,844	19,900	18,929	17,520	14,837	16,318	18,319
	Property/Liability/Volunteer Insurance	21,171								
380	**Utilities**		18,351	17,974	17,974	17,507	16,442	18,945	12,769	11,445
	Centerpoint	1,600								
	Connexus Energy	8,400								
	City of Isanti - Storm Water Utility	2,900								
	City of Isanti - Water & Sewer	5,451								
400	**Ground Maintenance**		21,000	27,000	21,000	21,519	9,223	6,336	20,910	18,805
	Special Assessments	-								
	Fertilizer, Grass Seed, Mulch, Weed Killer, LimeAgg, Etc.	20,667								
	Snow Removal ICC/IIA Retainer	333								
	Legacy Park Trails									

	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
401	**Maint & Repairs - Bldgs**		6,634	10,760	10,343	11,624	7,796	5,695	5,728	2,888
	Disposal Service $120/Mth	2,574								
	Rug Service $30/Mth	360								
	Annual Sprinkler Inspection/Alarm Notification	770								
	Ansol Fire Suppression Semi-Annual Service	400								
	Misc Maint & Repairs	2,000								
	Shop Roof Repair (20% Streets, Parks, Water, Sewer, Storm)	330								
	Fire Extinguisher Inspections - IIA & ICC	200								
404	**Repairs/Maint Machinery/Equip**		11,000	14,500	19,200	13,620	12,288	8,790	9,627	7,696
	Repairs/Maint Park Maint Equipment	4,500								
	Repairs/Replacement Park Structures/Equip	6,500								
410	**Rentals**		450	450	450	81	1,185	288	83	481
417	**Uniform Rentals**		739	739	739	702	680	717	671	516
	Cleaning $40 per month	480								
	Allowance	259								
433	**Dues and Subscriptions**		1,679	1,989	1,364	1,243	507	75	150	75
	TCALMC (25%)	75								
	MFMA	70								
	MRPA	280								
	NRPA	200								
	Storyblocks subscription (stock images)	150								
	Amazon Prime	179								
	Adobe suite annual dues (InDesign, Illust, etc.)	600								
	APWA (25%)	125								

	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
437	**Other Miscellaneous**		3,340	3,340	4,500	3,340	3,340	3,890	3,340	3,340
	C-I Bike/Walk Trail Agreement	3,340								
491	**Recreation Program**		3,550	3,550	4,983	2,943	1,443	5,030	4,461	1,433
	City Rec programs	1,050								
	Movies at ICC	1,500								
	Misc Program Supplies	1,000								
494	**Property Management**					-	-	-	596	
497	**Summer Events**		9,200	9,200	6,475	4,924				
	Celebrate Isanti / Scavenger Hunt	9,200								
498	**Farmers Market**		6,500	3,000	3,000	2,930	2,929	1,960	2,504	-
	Curb Cut and Apron	3,500								
499	**Street Dance**		16,150	16,150	16,150	13,868	13,740	13,060	12,023	-
500	**Capital Outlay (GENERAL)**		15,500	53,770	60,990	43,831	2,993	574	30,203	490
	Kabota Lawn Mowers	1,500								
	Bulk Fuel Tank and Pump (Split x 5, Str, PRC, W, Sw, Stm)	1,200								
	Air Compressor (Split x 5, Str, PRC, W, Sw, Stm)	900								
	ICC North Patio Doors	4,400								
	River Bluff Privacy Fence	5,000								
	Website	2,500								
700	**Transfers (GENERAL)**			-	-		-	-	-	-
	TOTAL BUDGET/EXPENDITURES		**$ 396,765**	**$ 424,575**	**$ 406,884**	**$ 364,424**	**$ 281,854**	**$ 259,868**	**$ 311,818**	**$ 176,905**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 70,048	$ 65,054	$ 69,894	$ 56,976	$ 65,631	$ 57,380	$ 46,159	$ 56,034
	Community Development Director	63,610								
	Receptionist/Data Entry/Utility Clerk	1,637								
	Planning Commission	3,600								
	Development & Operations Advisory Committee	1,200								
101	**PT Salaries & Wages (intern)**		$ 6,300							
103	**Health Stipend (HRA)**		-	-	-		-	-	2	2
112	**Contracted Services**		-	-	-	28,443	-	-	-	-
120	**Employer Contrib Ret General**		10,252	9,563	10,296	7,900	9,864	8,425	6,456	7,898
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	**Employer Paid Ins General**		9,410	8,609	7,566	5,428	6,878	7,019	6,256	11,258
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		493	504	440	568	434	552	744	671
200	**Office Supplies (GENERAL)**		1,200	1,100	1,288	1,862	966	973	770	765
	12.5% from Financial Administration	875								
	Misc Office Supplies	325								
202	**Duplicating and Copying Supply**		840	915	840	601	679	707	651	745
	15% from Financial Administration	840								
208	**Training and Instruction**		1,130	1,130	2,050	623	939	1,167	3,103	1,565
	APA Membership & JAPA Subscription	430								
	MN APA Conference	700								
	Continuing Ed for CDD									
300	**Professional Srvs (GENERAL)**		5,000	5,000	4,000	3,188	4,765	3,659	3,355	3,264
	Attorney Fees	5,000								
	Comp Plan work									

303	**Engineering Fees**		3,000	4,500	4,000	15,644	4,687	3,240	1,803	5,495
	Engineering Fees	3,000								
305	**Technology**		3,526	2,830	1,250	2,147	1,741	-	741	310
	IT Solutions (10%)	2,894								
	ZoningHub App	456								
	Civic System support permits (1.63%)	176								
310	**Annexation Payments**		41,187	17,592	-	-	-	-	-	-
	Annexation Payments to Township - 2017-118	485								
	Annexation Payments to Township - 2017-118	4								
	Annexation Payments to Township - Docket 8081	33								
	Annexation Payments to Township - Docket 8098	847								
	Annexation Payments to Township - A-2457(OA)-32	24,907								
	Annexation Payments to Residents - A-2457(OA)-33	14,911								
320	**Communications (GENERAL)**		800	817	830	584	770	599	551	528
	10% from Municipal Bldg	600								
	Other Misc. Communications	200								
322	**Postage**		50	-	-	158	54	-	-	10
335	**Auto Expense**		55	55	55	38	84	68	152	85
	10% from Financial Administration	55								
351	**Legal Notices Publishing**		300	300	400	304	199	148	207	374
	Newpaper Publications	300								
361	**General Liability Insurance**		411	372	316	389	311	371	310	346
	Property/Liability/Volunteer Insurance	411								
437	**Other Miscellaneous**		950	920	920	1,217	915	187	942	625
	Isanti County Recorder	950								
500	**Capital Outlay (GENERAL)**		2,500	2,472	7,412	8,577	2,540			
	Website	2,500								
	Comprehensive Plan Update	-								
TOTAL BUDGET/EXPENDITURES			**$ 157,452**	**$ 121,733**	**$ 111,557**	**$ 134,645**	**$ 101,457**	**$ 84,495**	**$ 72,202**	**$ 89,975**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 94,439	$ 91,828	$ 88,469	$ 87,442	$ 85,527	$ 70,310	$ 67,325	$ 65,271
	Economic Dev Director (100%)	88,236								
	Receptionist/Data Entry/Utility Clerk (3%)	1,403								
	EDA Board	3,600								
	Development & Operations Advisory Committee (50%)	1,200								
101	**PT Wages & Salaries**		4,000	4,000	4,000	3,930	$ 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**		14,254	13,858	13,349	12,917	12,968	9,955	9,766	9,597
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	**Employer Paid Ins General**		24,626	22,551	19,859	17,806	15,717	16,741	16,982	16,727
142	**Unemployment Comp Benefit**		-	-	-		-	-	-	-
151	**Worker's Comp Benefit**		678	745	734	639	697	793	496	527
200	**Office Supplies (GENERAL)**		875	875	813	865	844	915	705	579
	12.5% from Financial Administration	875								
202	**Duplicating and Copying Supply**		840	915	840	605	679	707	651	745
	15% from Financial Administration	840								
208	**Training and Instruction**		1,500	1,500	1,450	1,643	851	1,982	937	641
	EDAM Conference	850								
	Professional Development	600								
	Miscellaneous Luncheons	50								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
300	**Professional Srvs (GENERAL)**		5,000	5,000	3,000	34,272	3,513	3,128	4,992	2,375
	Attorney	4,000								
	TIF/Tax Abatement Consultant	1,000								
303	**Engineering Fees**		600	1,000	1,000	561	250	873	206	1,213
305	**Technology**		1,681	1,581	300	1,203	285	450	1,679	734
	IT Solutions (5%)	1,447								
	Civic Systems (2.17%)	234								
320	**Communications (GENERAL)**		1,224	1,191	1,840	1,201	1,387	1,513	1,657	1,286
	10% from Municipal Building	600								
	Cell Phone	624								
335	**Auto Expense**		-	-	-	-	-	-	-	-
351	**Legal Notices Publishing**		100	100	100	399	111	184	66	282
361	**General Liability Insurance**		596	565	396	583	391	397	414	361
	Property/Liability/Volunteer Insurance	596								
380	**Utilities**		1,145	1,079	1,079	1,112	1,054	1,083	1,079	
	City of Isanti - Storm Water Utility	1,145								
433	**Dues and Subscriptions**		1,145	1,145	1,000	850	545	-	650	500
	EDAM Membership	295								
	GPS 45:93	850								
437	**Other Miscellaneous**		-	-	-	-	-	15	-	-
494	**Property Management**		-	-	-	35	3,450	-	1	1,672

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
495	**Marketing**		13,550	12,604	11,625	11,648	12,307	15,697	10,832	7,117
	Initiative Foundation	825								
	Direct Mail to Manufacturers	250								
	Mayor's Employer Luncheon	1,200								
	Isanti Promo Bags	1,500								
	Misc Signs & Sponsorships	275								
	MN Economic Development Magazine	-								
	Fam Tour	-								
	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)	500								
	Tourism (Hotel Contingent)	2,000								
	Website	2,500								
498	**Farmers Market**			-	-		-	-	-	1,647
499	**Street Dance**			-	-		-	-	-	12,929
511	**Land Acquisition**			-	-	11,798	-	-	14,000	
531	**Improvement-Land**			-	-		-	-	-	-
602	**Loan Payment**			-	-		-	-	-	-
700	**Transfers (GENERAL)**		19,150	19,150	19,150	19,150	16,150	16,150	16,150	-
	Contribution to PRC (Farm Mkt/Street Dance)	19,150								
TOTAL BUDGET/EXPENDITURES			**$ 185,403**	**$ 179,687**	**$ 169,004**	**$ 208,659**	**$ 158,932**	**$ 140,891**	**$ 151,981**	**$ 127,536**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
	REVENUES									
31000	**Property Taxes**		62,565	56,327						
33601	**Regional Grants**			-	-		-	-	-	-
33621	**Cable Franchise Fee (60%)**		20,880	18,000	18,000	20,127	19,195	18,229	16,009	16,235
34110	**Land Rent**		6,920	6,920						
34901	**Assign & Assum Agreement**		-	-	-		-	-	-	-
36200	**Contribution from General Fund**						-	-	-	-
36201	**Refunds & Reimbursements**			-	-	53	4,695	1,595	68	215
36210	**Interest Earnings**		750	600	600	(237)	587	438	1,226	310
36220	**Farmer's Market Sponsorships/Vendor Fees**		1,500	1,500	2,000	2,310	1,510	2,140	2,455	1,855
36225	**Street Dance Sponsorships/Vendor Fees**		4,000	4,000	4,000	4,010	3,600	4,150	3,635	1,085
36230	**Contributions and Donations**			-	-	5,725	-	-	411	11
39102	**Sale of Property**			-	-		-	-	-	-
39203	**Transfer from Other Fund**		87,288	92,340	147,400	147,400	146,563	92,767	98,140	117,775
	Lodging Tax (5% of 3% gross Hotel Receipt)		1,500							
	Carryover of Marketing Funds			-	-		-	-	-	-
	TOTAL REVENUES		**$ 185,403**	**$ 179,687**	**$ 172,000**	**$ 179,388**	**$ 176,150**	**$ 119,319**	**$ 121,944**	**$ 137,486**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 53,116	$ 84,372	$ 77,245	$ 73,406	$ 81,418	$ 97,272	$ 81,372	$ 76,664
	Community Development Director (10%)	7,951								
	Planner (50%)	25,443								
	Receptionist/Data Entry/Utility Clerk (10%)	4,678								
	City Administrator (5.2%)	6,155								
	Accounting Clerk (5.2%)	3,231								
	Asst Finance Director (5.2%)	3,231								
	Finance Director (2.5%)	2,427								
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**		-	-	-		-	-	-	-
112	**Contracted Services**		149,738	9,750	9,729	17,211	17,073	8,842	25	57
	Electrical Inspector (80% of Revenues-32219)	9,600								
	Building Official Transition	-								
	MNSpect	140,000								
	10% from Municipal Building	138								
120	**Employer Contrib Ret General**		8,047	12,966	11,717	10,826	12,231	14,406	11,963	11,334
	PERA 7.5%									
	FICA/Medicare - 7.65%	-								
130	**Employer Paid Ins General**		8,606	26,778	23,312	19,838	23,179	11,480	13,059	18,016
142	**Unemployment Comp Benefit**		-	-	-	2	6	-	-	-
151	**Worker's Comp Benefit**		517	700	541	657	629	1,123	1,134	932
200	**Office Supplies (GENERAL)**		1,265	1,565	1,013	829	1,196	1,857	696	625
	12.5% from Financial Administration	875								
	Misc Office Supplies	390								
202	**Duplicating and Copying Supply**		840	915	840	595	679	707	651	745
	15% from Financial Administration	840								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
207	**Computer Supplies**		-	-	300	110	-	-	-	-
208	**Training and Instruction**		500	1,600	1,900	698	1,099	779	585	569
	Misc Training	500								
210	**Operating Supplies (GENERAL)**		210	285	175	84	270	321	137	76
	10% from Municipal Building	210								
300	**Professional Srvs (GENERAL)**		4,319	4,500	3,559	3,870	4,337	4,155	4,280	4,103
	City Attorney - 12.5% from Fin Admin	2,889								
	Miscellaneous	450								
	Safety Training	980								
301	**Auditing and Acctg Services**		2,937	2,885	3,230	7,958	11,379	3,279	2,083	2,446
	10% from Financial Administration	2,937								
303	**Engineering Fees**		10	10	100	235	-	-	-	40
	10% from Financial Administration	10								
305	**Technology**		2,562	3,325	1,539	2,839	5,256	1,608	1,198	1,399
	PSN Annual Sec Compliance & Monthly eBill (20%)	120								
	Civic Sytems Bldg Permit Support (22.66%)	2,442								
	WiFi service	-								
320	**Communications (GENERAL)**		600	1,215	1,655	1,178	1,388	872	740	730
	10% from Municipal Building	600								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
335	**Auto Expense**		2,110	2,110	2,810	1,178	894	2,035	2,423	1,963
	Mileage Allowance - $350/mth - Wood 5.2%	218								
	20% from Financial Administration	110								
	Fuel	1,300								
	General Maintenance	482								
351	**Legal Notices Publishing**		50	50	-	359	15	9	168	-
361	**General Liability Insurance**		785	670	647	698	639	835	743	687
	Property/Liability/Volunteer Insurance	785								
380	**Street Lighting**		1,412	1,002	1,002	995	849	831	936	933
	10% from Municipal Building	1,412								
401	**Maint & Repairs - Bldgs**		712	944	944	641	585	792	751	893
	10% from Municipal Building	712								
433	**Dues and Subscriptions**		-	235	135	-	-	135	235	125
437	**Other Miscellaneous**		-				-	14		
500	**Capital Outlay (GENERAL)**		2,500	-	20,000	18,455	22,059	60	-	-
	Website	2,500								
700	**Transfers (GENERAL)**			-	-		-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 240,835**	**$ 158,277**	**$ 162,392**	**$ 162,663**	**$ 185,276**	**$ 151,435**	**$ 123,354**	**$ 122,344**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 795,241	$ 784,377	$ 708,880	$ 730,294	$ 695,877	$ 639,208	$ 589,789	$ 582,557
	Wages & Salaries	794,741								
	Police Committee	400								
	Bldg & Grounds Committee (25%)	100								
101	**PT Officers Salaries & Wages**		40,000	35,000	32,109	58,523	34,398	28,257	40,432	34,592
102	**FT Employees OT**		30,000	31,000	31,000	21,484	29,113	34,088	19,807	26,890
102.1	**S&S Reimburseable OT**		(7,000)	(7,000)	(7,000)					
103	**Health Stipend (HRA)**		-	-	-		-	-	115	-
112	**Contracted Services**		-	-	-	345	-	-	1,995	-
113	**Uniform Pay**		12,861	12,780	11,780	11,992	13,114	12,201	11,373	11,536
	$1,029/Officer x 9	9,261								
	Firearm Maint Stipend	800								
	Admin Asst./Misc/Repair/Vest Replacement	2,800								
114	**Crime Prevention**		300	300	500	334	210	259	375	370
120	**Employer Contrib Ret General**		155,587	147,154	133,370	135,789	131,621	117,260	101,250	98,365
	PERA 16.95%									
	FICA/Medicare - 1.45%									
130	**Employer Paid Ins General**		170,677	159,537	140,871	120,960	108,886	110,674	92,192	89,085
151	**Worker's Comp Benefit**		33,900	31,977	38,485	31,760	32,635	41,078	37,955	26,892
200	**Office Supplies (GENERAL)**		4,000	4,000	4,000	3,250	3,074	4,811	3,930	6,620
207	**Computer Supplies**		100	100	250	79	-	-	-	757
	Misc Computer Supplies	100								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
208	**Training and Instruction**		12,500	16,500	18,500	14,110	16,626	9,967	7,817	7,073
	Ammunition	4,000								
	MN Chiefs Annual Conference	700								
	Jubiliee Days Meeting	350								
	Misc Training/Courses	7,450								
	Tuition Reimbursement									
240	**Small Tools and Minor Equip**		3,256	2,960	4,000	5,458	2,634	1,571	4,520	2,212
	Copy Machine Lease	1,656								
	Misc Small Tools/Equipment	800								
	Misc Investigator Equipment	800								
300	**Professional Srvs (GENERAL)**		45,537	42,493	41,701	44,480	61,527	42,523	41,817	2,478
	Prosecution ($3,534/month)	42,407								
	Safety Training	980								
	Admin Citation Payment	2,000								
	Random Testing ($30x5)	150								
305	**Technology**		12,859	12,646	8,300	13,708	9,599	15,451	7,913	4,171
	LETG Software Maintenance and Support	7,625								
	IT Solutions (10%)	2,894								
	Civic Systems Support (19.06%)	2,054								
	Anti-Spam Software	286								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
320	**Communications (GENERAL)**		6,360	6,344	5,496	5,522	5,886	5,804	3,414	3,455
	Radar Calibration	200								
	CenturyLink	1,716								
	5 Aircards	2,100								
	Verizon - Investigator Cell	624								
	Squad Cell Phone	840								
	BCA Connection	180								
	Dennison Tech Group	700								
321	**Cell Phone Reimbursement**			-	-	60	720	720	570	720
	Cell Phone x2 (Chief, Lt)									
335	**Auto Expense**		35,200	38,400	50,000	26,496	25,203	30,595	37,028	43,539
	Fuel/Washes	19,200								
	PW Labor	1,000								
	Repairs	15,000								
336	**PD Reserves**		2,000	2,000	2,420	2,681	1,924	756	1,396	1,307
	MN Police Reserve Membership	200								
	Uniforms	1,000								
	Fuel/Washes	300								
	Taser Refresher Annual Training	500								
351	**Legal Notices Publishing**		-	-	-	106	1,332	219	8	
361	**General Liability Insurance**		31,057	22,543	20,312	25,749	25,071	21,923	20,847	15,716
	LMCIT Property/Liability/Volunteer Insurance	31,057								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
380	**Utilities**		7,550	6,780	6,780	6,294	5,630	6,350	6,724	6,345
	Connexus	4,100								
	Centerpoint	1,650								
	City of Isanti - Water & Sewer	1,220								
	City of Isanti - Storm Water Utility	580								
401	**Maint & Repairs - Bldgs**	-	6,435	4,000	4,000	4,250	4,314	3,304	4,823	4,026
	Disposal Service $8.35/Mth	100								
	Janitorial Service $148.20/Mth	1,778								
	Window Washing $25 / 7months	175								
	Annual Sprinkler Inspection	150								
	Rug Service	431								
	Annual Carpet Cleaning	500								
	Misc Bldg Repairs/Maintenance	700								
	Exterior Painting	2,300								
	Water Heater Replacement (25/75 - PD/FD)	300								
404	**Repairs/Maint equipment**		1,500	-	1,500	1,520				
410	**Rentals**		-	-	-	-	-	-	-	-
433	**Dues and Subscriptions**		1,485	1,485	1,085	1,485	1,603	1,255	740	500
	Post License $90 every 3 years ('17-2,'18-5,'19-2)	180								
	Tri County Law Enforcement	75								
	MN Chiefs of Police Assoc	230								
	Range Dues/Special Response Team	1,000								
440	**Prisoner Expense**			-	-	-	-	-	-	223
442	**Forfeitures**			-	-	-	-	-	-	103
500	**Capital Outlay (GENERAL)**		53,700	4,000	42,000	44,068	36,000	-	-	-
	Squad Car Replacement / Equip / Graphics	44,700								
	LETG Licensing for Reserve Squad Computer	4,500								
	Standing Desks	2,000								
	Website	2,500								
721	**Contingency Fund**			-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 1,455,103**	**$ 1,359,376**	**$ 1,300,339**	**$ 1,310,798**	**$ 1,246,995**	**$ 1,128,273**	**$ 1,036,830**	**$ 969,531**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 33,394	$ 7,446	$ 8,059	$ 6,857	$ 7,951	$ 6,605	$ 5,334	$ 7,978
	Community Development Director (10%)	7,951								
	Planner (50%)	25,443								
101	**PT Salaries & Wages**		$ -	$ 17,982	16,642	15,454	$ 14,305	$ 14,342	$ 11,996	$ 3,526
120	**Employer Contrib Ret General**		5,059	3,852	3,742	3,336	3,446	3,159	2,516	1,633
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	**Employer Paid Ins General**		3,900	980	861	677	851	803	806	-
151	**Worker's Comp Benefit**		252	209	163	217	180	223	380	225
200	**Office Supplies (GENERAL)**		200	300	300	33	72	7	60	336
	Toner, Etc.	200								
207	**Computer Supplies**		200	300	300	116	-	-	-	-
208	**Training and Instruction**		250	250	250	-	-	530	638	-
300	**Professional Srvs (GENERAL)**		2,750	4,000	4,000	593	1,704	1,428	1,283	2,720
	Attorney/Nuisance Abatement/Admin Hearings									
305	**Technology**		1,186	1,186	1,400	1,125	1,122	240	372	1,018
	Verizon WiFi	420								
	Civic System support permits (7.11%)	766								
320	**Communications**		1,092	450	450	-	-	-	-	-
	Cell Phone	1,092								
322	**Postage**		125	50	50	82	-	-	-	-
335	**Auto Expense**		800	800	800	4,216	772	466	1,768	757
	Fuel/Maintenance	800								
351	**Legal Notices Publishing**		250	270	270	76	-	120	12	245
361	**General Liability Insurance**		415	255	275	263	271	306	569	464
	Property/Liability/Volunteer Insurance	415								
494	**Property Management**		-	400	400	-	175	404	404	
500	**Capital Outlay (GENERAL)**		2,500	-	-	-	8,607			
	Website	2,500								
		-								
TOTAL BUDGET/EXPENDITURES			**$ 52,375**	**$ 38,730**	**$ 37,962**	**$ 33,045**	**$ 39,456**	**$ 28,634**	**$ 26,138**	**$ 18,903**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
112	**Contracted Services**		$ 2,300	$ 2,300	$ 2,500	$ 2,140	$ 2,140	$ 2,140	$ 1,386	$ 1,386
	Siren Maintenance	2,140								
	Miscellaneous	160								
220	**General Supplies**			-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 2,300**	**$ 2,300**	**$ 2,500**	**$ 2,140**	**$ 2,140**	**$ 2,140**	**$ 1,386**	**$ 1,386**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 20,912	$ 17,999	$ 17,199	$ 20,483	$ 17,133	$ 16,303	$ 15,680	$ 15,151
	PS Director (4.1%) & 6 PW Staff (4.8%)	20,912								
102	**FT Employees OT**		500	500	500	2	194	85	282	929
103	**Health Stipend (HRA)**		-	-	-		-	-	-	-
120	**Employer Contrib Ret General**		3,259	2,817	2,695	2,995	2,607	2,382	2,316	2,303
	PERA 7.5%									
	FICA/Medicare - 7.65%	192								
130	**Employer Paid Ins General**		6,995	5,380	4,742	5,038	4,119	3,480	3,651	2,654
142	**Unemployment Comp Benefit**			-	-		-	-	-	-
151	**Worker's Comp Benefit**		1,776	720	90	465	731	-	(1,141)	362
208	**Training & Instruction**		200	200	100	15	249	81	30	
220	**General Supplies**		500	500	450	137	488	809	199	911
	Misc General Supplies	500								
222	**Gen I Operating Expense**		5,325	5,325	7,500	3,537	5,311	5,207	2,348	4,323
	Torch Gases	225								
	Rugs/Towels Cleaning	600								
	Parts/Oil/Supplies/Hardware	4,500								
240	**Small Tools and Minor Equip**		1,500	900	900	872	798	996	(48)	538
	Spill Containment for oil drums	600								
300	**Professional Srvs (GENERAL)**		-	-	-	-	-	77	220	-
303	**Engineering Fees**		-	-	-	-	-	-	31,189	504
305	**Technology**		58	66	100	53	175	249	9	58
	Civic Systems Support (0.54%)	58								
320	**Communications (GENERAL)**		12	424	24	8	8	13	22	21
	CenturyLink Long Distance	12								

351	**Legal Notices**					456	-	3		
361	**General Liability Insurance**		1,214	1,152	1,110	1,166	1,097	1,385	1,301	1,162
	Property/Liability/Volunteer Insurance	1,214								
380	**Utilities**		12,753	13,500	15,000	10,941	8,163	11,963	15,819	13,772
	Connexus	4,620								
	Centerpoint	7,500								
	City of Isanti - Water & Sewer	633								
400	**Ground Maintenance**		-	-	2,000	725	-	-	-	-
401	**Maint & Repairs - Bldgs**		2,916	3,100	2,000	3,128	4,041	2,948	3,145	2,084
	Disposal Service $118/Month	1,416								
	Misc Maint & Repairs - Bldgs	1,500								
404	**Repairs/Maint Machinery/Equip**		500	500	250	630	122	1,555	751	953
	Annual Lift Inspection	250								
410	**Rentals**		675	675	-	-	-	184	-	-
417	**Uniform Rentals**		264	252	252	245	229	245	320	218
	Cleaning ($15 per mth)	180								
	Allowance	84								
500	**Capital Outlay (GENERAL)**			-	-	-	-	50,391	-	-
501	**Replacement Fund**			-	-	-	-	-	-	-
530	**ImprovsOtherThanBldgs**			-	-	-	-	31,195	153,968	
700	**Transfers (GENERAL)**			-	-	-	-	-	-	-
701	**Equipment/Bldg Payments**			-	-	-	-	-	-	-
720	**Operating Transfers**			-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 59,359**	**$ 54,010**	**$ 54,912**	**$ 50,898**	**$ 45,465**	**$ 129,553**	**$ 230,060**	**$ 45,943**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 126,337	$ 120,945	$ 113,332	$ 125,246	$ 109,745	$ 108,477	$ 93,786	$ 94,802
	PS Director (21.2%) & 6 PW Staff (24.6%)	126,237								
	Public Works Committee (25%)	100								
101	**PT Salaries & Wages**		4,096	3,621	1,207	16	-	-	-	-
102	**FT Employees OT**		6,000	9,000	9,000	3,778	8,022	1,979	13,260	6,243
103	**Health Stipend (HRA)**		-	-	-	-	-	-	-	-
105	**Labor Credit - Work for Others**		(1,750)	(1,500)	(1,500)	(3,250)	(848)	(1,493)	(2,350)	(1,153)
112	**Contracted Services**		-	-	-	-	-	-	-	427
120	**Employer Contrib Ret General**		20,125	20,185	18,826	18,797	17,921	15,879	15,564	14,269
	PERA 7.5%									
	FICA/Medicare - 7.65%	2,990								
130	**Employer Paid Ins General**		41,254	30,754	27,182	27,930	21,796	18,563	19,250	16,350
142	**Unemployment Comp Benefit**			-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		11,423	18,208	19,169	19,327	20,365	24,198	20,508	12,788
208	**Training and Instruction**		800	800	500	82	887	1,183	30	165
212	**Motor Fuels**		20,000	15,000	25,000	10,622	10,983	11,050	26,737	24,580
220	**General Supplies**		12,000	12,000	14,000	8,879	3,136	12,848	12,224	13,843
226	**Signs**		500	3,000	9,500	9,617	9,190	4,907	-	-
229	**Gravel**		7,800	7,800	3,900	3,860	4,067	3,505	32	1,591
230	**Salt/Sand**		43,000	40,000	40,000	27,228	35,431	31,447	25,899	40,066

231	**Street Maintenance**		10,052	10,500	12,500	6,821	9,418	7,453	9,208	5,677
	Special Assessments	852								
	Misc Patching/Street repair	6,700								
	Sidewalk repair	2,500								
240	**Small Tools and Minor Equip**		1,900	2,650	1,000	711	883	711	1,340	716
	Fridge/Microwave Shop (PRC/Sts/W/S/Stm)	400								
	Pallet Jacks	500								
300	**Professional Srvs (GENERAL)**		1,500	1,500	1,500	1,281	1,429	2,249	1,483	1,100
	Safety Training	980								
	CDL Drug Testing	520								
303	**Engineering Fees**		30,000	30,000	10,000	47,654	29,365	23,196	47,301	25,325
305	**Technology**		352	458	1,000	403	918	476	133	471
	Civic Systems (3.27%)	352								
320	**Communications (GENERAL)**		2,783	3,180	1,752	2,673	3,058	2,381	1,828	1,611
	PW Cell Phones (1/3) On-Call Phone	1,774								
	Verizon HotSpot	643								
	PW Building Land Line	367								
351	**Legal Notices Publishing**		-	-	-	120	10	17	52	
361	**General Liability Insurance**		6,863	6,441	6,626	6,561	6,547	8,432	6,747	6,798
	Property/Liability/Volunteer Insurance	6,863								
380	**Utilities**		-	200	275	1,092	-	-	372	-

400	**Grounds Maintenance**		1,000	1,000	1,000	940	-	-	-	-
401	**Maint & Repairs - Bldgs**		1,630	2,700	1,500	907	531	1,772	1,488	976
	Disposal Service $45/Month	540								
	Misc Repairs	760								
	Shop Roof Repair (20% Streets, Parks, Water, Sewer, Storm)	330								
404	**Repairs/Maint Machinery/Equip**		24,000	27,000	24,000	12,730	40,484	17,210	24,642	24,746
410	**Rentals**		300	350	1,000	221	336	83	-	42
417	**Uniform Rentals**		1,559	1,530	1,529	1,483	1,438	1,500	1,409	1,166
	Cleaning ($80 per mth)	989								
	Allowance	570								
433	**Dues and Subscriptions**		200	175	150	100	65	75	75	75
	TCALMC (25%)	75								
	APWA (25%)	125								
494	**Property Management**		-	1,500	1,500	-	-	1,460	1,322	705
500	**Capital Outlay (GENERAL)**		25,450	21,730	21,834	19,335	11,110	463	42,807	490
	Bobcat Buyback Program	4,400								
	4-ton Hotpatch Trailer (Split x 4, Str, W, Sw, Stm)	7,500								
	Bulk Fuel Tank and Pump (Split x 5, Str, PRC, W, Sw, Stm)	1,200								
	Pro-Tech Sno Pusher	5,000								
	Air Compressor (Split x 5, Str, PRC, W, Sw, Stm)	900								
	Vibrating Asphalt Roller (Split x 4, Str, W, Sw, Stm)	3,950								
	Website	2,500								
511	**Land Acquisition**			-	-		-	-	-	
531	**Improvement-Land**			-	-		-	-	8,307	
	TOTAL BUDGET/EXPENDITURES		**$ 399,173**	**$ 390,727**	**$ 367,282**	**$ 355,163**	**$ 346,287**	**$ 300,022**	**$ 373,452**	**$ 293,871**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
303	**Engineering Fees**		$ -	$ -	$ -	$ -	$ -	$ 59	$ -	$ -
361	**General Liability Insurance**		-	-	-	-	-	1	8	189
	Property/Liability/Volunteer Insurance	-								
380	**Utilities**		60,000	60,000	63,125	49,299	59,132	63,753	58,810	59,684
	Street Lighting	60,000								
500	**Capital Outlay (GENERAL)**		-	20,000	20,000	11,258	12,634	22,517	-	-
	Street Lighting Infill	-								
TOTAL BUDGET/EXPENDITURES			**$ 60,000**	**$ 80,000**	**$ 83,125**	**$ 60,557**	**$ 71,766**	**$ 86,329**	**$ 58,818**	**$ 59,873**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 4,846	$ 4,181	$ 3,994	$ 10,165	$ 9,392	$ 3,753	$ 3,600	$ 3,466
	PS Director (1.0%) & 6 PW Staff (1.1%)	4,846								
101	**PT Salaries & Wages (seasonal)**		6,730	6671	6,671	199	-	-	-	-
102	**FT Employees OT**		250	250	250	426	250	219	46	168
103	**Health Stipend (HRA)**		-	-	-	-	-	-	-	-
112	**Contracted Services**		-	-	-	-	-	-	-	-
120	**Employer Contrib Ret General**		1,287	1,185	1,156	1,190	1,050	578	528	521
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	**Employer Paid Ins General**		1,618	1,246	1,098	1,180	954	798	832	607
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		336	165	21	-	-	-	-	-
208	**Training & Instruction**		-	50	-	-	-	12	-	-
212	**Motor Fuels**		900	900	1,500	721	675	679	1,519	1,404
220	**General Supplies**		-	-	-	45	0	1	-	3
300	**Professional Srvs (GENERAL)**		300	150	300	424	55	133	140	223
	Clean-Up Day	300								
303	**Engineering Fees**		-	-	-	-	63	180	-	21
305	**Technology**		-	-	-	-	39	17	2	13
351	**Legal Notices**		-	-	-	-	-	1	-	-
361	**General Liability Insurance**		63	62	142	71	141	30	29	28
	Property/Liability/Volunteer Insurance	63								
400	**Ground Maintenance**		3,500	3,500	3,500	2,061	20,351	7	-	-
	Compost screening	3,500								
417	**Uniform Rentals**		18	17	17	16	14	19	19	14
	Allowance	18								
TOTAL BUDGET/EXPENDITURES			**$ 19,847**	**$ 18,377**	**$ 18,649**	**$ 16,498**	**$ 32,983**	**$ 6,426**	**$ 6,714**	**$ 6,468**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
300	**Professional Srvs (GENERAL)**						-	-	23,639	
380	**Utilities**		2,540							
390	**Public Safety Expense**		231,249	233,593	233,593	209,043	203,125	180,256	163,983	151,688
401	**Maint & Repairs - Bldgs**						-	-	75	
TOTAL BUDGET/EXPENDITURES			**$ 233,789**	**$ 233,593**	**$ 233,593**	**$ 209,043**	**$ 203,125**	**$ 180,256**	**$ 187,697**	**$ 151,688**

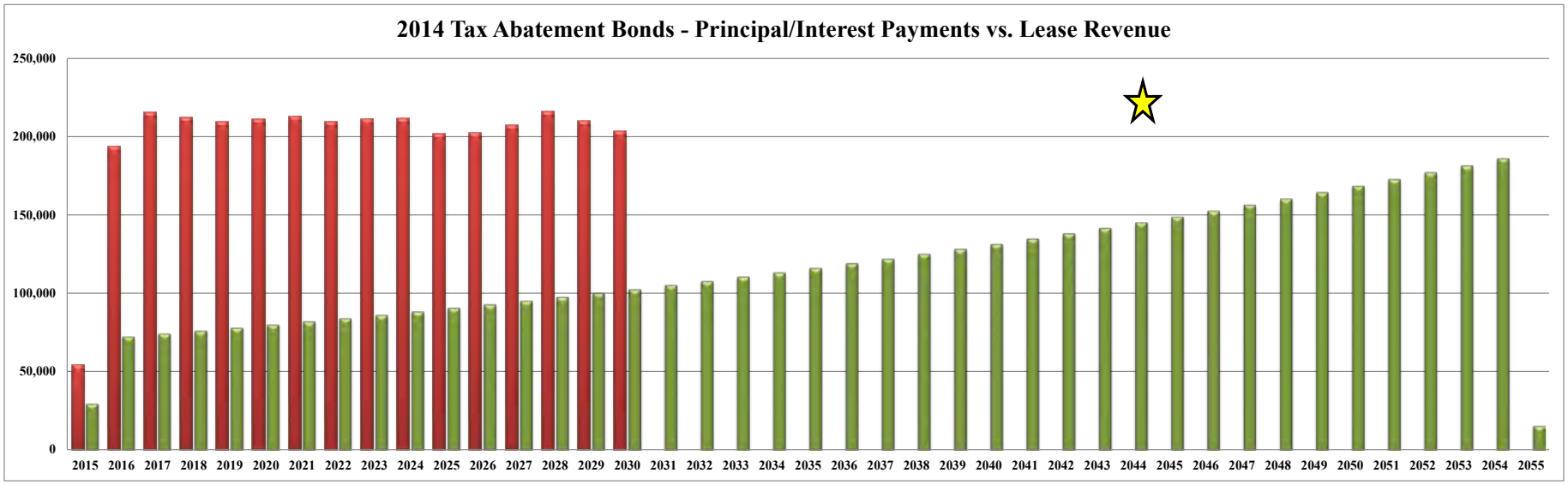
Transfers

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
303	**Engineering Fees**			-	-		-	-	-	-
320	**Communications (GENERAL)**			-	-		-	-	-	-
380	**Utilities**			-	-		-	238	(881)	327
437	**Other Miscellaneous**			-	-		-	237	(511)	(789)
490	**Donations-Organizations**			-	-		-	-	-	-
604	**TIF-Pay as You Go (101-49110-604)**		-	1,231	9,920	4,960	10,399	10,877	11,630	12,349
612	**Interest Expense**		341	-	-		-	1,552	1,833	2,106
700	**Transfers (GENERAL)**		123,788	119,840	143,525	147,400	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
	(10 year loan - 1st Installment 2006)									
	Transfer to Sewer Fund - 3rd Avenue		10,487	9,525	10,502	10,502	9,241	10,502	8,669	8,395
	(10 year loan - 1st Installment 2010)									
	Transfer to Water Fund - Hotel Project		28,330							
	10 year term 2019 thru 2028									
	Transfer to Sewer Fund - Hotel Project		56,670							
	10 year term 2019 thru 2028									
	Transfer to Liquor Fund - Hotel Project		53,619							
	2 year term 2019 thru 2020									
	TOTAL BUDGET/EXPENDITURES		**$ 276,413**	**$ 133,776**	**$ 167,127**	**$ 166,042**	**$ 169,383**	**$ 426,403**	**$ 73,174**	**$ 74,822**

Remaining Balances	**12/31/2019**
Deer Haven - Water	3,179.03
Deer Haven - Sewer	3,179.03
3rd Avenue - Sewer	-
Hotel Project - Water	254,970.00
Hotel Project - Sewer	510,030.00
Hotel Project - Liquor	53,618.50

Tax Abatement Bonds

Year	P&I Pmts	105% Levy	Lease Revenue
2015	54,052.08	227,307.50	30,000.00
2016	193,562.50	228,125.63	72,750.00
2017	215,712.50	224,870.63	74,568.75
2018	212,612.50	221,615.63	76,434.50
2019	209,512.50	223,610.63	78,345.59
2020	211,362.50	225,500.63	80,302.39
2021	213,112.50	222,035.63	82,309.95
2022	209,812.50	223,820.63	84,367.70
2023	211,037.50	224,608.13	86,476.89
2024	211,725.00	214,764.38	88,638.81
2025	202,200.00	215,105.63	90,854.79
2026	202,456.25	220,552.50	93,126.15
2027	207,275.00	230,475.00	95,454.31
2028	216,500.00	224,175.00	97,840.67
2029	210,250.00	217,350.00	100,286.68
2030	203,500.00	-	102,793.85
2031		-	105,363.70
2032		-	107,997.79
2033		-	110,697.73
2034		-	113,465.18
2035		-	116,301.81
2036		-	119,209.35
2037		-	122,189.59
2038		-	125,244.32
2039		-	128,375.43
2040		-	131,584.82
2041		-	134,874.44
2042		-	138,246.30
2043		-	141,702.46
2044		-	145,245.02
2045		-	148,876.14
2046		-	152,598.05
2047		-	156,413.00
2048		-	160,323.32
2049		-	164,331.41
2050		-	168,439.69
2051		-	172,650.69
2052		-	176,966.95
2053		-	181,391.13
2054		-	185,925.90
2055		-	15,717.45
	3,184,683.33	3,343,917.55	4,758,682.70


2014 Tax Abatement Bonds - Principal/Interest Payments vs. Lease Revenue
250,000
200,000
150,000
100,000
50,000
0
2015 2016 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049 2050 2051 2052 2053 2054 2055

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, AUGUST 8, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards
1. 2018 Jubilee Parade Mayor's Choice Trophy

F. Approve City Council Minutes
1. July 17, 2018 – Regular Meeting of the City Council
2. July 17, 2018 – Budget Work Session of the City Council

G. Announcements

1. City of Isanti Primary Elections	Tuesday, August 14, 2018 from 7:00 am - 8:00 pm
2. Canvass Board Meeting	Friday, August 17, 2018 at 8:00 a.m.
3. City Council Meeting	Tuesday, August 21, 2018 at 7:00 p.m.
4. Planning Commission Meeting	Tuesday, August 21, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*
5. Park, Recreation, and Culture Board Meeting	Tuesday, August 28, 2018 at 6:00 p.m.

H. Council Committee Reports

I. Public Hearings

J. Business Items
1. Resolution 2018-XXX Approving a Special Event Permit Application for the Bluejacket 5K
2. Resolution 2018-XXX Approving MOU Between the City of Isanti and Cambridge-Isanti School District #911 for the School Resource Officer Program
3. Resolution 2018-XXX Authorizing the Application to Enter into an Agreement with the Minnesota Office of Traffic Safety Grant for Safe and Sober High Visibility Enforcement
4. Resolution 2018-XXX Amending the Lease Agreement with Rum River BMX to Include Exhibit G – Special Event Paid Parking Agreement
5. A Resolution 2018-XXX Approving a Special Event Permit Application for the 2018 MN State Series Finals Race (Larry Merchlewitz)
6. Resolution 2018-XXX Approving a Special Event Permit Application for the 2018 Summer Spectacular Car Show (Amy Campbell-Davis)

<u>City Administrator Don Lorsung</u>
7. Regulation of Public Right of Ways
    a. Ordinance No. XXX to Enact City Code Chapter 257, Right of Way Management

b. Resolution 2018-XXX Approving an Agreement Template for Small Wireless Facility Collocation
c. Ordinance No. XXX Amending City Code Chapter 160, Fees
d. Resolution 2018-XXX Adopting Fees with the City of Isanti

8. Resolution 2018-XXX Request from La Cross Sign Co on Behalf of Kwik Trip Inc for a Conditional Use Permit to Install Dynamic Signage at 400 E Dual Blvd NE

Assistant City Engineer Jason Cook

9. Resolution 2018-XXX Bid Award Recommendation- 2018 Street Utility & Improvement Project

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $1,012,791.97 and Payroll in the amount of $95,841.05
2. Contractor Pay Request No. 4 - Palomino Road Improvements Project Payment to C & L Excavating in the Amount of $65,489.96
3. Final Minutes of the July 3, 2018 Planning Commission Meeting
4. Final Minutes of the June 26, 2018 Park, Recreation and Culture Board Meeting
5. Resolution 2018-XXX Approving the New Part-time Position of Municipal Separate Storm Sewer System Technician (MS4 Tech)
6. Resolution 2018-XXX Accepting Resignation of Part-Time Administrative Data Clerk Jeannifer Anderson
7. Resolution 2018-XXX Accepting Resignation of Full-Time Economic Development Director Sean Sullivan
8. Resolution 2018-XXX Accepting Resignation of Part-time Police Officer Jacob Isaacson
9. Resolution 2018-XXX Offering the Position of Part Time Administrative Data Clerk to Jaden Moore
10. Resolution 2018-XXX Accepting Donation for Isanti Redbirds and Authorizing Expenditure of Same
11. Resolution 2018-XXX Approving Heartland Payment Services Proposal for Credit Card Processing Services
12. Resolution 2018-XXX Approving Gambling Permit for FOSS- St. Scholastica
13. Resolution 2018-XXX Accepting Quote for Driveway Repairs as a result of a water line leak at 808 Marion St. SW
14. A Resolution Accepting Donations for the 2018 Passport to Parks Grand Prize Drawings

L. Other Communications

1. Draft Minutes of the July 17, 2018 Planning Commission Meeting
2. Draft Minutes of the July 24, 2018 Meeting of the Park, Recreation and Culture Board

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JULY 17, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input
None.

II. Agenda
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, Finance Director Mike Betker, Community Development Director Ryan Kernosky, and Assistant City Engineer Jason Cook

Others Present: Commissioner Mike Warring, Angie Kersting, George Hemen, Jeff Johnson, Lisa Johnson, Larry Merchlewitz, Kellie Marshall, Ryan Roberts

D. Adopt Agenda
City Administrator Don Lorsung explained the agenda was amended by adding Item K. 7 – Resolution 2018- XXX Authorizing Adoption of Transfer/ Donation of Parcel in Redevelopment TIF District No. 9 to City of Isanti and Authorization to Conduct Environmental Testing.

Motion by Lorinser, second by Collison to approve the agenda with modifications listed above. Motion carried.

E. Proclamations/Commendations/Certificate Awards
None.

F. Approve City Council Minutes
1. July 3, 2018 – Regular Meeting of the City Council

Motion by Collison, second by Bergley to approve minutes as presented. Motion carried.

G. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, July 24, 2018 at 6:00 p.m.
2. City Council Meeting	Wednesday, August 8, 2018 at 7:00 p.m.
3. City Council Budget Session	Wednesday, August 8, 2018 (*Immediately following City Council Meeting*)
4. Economic Development Authority	Wednesday, August 8, 2018 (*Immediately following EDA Meeting*)

H. Council Committee Reports
None.

I. Public Hearings

None.

J. Business Items

1. **Resolution 2018-162** Approving a Special Event Permit Application for 2018 Minnesota State Series Qualifier Race

Larry Merchlewitz, of the Rum River BMX Association, said the state qualifying race is coming up during the first weekend in August and the City of Isanti is stop number 9 of 11 in Minnesota. The riders are trying to achieve a qualifying position to eventually get a state plate. There is an estimated 800 people that should be attending the Qualifiers with a hopeful 300 of those being riders. Mr. Merchlewitz shared that the Isanti track is always going to have riders as it is an indoor track and weather is not a factor. A lot of people are expected to show up for the event with an anticipated 100 motos.

Motion by Lundeen, second by Bergley to approve the request as presented. Motion carried.

2. **Resolution 2018-163** Approving Cedar Tree Revetment at River Bluff Preserve

This is similar to last year with the program being run through Isanti Soil and Water Conservation District (SWCD) which works with Anoka County SWCD and the Conservation Corp.

Motion by Lorinser, second by Collison to approve the request as presented. Motion carried.

City Administrator Don Lorsung

3. **Resolution 2018-164** Denying an Interim Use Permit for the Operation of a Temporary Real Estate Office for Semler Construction, Inc.

A public hearing regarding the permit was held at the Special Planning Commission Meeting. A negative recommendation was given by the Planning Commission with findings in the Agenda Packet.

Motion by Bergley, second by Lorinser to approve the denial of the Interim Use Permit. Motion carried.

Assistant City Engineer- Jason Cook

4. **Resolution 2018-165** Authorizing Engineering Services and Work for Dogwood Street Pond Maintenance

Notices for a Public Meeting were sent out to all affected property owners for this project with one person showing up to the meeting. That individual had a positive response to the project.

Motion by Lorinser, second by Lundeen to approve the request as presented. Motion carried.

5. **Resolution 2018-166** Authorizing the Advertisement for Bids for the 2018 Storm System Maintenance Project

Motion by Lorinser, second by Bergley to approve the request as presented. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $190,987.98 and Payroll in the amount of $103,313.84
2. Final Meeting Minutes for the June 5, 2018 Economic Development Authority Meeting
3. **Resolution 2018-167** Accepting Official City Newspaper Rate Change
4. **Resolution 2018-168** Adopting an Updated Credit Card Use Policy
5. **Resolution 2018-169** Approving Gambling Permit for Rum River BMX
6. **Resolution 2018-170** Approving Vacation Carry Over for Chief Hill
7. **Resolution 2018-171** Approving Adoption of Transfer/ Donation of Parcel in Redevelopment TIF District No. 9 to City of Isanti and Authorization to Conduct Environmental Testing

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

L. Other Communications

1. Draft Minutes of the July 3, 2018 Economic Development Authority Meeting

2. Draft Minutes of the July 3, 2018 Planning Commission Meeting
3. June Police Department Report
4. June Code Enforcement Report
5. June Building Inspector Report
6. July Engineering Report

Adjournment
Motion to adjourn by Bergley, second by Lundeen. Motion carried. The meeting was adjourned at 7:07 p.m.

Respectfully Submitted,

Jeannifer Anderson

Jeannifer Anderson
Administrative Data Clerk

MINUTES
CITY OF ISANTI
CITY COUNCIL BUDGET WORK SESSION
TUESDAY JULY 17, 2018
CITY HALL

Mayor Wimmer called the meeting to order at 7:09 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, City Attorney Clark Joslin, Police Chief Gene Hill, Finance Director Mike Betker, Community Development Director Ryan Kernosky, and Assistant City Engineer Jason Cook

C. Work Session Items

1. 2019 Budget Review Schedule

The 2019 Budget Review Schedule was included in all agenda packets but was not verbally reviewed during the work session.

2. Review 2019 General Fund Revenue Projections

Mayor Wimmer began by explaining the Finance Director would go through some of the highlights of the budget and all councilmembers had received a budget and all accompanying documents.

Finance Director Mike Betker started by saying the preliminary budget would be reviewed and he would touch on the key points of the Budget.

Local Government Aid (LGA) will increase a little over $3,500, from $631,808 in 2018 to $635,456 in 2019.

The proposed transfer from the Liquor Store has been budgeted at $350,000; unchanged from 2018. The Liquor Store has been great for helping to keep taxes low in the past and continues to do so.

The proposed 2019 budget would reduce the fund balance in the General Fund by $229,057. City Fund Balance Policy requires that Fund Balance in excess of 50% be used to reduce taxes in the coming year. This budget meets the Fund Balance Policy requirements. Essentially, the City is using $229,057 of excess revenue from 2017 to reduce taxes in 2019.

Mayor Wimmer added that the City does not receive final numbers from the County until after the levy is set on what the actual tax base is going to be. The County always under-projects those numbers from what they will be. This will not be finalized until March. Guidelines from the State is that the City shall have 35-50% of the Fund in cash with everything over that being set by the Council. Anything in excess of that is put towards property taxes.

Mr. Betker continued by saying after a lot of conversations with the County, the preliminary taxable market values for 2019 have increased 10.86%. With that in mind, the combined General Fund and Debt Service Levy is proposed to decrease by 0.12% despite the fact that market rates will increase.

The EDA Levy is proposed at $62,565 for 2019. The big point for this budget is that the target preliminary tax rate for 2019 is estimated at 72% even, which is a 9.55% decrease from the final certified rate in 2018.

Councilmember Collison asked Mr. Betker to explain the tax rate.

Mr. Betker replied that the tax rate is arrived at when the levy is divided by the taxable market value. If a property value were to remain the same year after year, the taxes would only increase or decrease if the tax rate went up or down.

Mayor Wimmer explained that it takes a year or two for the full impact of the tax base to be felt. When a new home is built, it is generally only a few hundred for the lot, but it increases after a home is built.

Councilman Bergley asked about the process to appeal the property tax value. Mayor Wimmer responded by saying as soon as the assessment is received it needs to be appealed right away with the County Assessor and it cannot wait. They will then reassess the property. The assessments can be challenged later, but it is then a court process so it is best to do it right away.

Councilman Collison interjected by saying there always seems to be anomalies you hear of that have the property tax value increase substantially with no improvements to the property, which the City has no control over.

Councilman Bergley asked for clarification that homeowners who disagree with their tax assessments need to call the County Assessor. Mayor Wimmer agreed and said all the information is on the assessment homeowners receive from the County.

Adjournment
Motion by Lundeen, second by Lorinser to adjourn. Motion carried unanimously. The Budget Work Session adjourned at 7:18 p.m.

Respectfully Submitted,

Jeannifer Anderson

Jeannifer Anderson
Administrative Data Clerk

Request for City Council Action - MEMO

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

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: August 8, 2018

Subject: **A Resolution Approving a Special Event Permit Application for the 2018 Bluejacket 5K**

Background

The City received a special event application from the Isanti Intermediate School and School for All Seasons to host a the Bluejacket 5K & 1 Mile Run/Walk on Saturday, October 13, 2018. The event will 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 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 will be in the parking lot located at the Intermediate School. Restroom facilities will be located within the school. 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 9:00 a.m. to 10:20 a.m. City staff have approved the route with the condition that vehicle access is maintained from the south to the neighborhood around the school during the event. Volunteers and school staff will aid with clean-up after the event is completed. The applicant is requesting the clean-up fee waived. A signed Release and Indemnification form is required before issuance of the permit.

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. 2018-
- Special Event Application
    - Special Event Application
    - Department Head Review Sheet
    - Sample Letter to Property Owners
    - 5k and 1mi Route Map
    - Certificate of Liability Insurance

RESOLUTION 2018-

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE 2018 BLUEJACKET 5K

WHEREAS, the Isanti Intermediate School / School for All Seasons (the 'applicant') will be holding the Bluejacket 5K and 1 Mile Run/Walk on Saturday, October 13, 2018; and,

WHEREAS, the applicant is requesting assistance from Isanti Police Department and Isanti Fire District to help runners/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 13, 2018 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.
- City waive the clean-up deposit fee.
- A signed Release and Indemnification form is submitted prior to the event

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 8th day of August, 2018.

Attest: _____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: [redacted]

APPLICANT INFORMATION

Sponsoring Entity (if applicable): [redacted]

Contact Person: [redacted]

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Phone: [redacted] Fax: [redacted] Cell: [redacted]

E-mail: [redacted]

Secondary Contact Person: [redacted]

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Phone: [redacted] Cell: [redacted] E-mail: [redacted]

EVENT INFORMATION

Event Name: [redacted]

Date(s) of Event: [redacted]

Hours of Event: [redacted]

Type of Event: [X] Open to the Public [ ] Private [ ] Other: [redacted]

Describe Event (List all activities. Provide flyer or other marketing materials as available.):

[redacted]

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):

Estimated Number of People in Attendance (includes staff, participants, and spectators):

Parking Impact – Describe in detail:

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:

Are you requesting any street closures? If yes, list streets:

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.

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:

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:

Some [illegible] for announcing [illegible]

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 a registration fee for registration
2. No
3. Money will be used for [illegible] to provide scholarships for graduating ISD 911 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: [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: Jim Wood

Community Events & Parks Coordinator
__X__ Approved _____ Denied _____ N/A Signature: Natalie Erickson

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature:

City Administrator
__X__ Approved _____ Denied _____ N/A Signature:

City Council
_____ Approved _____ Denied

Date of Review: _____

- RETAIN SOUTH ACCESS to NEIGHBORHOOD AROUND SCHOOL FOR VEHICULAR TRAFFIC. COPR

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, July 11, 2018 2:59 PM
To: Isanti Parks
Subject: RE: Special Event Permit Application - Bluejacket 5K

Isanti Fire reviewed and approves the Bluejacket 5K special event permit as submitted.

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 <IsantiParks@cityofisanti.us>
Sent: Wednesday, July 11, 2018 12:56 PM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; aljankovich@isantifiredistrict.org
Subject: Special Event Permit Application - Bluejacket 5K

Good afternoon!

I have attached the Special Event Permit application for the Bluejacket 5K on October 13. The event organizers have requested that Isanti PD and Isanti Fire be present at the event to assist. They're expect 150-200 people in attendance. Route maps are included in the application.

Please respond with your comments or approval at your convenience.

Thank you,

Katie Everett
Parks, Recreation, and Culture Manager
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: Friday, July 20, 2018 7:02 PM
To: Isanti Parks
Subject: Re: Special Event Permit Application - Bluejacket 5K

Approved

Get Outlook for Android

From: Isanti Parks
Sent: Friday, July 20, 2018 2:33:14 PM
To: Chief Gene Hill
Subject: FW: Special Event Permit Application - Bluejacket 5K

Good afternoon Chief,

Just checking back on this Special Event permit, I don't believe I have your response for the Bluejacket 5K yet.

Thanks,

Katie Everett
Parks, Recreation, and Culture Manager
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

From: Isanti Parks
Sent: Wednesday, July 11, 2018 12:56 PM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; 'aljankovich@isantifiredistrict.org' <aljankovich@isantifiredistrict.org>
Subject: Special Event Permit Application - Bluejacket 5K

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Please respond with your comments or approval at your convenience.

Thank you,

To property owners along 8th Ave, 9th Ave, & Marion St. SE:

On Saturday, October 13th 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 seventh annual Bluejacket Run/Walk!

To property owners along 8th Ave, 9th Ave, & Marion St. SE:

On Saturday, October 13th 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 seventh annual Bluejacket Run/Walk!

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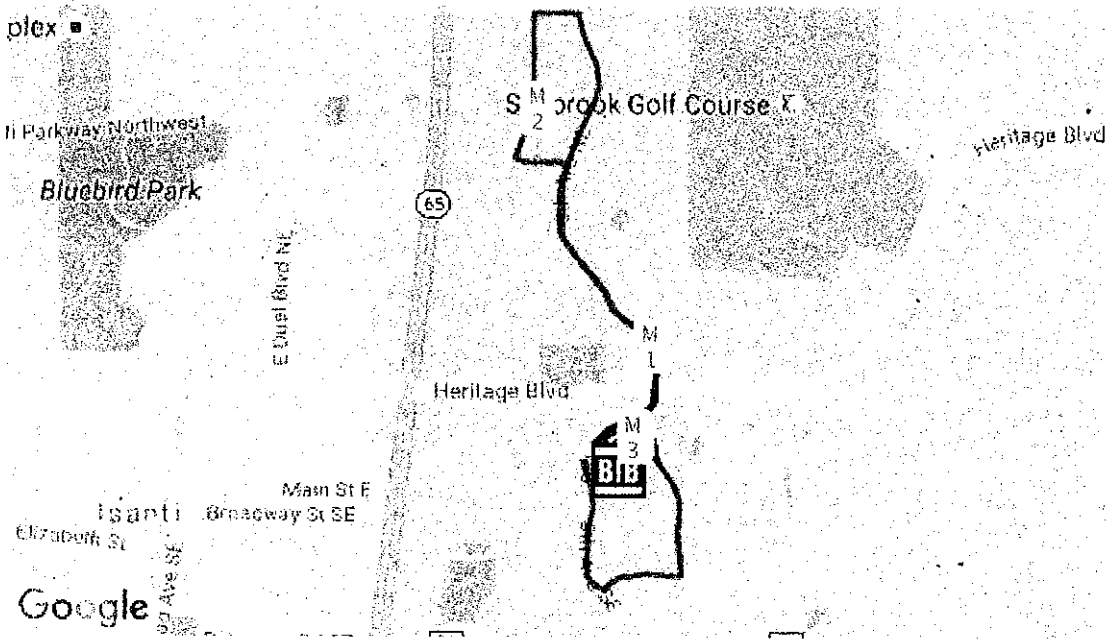

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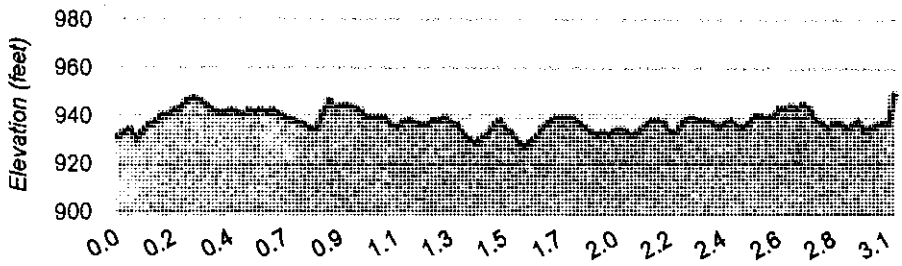

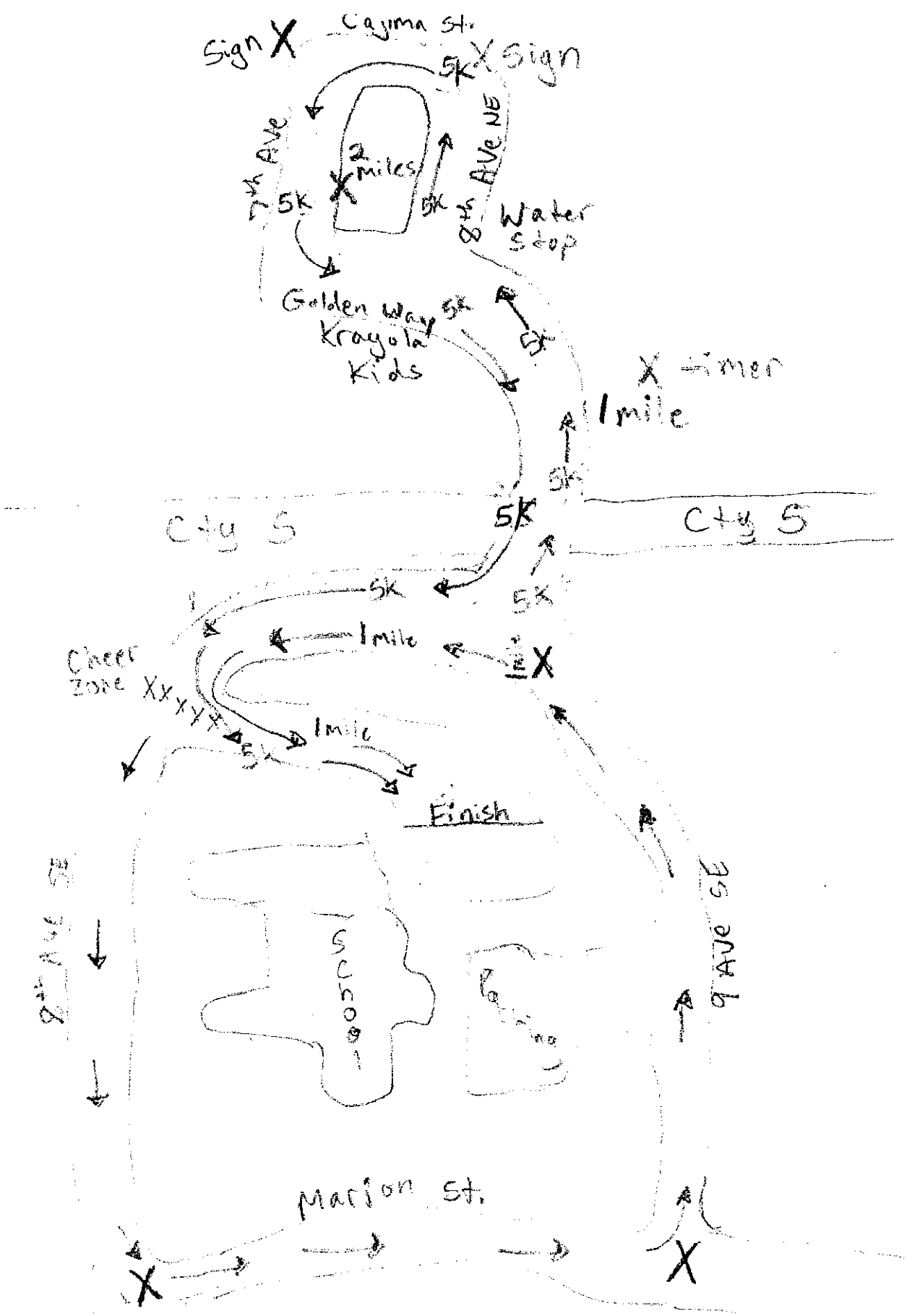
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1mile
5K
Finish
8th Ave
School
9th Ave SE
Marion St.

CAMBR-1 OP ID: RB

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 06/20/2018

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 Maguire Agency 1970 Oakcrest Avenue,#300 Roseville, MN 55113 Matthew A. Sundeen, CIC, AAI 651-638-9100	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:
INSURED Cambridge-Isanti Schools #911 Kris Crocker 625 A Main Street North Cambridge, MN 55008	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: Hanover Insurance Company — 22292 INSURER B: SFM — 11347 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	X COMMERCIAL GENERAL LIABILITY							
	[ ] CLAIMS-MADE [X] OCCUR			ZDXD12494501	01/01/2018	01/01/2019	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 15,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	[ ] POLICY [ ] PRO-JECT [X] LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY							
	X ANY AUTO			AWXD12503201	01/01/2018	01/01/2019	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	[ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS						BODILY INJURY (Per person)	$
	[ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB [X] OCCUR							
	[ ] EXCESS LIAB [ ] CLAIMS-MADE			UHXD12494601	01/01/2018	01/01/2019	EACH OCCURRENCE	$ 2,000,000
	[ ] DED [X] RETENTION $ 0						AGGREGATE	$ 2,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X PER STATUTE [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N]	N/A		32256211	01/01/2018	01/01/2019	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

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

RE: 2018 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

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J.2.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council Members

From: Mike Betker, Finance Director

Date: July 25, 2018

Subject: Consider Resolution Approving a Memorandum of Understanding (MOU) Between the City of Isanti and Cambridge-Isanti School District #911 for School Resource Officer Program

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Background:
The current MOU between the City of Isanti and ISD #911 provided for services thru the 2017-2018 school year. Updates have been made to the MOU throughout the document. Most of the updates were technical or legal in nature. The single biggest change to the MOU, from the City's perspective, is a change in how the reimbursement from the School District to the City of Isanti will be calculated. Rather than identify specific dollar amounts to be reimbursed in future years based on assumptions at the time the MOU is agreed to; and both parties have now agreed to a percent reimbursement of total compensation based on the number of school/service days and hours worked per day.

The Finance Committee has reviewed and approved the attached MOU.

The Cambridge Isanti School Board approved the attached MOU at its July 19, 2018 meeting.

Current Action:
Consider Resolution Approving a Memorandum of Understanding (MOU) Between the City of Isanti and Cambridge-Isanti School District #911 for the School Resource Officer Program

Attachments:

- Resolution Approving a Memorandum of Understanding (MOU) Between the City of Isanti and Cambridge-Isanti School District #911 for the School Resource Officer Program
- Memorandum of Understanding

RESOLUTION 2018-XXX

RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF ISANTI AND CAMBRIDGE-ISANTI SCHOOL DISTRICT #911 FOR THE SCHOOL RESOURCE OFFICER PROGRAM

WHEREAS, the City of Isanti has had a Memorandum of Understanding (MOU) with the Cambridge-Isanti School District #911 for several years that provides guidelines for the employment and assignment of a School Resource Officer for the Isanti Middle School, Intermediate School, and Primary School; and,

WHEREAS, the MOU provides for funding for the 2018-2019, 2019-2020 and 2020-2021 school years; and,

WHEREAS, the Finance Committee has reviewed the MOU between the City of Isanti and Cambridge-Isanti School District #911and recommended its approval; and,

WHEREAS, the Cambridge-Isanti School District #911approved the MOU at its July 19th 2018 Board meeting; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the Memorandum of Understanding as amended and attached as 'Exhibit A'; and,

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota that the Mayor, City Administrator, and Police Chief be hereby authorized to execute the document.

This Resolution is hereby approved by the Isanti City Council this 8th day of August, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

MEMORANDUM OF UNDERSTANDING

Between the
City of Isanti and Cambridge-Isanti Schools, District 911
Regarding the School Resource Officer Program

This agreement made and entered into this _____ day of _____, 2018, by and between the City of Isanti and Cambridge-Isanti Schools, District 911. For purposes of this agreement, all references to a school resource officer refers to the acting school resource officer (SRO).

A. Goals and Objectives

1. Establish a positive working relationship in a cooperative effort to prevent juvenile delinquency and assist in student development.

2. Maintain a safe and secure environment at all Cambridge-Isanti schools, creating an atmosphere conducive to learning.

3. Prevent juvenile delinquency through education and enforcement.

4. Assist in student development by providing learning opportunities and presentations.

5. Assist in district Positive Behavioral Intervention Strategies (PBIS) structures in our schools to support a positive school environment.

6. Promote positive attitudes regarding the police role in society and to inform students of their rights and responsibilities as lawful citizens.

B. Employment and Assignment of School Resource Officer (SRO)

1. The Isanti Police Department agrees to provide a School Resource Officer to the following schools:

   a. Isanti Middle School
   b. Isanti Intermediate School
   c. Isanti Primary School

2. The Isanti Police Department shall select the School Resource Officer and assign the officer as appropriate.

3. In the event the SRO is absent from work, the SRO shall notify his supervisor at the police department and the principal at the school to which he is assigned. The Isanti Police Chief will make reasonable attempts to fill those hours with another available officer at the Chief's discretion. In the event that no replacement is available the District will still be obligated to pay costs associated with those hours.

4. The School Resource Officer shall remain an employee of the City of Isanti and is not an employee of the Cambridge-Isanti School District. The School District and the City of Isanti acknowledge that the School Resource Officer must remain responsive to both entities.

C. Hours and SpecialEvents

1. The SRO is assigned to the school on an hourly basis based on the funding agreed to in section R of the document. During regular school hours, the SRO may be off campus performing such tasks as may be required by his/her assignment.

2. When school is not in session due to holidays, workshops, snow days or other events, the SRO will be expected to report for uniformed patrol duty at the police department unless otherwise directed by the Chief of Police.

3. The assignment of police personnel for all school sponsored off-duty events shall be the responsibility of the Isanti Police Department upon written request by a Cambridge-Isanti Schools administrator (Superintendent, Director, Principal, or Assistant Principal). All overtime compensation shall be paid by the requesting entity.

4. The School Resource Officer shall wear his/her uniform and carry his/her duty weapon while at school unless an alternative uniform or clothing is approved by the Chief of Police.

D. Duties of the School Resource Officer (SRO)

I. The SRO shall assist the principal in developing plans and strategies to prevent and/or minimize dangerous situations that may occur on campus.

2. The SRO shall present programs on various topics to students. Subjects shall include a basic understanding of law, the role of law enforcement, drug awareness, anger management, and the mission of law enforcement.

3. The SRO is encouraged to interact with students on an individual basis and in small groups.

4. The SRO shall make themselves available for conferences involving teachers, parents, and faculty.

5. The SRO shall be familiar with agencies and resources that offer assistance to youth and their families and make referrals to agencies when necessary.

6. The SRO shall take law enforcement action when necessary.

7. The SRO shall contact the principal of the school about his/her actions to make them aware of arrest or crime situations.

8. The SRO shall notify the principal or his designee before removing a student from school.

9. At the Principal's request the SRO may take law enforcement action against intruders and unwanted guests who appear on school property. This includes the utilization of the building security monitoring system.

10. The SRO shall conduct investigations of crimes, which occur at his/her assigned schools and use other resources if needed for follow-up investigations.

11. The SRO **shall not** be used as a school disciplinarian. If the principal believes an incident is a violation of the law, they may contact the SRO to see if law enforcement action is needed.

12. The SRO may be present when a principal or other school administrator conducts a search if requested or if school personnel fear for their safety.

13. The SRO cannot enforce school rules and policies.

14. The SRO shall follow the policies of the Isanti Police Department when confiscating drugs from a student on school property.

15. The SRO shall conduct all investigations, interviews, and searches in accordance with the policies of the Isanti Police Department and the laws of the State of Minnesota.

16. Reference attached SRO Position Description.

17. The SRO shall investigate and coordinate mandatory reporting investigations involving child abuse in cooperation with school and county social workers.

18. The SRO shall work closely with school administration, counselors, chemical health advisors, human rights officers, student assistance teams and others as appropriate to assist in the identification of pre-delinquent children, and attempt to eliminate delinquency-producing factors. Accept assignments and follow-up referrals requested by school staff members.

19. The SRO shall attend school staff meetings, when requested by the administration, as a resource person in developing and adopting procedures that will contribute to the prevention of juvenile delinquency.

20. The SRO must have knowledge of the practices and philosophy of the school district and the police department concerning the handling of troubled youth.

21. The SRO is to consult, on a regular basis, with the School Administrators in order to determine any special concerns or needs.

22. The SRO shall maintain regular communications with building administrators and follow appropriate chain of command for school-related issues.

E. **Assignment of School Resource Officers.** The City will assign one full-time licensed SRO to perform SRO duties on a full-time basis during each scheduled school day (see section R for determining scheduled days). Although stationed at a particular school, the SRO is expected to perform SRO duties at the District's other schools, as needed.

1. **Absences.** Ifthe SRO is absent for more than 10 consecutive school days, the City will undertake reasonable efforts to assign another licensed peace officer to serve as a temporary replacement and perform the regular SRO's duties during any additional absences.

2. **Vehicles, Equipment, and Training.** The City is responsible for providing the SRO with a vehicle and all necessary law enforcement equipment, including any necessary electronic devices except as outlined in section P. The City is also responsible for providing training and education to provide services pursuant to this Agreement.

3. **Objections to Personnel.** A District representative will sit on the interview panel that interviews peace officers who apply for a SRO assignment. Although the final hiring decision lies with the City, the City will undertake reasonable efforts to assign school resource officers who are acceptable to the District. The District will notify the Isanti Chief of Police of any concerns related to the performance of a SRO. Ifthe concern relates to the officer's performance,

the District will notify the Isanti Chief of Police. Any request for reassignment of a SRO that is based on work-related concerns must be made in writing to the Isanti Chief of Police. The City will have thirty (30) calendar days to demonstrate to the District's satisfaction that the concern has been addressed.

F. **Relationship of the Parties.** Nothing in this Agreement may be construed to create a partnership or joint venture between the District and the City. Neither party has any authority or power to take any unilateral action that could legally bind the other party. For purposes of the Minnesota Government Data Practices Act, each party is considered to be an independent contractor relative to the other party.

G. **Liability and Indemnification.** Each party is solely responsible for the act(s) and omission(s) of its own officers, employees, officials, agents, and representatives. To the extent permitted by law, each party agrees to indemnify the other party from any and all damages, liability, judgments, claims, expenses, attorney fees, and costs resulting from any act or omission of any of its officers, employees, officials, agents, or representatives. Each party's liability, if any, is limited under Minnesota Statutes Chapter 466, and nothing in this Agreement may be deemed to constitute a waiver of those limits.

H. **Prohibited Actions.** In the absence of exigent circumstances, a school resource officer who is employed by the City may not interview a student on school property about criminal activity or potential criminal activity unless: (a) the officer is conducting a maltreatment of minor investigation; or (b) the crime has occurred, is alleged to have occurred, may have occurred, is occurring, or is reasonably expected to occur in the near future on school property or at a school sponsored event or activity; or (c) the officer has obtained permission from the building principal and from the student's parent or guardian if feasible and/or practical and would not jeopardize the investigation or put the student in any further harm if parent permission was obtained prior to interviewing them; or the student, if the student is eighteen (18) years of age or older. In addition, a school resource officer may not participate in recommending or determining student discipline or in investigating incidents of student discipline which do not involve potential criminal activity.

I. **Execution of Arrest Warrants.** When executing an arrest warrant for a student on school property, a school resource officer must make reasonable efforts to protect other students and staff members who are present and to avoid undue embarrassment to the student who is being arrested. This paragraph is not intended to prevent an officer from taking immediate action to arrest a student who is fleeing or who presents an imminent and substantial risk of harm to self, others, or property.

J. **Data Practices.** All government data that are collected, created, received, or maintained as a result of this Agreement will be handled in accordance with all applicable federal and state laws, including, but not limited to, the Minnesota Government Data Practices Act ("MGDPA"). The parties recognize that educational data maintained by the District are protected under the MGDPA and under the Family Educational Rights Privacy Act ("FERPA"), including its implementing regulations at 34 C.F.R. part 99. The parties acknowledge that unless a statutory exception applies, the District may not disclose private educational data to a SRO without the written consent of the student's parent or guardian (or the written consent of the student if the student is eighteen (18) years of age or older); a lawfully issued subpoena; or a court order. Nothing in this Agreement may be construed to modify the responsibilities of either party under the MGDPA or the District's responsibilities under FERPA

K. **No Unlawful Discrimination.** The District and the City each agree to provide equal employment opportunities to all employees and applicants for employment in accordance with all applicable federal, state, and local laws. No person may be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program, service, or activity based on race, color, religion, age, sex, disability, marital status, sexual preference, HIV status, public assistance status, creed, or national origin. In addition, the District and the City each specifically agree

not to discriminate unlawfully against any student in any program, service, activity, or decision based on race, color, religion, age, sex, disability, marital status, sexual preference, HIV status, public assistance status, creed, or national origin.

L. **Waiver and Enforcement.** The failure to insist on compliance with any term, covenant, or condition contained in this Agreement must not be deemed to be a waiver of that term, covenant, or condition, nor will any waiver or relinquishment of any right or power contained in this Agreement at any time be deemed to be a waiver or relinquishment of any right or power at any other time. Each party is to be responsible for its own costs, expenses, and any attorneys' fees associated with this Agreement and any related matters, including enforcement of this Agreement.

M. **Equal Drafting.** In the event that either party asserts that a provision of this Agreement is ambiguous, this Agreement must be construed to have been drafted equally by the Parties.

N. **Choice of Law, Forum and Severability.** This Agreement is governed by the laws of the State of Minnesota. The parties agree that the Minnesota state and federal courts will have exclusive jurisdiction over any dispute arising out of this Agreement. If a court determines that any part of this Agreement is unlawful or unenforceable, the remaining portions of the Agreement will remain in full force and effect.

O. **Entire Agreement, Changes, and Effect.** This Agreement constitutes the entire agreement between the District and the City regarding SRO duties and additional services. This Agreement supersedes any inconsistent statements or promises made by either party. This Agreement also supersedes and terminates any prior or existing agreements or contracts regarding the same or any similar subject matter. Neither party has relied upon any statements, promises, agreements, or representations that are not stated in this Agreement. No changes to this Agreement are valid unless they are in writing and signed by both parties. A copy of this Agreement has the same legal effect as the original.

P. **Rights and Duties of the School Board.** The school board shall provide the following materials and facilities which are deemed necessary to perform the duties of the SRO:

1. Access to an air conditioned and properly lighted private office containing a telephone line to be used for general business purposes.

2. A desk with drawers, a chair, and a filing cabinet which can be locked and secured.

3. Access to a computer terminal or computer hookup.

4. Provide the SRO with a cell phone with a voice and data plan and pay the actual costs associated with such service. The will allow for immediate access and enhanced communications between school officials, the SRO and the police department and will allow the SRO to be part of the district's alert system.

Q. **Termination of Contract.** Either party may end this agreement within 30 days after reasonable attempts have been made to resolve any disputes. The 30 day timeline will begin upon receipt of written notification of such intent. Attempts to resolve disputes should occur within that 30 day period.

R. **SRO Funding.**

Reimbursement by the Cambridge-Isanti School District to the City of Isanti for the 2018-2019, 2019-2020, and 2020-2021 school years will be calculated as follows:

District will pay a percentage of total annual SRO compensation based on the following calculation:

(School/Service Days X Hours Per Day) / 2080 = Percent of Total Compensation

Total Compensation = salary + all employee benefits

Mutual agreement on the number of School/Service days will be made prior to the start of each school year, with consideration to the Year Round and Traditional school calendars. The School District will be invoiced quarterly, with payroll detail, and agrees to reimburse the City within 20 days of the invoice date. The School District will be invoiced for the actual cost of the School Resource Officer's actual days worked during the quarter being invoiced.

Hours of service for each scheduled day shall not exceed 8 hours and scheduled days per year shall not exceed 179 (172 student days, 2 days to attend meetings prior to the first day of school, and 5 days to attend the year-round programs once a week prior to the traditional calendar start). The School District will also cover the cost of half of the School Resource Officer's vacation time, not to exceed 15 days. If vacation time is taken during the scheduled days, that time will be included in that quarterly invoice. If not all school district covered vacation days are taken during the scheduled days, the remainder of vacation days will be billed on the last quarter of the school year invoice. Hours of service for each school year are thirty (30) minutes prior to the start of school and thirty (30) minutes after the school's dismissal for scheduled school days. Funding and hours of service are subject to annual review upon request by either the City of Isanti or the School District.

S. Duration

This Memorandum of Understanding is effective for the 2018-2019, 2019-2020, and 2020-2021 school years. This Memorandum of Understanding may be reviewed upon request by the City of Isanti and the Cambridge-Isanti School District.

Signatures:

School Board Chair	Date	Mayor of Isanti	Date
School Board Clerk	Date	Isanti City Administrator	Date
Superintendent of Schools	Date	Isanti Police Chief	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: April 12, 2018

Subject: October 01, 2018 – September 30, 2019 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 we 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 2018-XXX

A RESOLUTION AUTHORIZING THE APPLICATION TO ENTER INTO AN AGREEMENT WITH THE MINNESOTA OFFICE OF TRAFFIC SAFETY GRANT FOR SAFE AND SOBER HIGH VISIBILTY ENFORCEMNT

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 officers' wages and benefits for hours worked; and,

WHEREAS, is eligible for free large equipment for department use which saves tax dollars.

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, 2018 through September 30, 2019.

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 is hereby approved by the Isanti City Council this 8th day of August, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

J.4.

Request for City Council Action - MEMO

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

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: August 8, 2018

Subject: **Resolution Amending the Lease Agreement with Rum River BMX to Include Exhibit G – Special Event Paid Parking Agreement**

Background:
Rum River BMX Association has requested to use the open grass space south of the Isanti Indoor Arena for Special Event parking and overnight camping. A Special Event Paid Parking Agreement has been drafted and reviewed by City of Isanti staff, City Attorney Joslin, and the Rum River BMX Association for the use of this space.

All future events for which the Association wishes to use the open space from the paved trail south of the parking lot south to First Avenue NW, and from the tree line east to the storm pond, a parking fee will be charged for vehicles as described in the agreement. Rum River BMX Association will request this use in the Special Event Permit application, and will indicate the amount of the fees to be charged. The City of Isanti will receive 75% of the revenue from each event, the amount of which will be invoiced to Rum River BMX Association following the receipt of unused parking passes.

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

Attachments:
- Resolution 2018-XXX
    - Appendix I – Special Event Paid Parking Agreement (Exhibit G to the Rum River BMX Association Lease Agreement)

RESOLUTION NO. 2018-XXX

RESOLUTION AMENDING THE LEASE AGREEMENT WITH RUM RIVER BMX ASSOCIATION TO INCLUDE EXHIBIT G – SPECIAL EVENT PAID PARKING AGREEMENT

WHEREAS, the Tenant, Rum River BMX Association, and the City of Isanti 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 Agreement to include Exhibit G – Special Event Paid Parking Agreement; and,

WHEREAS, city staff and attorney have drafted the Special Event Paid Parking Agreement to address future use of the open space south of the Isanti Indoor Arena from the paved trail south of the parking lot south to First Avenue NW, and from the tree line east to the storm pond for future events; and,

WHEREAS, according to the terms of the lease amendment, Rum River BMX must request use of this space through a Special Event Permit application and will charge parking fees, the amount of which will be stated in the permit application; and,

WHEREAS, the City of Isanti will issue pre-numbered parking passes to Rum River BMX Association prior to Special Event; and,

WHEREAS, the City of Isanti will invoice Rum River BMX Association following an event for 75% of the revenue of all tickets not returned, based on the fees indicated in the Special Event Permit Application; and,

WHEREAS, Exhibit G – Special Event Paid Parking Agreement will be reviewed every two years, the start date of which is August 1, 2018; and,

WHEREAS, the Lease Agreement in its entirety with Exhibit G shall supersede all previous versions,

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, Exhibit G – Special Event Paid Parking Agreement as attached as 'Appendix I.'

This resolution was duly adopted by the Isanti City Council this 8th day of August, 2018.

Attest:

George A. Wimmer
Mayor

Katie Brooks
Human Resources / City Clerk

Appendix I

EXHIBIT G
Special Event Paid Parking Agreement

Intent
It is the intent of this Special Event Paid Parking Agreement for the City of Isanti and the Rum River BMX Association to establish an understanding of both the City's and the Association's respective responsibilities with regards to use of the overflow parking space at the Isanti Indoor Arena (see attached map), including associated parking fees. This agreement may be amended from time to time by agreement of both parties, and may be terminated at anytime with or without cause by not less than 6 months written notice to the other party. So long as this agreement is in place it shall be reviewed every two (2) years, the start date of which is August 1, 2018. The City of Isanti shall make its best efforts to notify the Rum River BMX Association whenever this policy is discussed in the future.

Purpose
The purpose of this Special Event Paid Parking agreement is to ensure that City of Isanti does not incur costs associated with maintenance of the affected property due to uses beyond those normally associated with public open spaces.

Description of Affected Premises
This agreement shall apply to use of the open space, hereafter referred to as "Overflowing Parking," south of Isanti Indoor Arena (101 Isanti Parkway NW, Isanti, MN 55040) in Bluebird Park (201 Isanti Parkway NW, Isanti, MN 55040) from the paved trail south of the parking lot south to First Avenue NW, and from the tree line east to the storm pond. A map of the Overflow Parking area is attached to this agreement as Appendix I.

Use of Overflow Parking
Parking on the grass in the Overflow Parking area shall only be allowed through the filing and approval of a Special Event Permit application by Rum River BMX Association to City of Isanti. Such application is required no later than thirty (30) days prior to the event start date. Passenger vehicles and recreation vehicles (RVs) may be parked on the grass for the duration of an event, including overnight camping, as long as such use is requested in the Special Event Permit application.

It shall be noted that all other Special Event parking must take place on paved areas. All event parking on City of Isanti paved parking areas will be free of charge. Any parking that takes place on unpaved surfaces other than described above is a violation of City Code, and vehicles may be ticketed. Rum River BMX Association may be permitted to use the paved lot west of Isanti Indoor Arena for team canopies and event activities other than parking, as long as this use is clearly indicated in the Special Event Permit application.

Overflow Parking Fees
In such instances when overflow parking has been granted, Rum River BMX Association will be responsible for collecting user fees, the amounts of which will be identified within the Special Event Permit application.

An RV fee will be assessed to a truck and trailer or self-propelled recreational vehicle; the parking permit of which will remain with the "engine." Recreational towed vehicles will be assessed the same fee as a car or truck. There will be no fees charged for cargo trailers. Car and/or tent camping will be allowed and vehicles will be assessed the car/truck fee.

Rum River BMX Association will be responsible for including in their Special Event Permit application which fee structure from the above options is applicable to each event.

The City of Isanti will receive 75% of the parking revenue from each event and the Rum River BMX Association will keep 25% of the parking revenue. The City of Isanti will issue numbered parking passes to the Rum River BMX Association prior to approved events. Parking passes will be brightly colored and should be displayed on paid vehicle dashes. The colors for the passes will be on a pre-determined rotation, and will be day and/or event specific as needed to prevent repeated uses of tickets at future events. Rum River BMX will be responsible for returning all unused passes, and will be invoiced for 75% of the revenue for *all* passes not returned. Passes must be returned to the City of Isanti within ten (10) businesses days after the end of each event. The City of Isanti will invoice the Rum River BMX Association within thirty (30) days of receipt of the returned parking passes.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

RUM RIVER BMX ASSOCIATION

By:_____

Its:_____

Date:_____

J.5.

Request for City Council Action - MEMO

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

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: August 8, 2018

Subject: **A Resolution Approving a Special Event Permit Application for the 2018 MN State Series Finals Race**

Background

Rum River BMX Association will be hosting the MN State Series Finals Race on August 25, 2018 from 9:00 am to 6:00 pm and August 26, 2017 from 7:00 am – 4:00 pm. The estimated number of individuals in attendance is 1,800-2,100. The Association is requesting that overnight camping be allowed for the event, and expect about 30-40 campers. Parking for the event will take place on the grass to the south of the Isanti Indoor Arena, pending the approval by both parties of the Special Event Paid Parking Agreement. Rum River BMX will charge $5/day for cars and trucks and $25/weekend for RVs for the State Finals event. Overflow parking will take place in the Bluebird Park lots (the south lot, the asphalt pad, and the spaces not designated as one-hour in the north lot) – there is never any fee to park in these lots. The applicant has also indicated that the lot at the Civic Arena may be used for overflow; a letter of permission from the property owner will need to be submitted for this use. The main lot at the Isanti Indoor Arena will be reserved for team canopies and event activities.

The organizers have asked that Isanti Parkway be closed in front of the Indoor Arena on Saturday between 10:00 am and 5:00 pm and on Sunday between 8:00 am and 3:00 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 2018 State Finals Race.

Attachments

- Resolution No. 2018-XXX
- Special Event Application Materials
  - Application
  - Departmental Review
  - Site Map
  - Supplemental Event Information and Equipment Request forms
  - Release and Indemnification

RESOLUTION NO. 2018-XXX

RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE 2018 MN STATE SERIES FINALS RACE

WHEREAS, the Rum River BMX Association submitted a Special Event Permit application requesting approval to host the MN State Series Finals Race; and,

WHEREAS, the event is scheduled to take place on Saturday, August 25, 2018 from 9:00 a.m. to 6:00 p.m. and Sunday, August 26, 2018 from 7:00 am to 4:00 pm at the Isanti Indoor Arena located at 101 Isanti Parkway NW; and,

WHEREAS, the estimated number of people to be in attendance is 1,800-2,100; 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, event parking will occur on the grass south of the Isanti Indoor Arena, per the Special Event Paid Parking Agreement, and the fees for this event will be $5/day for cars and trucks and $25/weekend for RVs; and,

WHEREAS, overflow parking will occur in the paved lots at Bluebird Park, and there will be no fees for this use; and,

WHEREAS, the main lot at Isanti Indoor Arena will be reserved for team canopies and event activities; and,

WHEREAS, Isanti Parkway will be closed in front of the Arena (east of 1st Avenue and west of the compost site) on Saturday from 10:00 am to 5:00 pm and Sunday from 8:00 am to 3:00 pm.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota to approve the Special Event Permit request for the 2018 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.
- If the parking lot at David C. Johnson Civic Arena is to be used for overflow parking, a letter of permission from the property owner must be 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 8th day of August, 2018.

Attest:

George A. Wimmer
Mayor

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
- [ ] Cleanup Deposit Fee - $100
- [x] Proof of Insurance or Certificate of Insurance
- [x] Site Map
- [x] 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: 7/5/18

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX

Contact Person: Larry Merchiewitz

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: [redacted] Fax: ___-___-____ Cell: ___-___-____

E-mail: [redacted]

Secondary Contact Person: Sean Wilson

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: [redacted] Cell: [redacted] E-mail: [redacted]

EVENT INFORMATION

Event Name: Minnesota State Series ~~Qualifier Race~~ Finals - KE

Date(s) of Event: August 25th and 26th 2018

Hours of Event: Saturday 9:00am - 6:00pm Sunday 7:00am - 4:00pm

Type of Event: [x] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
BMX racing - Final race for the Minnesota State BMX Championship.

Proposed Location of the Event (be specific, site map also required):
Isanti Indoor Arena - Grass area to the south and east may be used for team canopies.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
1,800 - 2,100

Parking Impact -- Describe in detail:
General Parking shall be cantained to the paved surfaces. Overflow may be at Bluebird Park and Skateboard Park parking lots. Grass lot owned by the city of Isanti to the south will be for paid vehicle parking and paid RV parking.

Tents, equipment, amusement rides, etc.
Type: BMX teams will bring their own canopies.
Size: 10' X 10' up to 24' X 24'
Location: South and east sides of Isanti Indoor Arena

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
Allina Health Services personel will be on hand.

Are you requesting any street closures? If yes, list streets:
Yes.Isanti Parkway NW east of Bluebird Park and west of the compost site Saturday 10:00am-5:00pm and Sunday 8:00am-3:00pm.

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, Cambridge MN. will supply ten portable bathrooms. We will also have the existing restrooms in Isanti Indoor Arena.

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 alcohol will be served during this event. Security is not required. Isanti police reserve is welcome when availble .

Clean-up Plans -- Describe in detail:
Rum River BMX volunteers will be cleaning up on the property

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Live entertainment – Describe in detail:
No live entertainment on site.

Will any other public addressing system or sound amplification be used? If so, describe:
Only sound audio system that will be used is the current system indoors.

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?
Race fees are collected for riders on the track only to cover the cost of the event.

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: Larry MacDonald

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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 1
__X__ Approved _____ Denied _____ N/A Signature: _____

City Council
_____ Approved _____ Denied

Date of Review: _____

* Parking/camping on grass space will require fees to be charged - agreement will be drafted for Council approval -KE

1 Ensure that Police Reserves are instructed on how to check parking and RV permits.

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Isanti Parks

From: Chief Gene Hill
Sent: Monday, July 09, 2018 7:09 PM
To: Isanti Parks
Cc: Lt. Travis Muyres; Val Zeman
Subject: Re: Special Event Permit Request - BMX State Finals

Approved..

Travis and Val.... Plan Reserves for this event, details are in the application. Thanks

Gene

Get Outlook for Android

From: Isanti Parks
Sent: Monday, July 9, 2018 2:18:22 PM
To: Chief Gene Hill; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org)
Subject: Special Event Permit Request - BMX State Finals

Good afternoon,

I have attached another Special Event Permit request from BMX for their State Final event on August 25 and 26. They have requested camping and parking on the grass to be allowed for this event; they have not requested any additional EMS services.

Please respond with your comments or approval at your convenience.

Thank you,

Katie Everett
Parks, Recreation, and Culture Manager
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: Tuesday, July 24, 2018 10:23 AM
To: Isanti Parks
Subject: RE: Special Event Permit Request - BMX State Finals

Hi Katie,

I reviewed and approve the BMX tracks special event permit app for August 25 and 26 as submitted. Thank you for the reminder.

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 <IsantiParks@cityofisanti.us>
Sent: Friday, July 20, 2018 3:06 PM
To: aljankovich@isantifiredistrict.org
Subject: FW: Special Event Permit Request - BMX State Finals

Good afternoon Al,

Just catching up on these Special Event permits, and I don't believe I have the Fire District response for the BMX event on August 25 and 26. Please note that they are requested closure of Isanti Parkway in front of the arena for this event.

Thanks!

Katie Everett
Parks, Recreation, and Culture Manager
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 Parkway Northwest
Isanti Parkway No
1st Avenue Northwest
Rum River BMX
Clifford Park
Bluebird Park
1st Avenue Northwest
1st Avenue Northwest
1st Avenue Northwest
1st Avenue Northw
Isanti County Area David C. Johnson Civic Arena

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION

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Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

Isanti Indoor Arena
Supplemental Special Event Information

Event Name: Minnesota BMX State Finals

Date(s) of Event: August 25th and 26th 2018

Contact Person: Larry Merchlewitz 763-234-5977 Larry@rumriverbmx.com

Are you requesting that overnight camping be allowed for this event? Yes
How many people do you expect to camp? 30-40

Will additional tents be used outside of the building? Yes, Team Canopies
(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:
6 Barricades, 2 Road Closed Signs and 20 small "No Parking" Signs

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
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Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

Special Event Equipment Request Form

Event Name: Minnesota BMX State Finals

Date(s) of Event: August 25th and 26th 2018

Contact Person: Larry Merchlewitz (763)234-5977 or Larry@rumriverbmx.com

Equipment Drop Off/Pick Up Location: Isanti Indoor Arena 101 Isanti Parkway NW

Equipment Drop Off Date/Time: August 24th 11:00am

Please list the number of each item requested. Isanti Public Works will determine the availability of equipment for each event, and reserves the right to deny requests. *All equipment must be returned no later than 24 hours after the end of the event. The replacement of any broken or missing equipment will be billed to the event organizers.*

Construction Cones: 0

Picnic Tables: 0

Barricades: 6

Stage: 0

Road Closed Signs: 2

No Parking Signs: 20 small sign

Office Use Only

Date Delivered: _____ By: _____

Date Checked In: _____ By: _____

SPECIAL EVENT PERMIT APPLICATION
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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:
MINNESOTA BMX STATE FINALS AUGUST 25th AND 26th 2018

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 PEDAL BIKE RACING

(Special Events Holder Initials Here) LM

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) LM

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) LM

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) LM

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 Larry Merchlewitz

Title Community Outreach Director

Signature Larry Merchlewitz

Date 7/5/18

J.6.

Request for City Council Action - MEMO

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

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: August 8, 2018

Subject: **A Resolution Approving a Special Event Permit Application for the 2018 Summer Spectacular Car Show**

Background

The City of Isanti received a special event application from Rum River Rods to host the Summer Spectacular classic car show on August 11th from 10:00 am – 3:00 pm on Main Street in downtown Isanti. 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. Because the event is running in conjunction with Celebrate Isanti, Rum River Rods will not provide separate portable restrooms for their event.

A section of Main Street will need to be closed from the railroad tracks to its intersection with 3rd Avenue, as well as 1st and 2nd Avenues north and south of Main Street to the alleys. The applicant will make arrangements to close off the road with barricades. The classic cars will be parked on Main Street and in the grass lot across from Faith Lutheran Church if needed. Volunteers from the car club will assist with clean-up after the show.

Pop-up canopies will be placed on Main Street and 1st Avenue. Rum River Rods will be responsible for moving picnic tables in place for the Street Dance following the car show. A public address system and music will be utilized during the events. The Summer Spectacular event will include a $10.00 participant registration fee; money collected will go toward covering expenses. Spectators are free.

A $100 clean-up deposit fee, proof of insurance, and signed Release and Indemnification Form are on file.

The August 12 Summer Spectacular will also include a vendor fair and swap meet. These activities require a Peddler's Permit and $25 fee, which have been submitted by the organizer.

A copy of the application, department review, permission for property use, event map, and event flyer have been attached for City Council review.

Staff Request

City staff is requesting action on this item.

Attachments

- Resolution No. 2018-xxx
- Special Event Permit Application
    - Application forms
    - Departmental Review Sheet
    - Permission for property use
    - Site Map
    - Event flyers

RESOLUTION 2018-

RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE 2018 SUMMER SPECTACULAR CAR SHOW

WHEREAS, Rum River Rods has submitted a Special Event Permit application requesting approval to host the Summer Spectacular Car Show in Downtown Isanti; and,

WHEREAS, Summer Spectacular is scheduled for Saturday, August 11 from 10:00 am to 3:00 pm.; and,

WHEREAS, the estimated number of people to be in attendance is anticipated to be 250-500; and,

WHEREAS, parking for the event will be at the public lot north of Main Street (City Hall/Community Center) and along City streets where parking is allowed; 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 3rd Avenue and to the alleys north and south of Main Street; and,

WHEREAS, the event will include a vendor fair and swap meet, and organizer has submitted the required Peddler's Permit and $25 fee; and,

WHEREAS, the Special Event Permit clean up deposit of $100 has also been submitted;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the 2018 Summer Spectacular Car Show 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:
    - Rum River Rods will close the portions of Main Street needed for the event; City staff will reopen the portion from 3rd Ave to 2nd Ave after the Car Show.
    - Coordinate August 11 event details (electricity, vendors, stage placement and timing of placement, etc.) with the Parks, Recreation, and Culture Manager prior to the day of the event.
    - A complete list of vendors must be submitted prior to the event.
- Closure of Main Street from the Railroad tracks to 3rd Ave.
- Closure of 1st Ave and 2nd 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 8th day of August, 2018.

Attest:

George A. Wimmer
Mayor

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
- [ ] 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: _____

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River Roos

Contact Person: Amy Campbell-Davis

Address: 1013 Hillock St NW

City: Isanti State: MN Zip: 55040

Phone: ___-___-___ Fax: ___-___-___ Cell: 651-983-3670

E-mail: ndavis9504@gmail.com

Secondary Contact Person: Lee Kreeyer

Address: 49275 AZARA Avenue

City: Stanchfield State: MN Zip: 55080

Phone: ___-___-___ Cell: 651-815-4381 E-mail: _____

EVENT INFORMATION

Event Name: Summer Spectaculer

Date(s) of Event: Saturday August 11, 2018

Hours of Event: 10a - 3pm

Type of Event: [X] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
Car Shows, pie eating contest, vendors - Scrapper/crafter, Muffler rap, 50/50 raffle.

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Proposed Location of the Event (be specific, site map also required):
Main Street from railroad tracks west to 4th Street and 1 block north & South of Main Street

Estimated Number of People in Attendance (includes staff, participants, and spectators):
250-500 people

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 x2
Size: 12x12
Location: on Main Street &

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 Street from Railroad tracks to 4th Street & North and South - 1 block 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.

We will share with the 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).
N/A

Clean-up Plans – Describe in detail:
Volunteers will clean up after show

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Live entertainment – Describe in detail:

N/A

Will any other public addressing system or sound amplification be used? If so, describe:

PA used for announcements & Pre-recorded music

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?

Participants will pay $10/pee - 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 Rex

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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: Jan Wood

Community Events & Parks Coordinator
__X__ Approved _____ Denied _____ N/A Signature: Kate Ewert

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature:

City Administrator
__X__ Approved _____ Denied _____ N/A Signature:

City Council
_____ Approved _____ Denied

Date of Review: _____

* Peddlers Permit required for craft/swap vendors
* Will need to coordinate w/ Street Dance Set up

-TKE

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Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Friday, July 13, 2018 10:36 AM
To: Isanti Parks
Subject: RE: Special Event Permit - Summer Spectacular Car Show

Hi Katie,

This is fine by the FD.

We approve the Rum River Rods Summer Spectacular car show as presented, including the schedule of proposed street closures.

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 <IsantiParks@cityofisanti.us>
Sent: Thursday, July 12, 2018 4:07 PM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; aljankovich@isantifiredistrict.org; Josi Wood <JWood@cityofisanti.us>
Subject: Special Event Permit - Summer Spectacular Car Show

All,

I have attached the Special Event Permit application for the Rum River Rods Summer Spectacular Car Show. They are expecting more cars this year and have extended their request of the Main Street closure from 4th Ave to the tracks (it had been 3rd in the past), and one block north and south. From the map they included, it looks like they are asking to close up to the alleys. I wanted to check with all of you about whether or not this is allowable; I have attached a separate map which includes private driveways that would be within the closure according to the map they have provided. Please let me know if this closure is possible, and if is what Rum River Rods will need to do.

Thank you for your help!

Katie Everett
Parks, Recreation, and Culture Manager

Isanti Parks

From: Chief Gene Hill
Sent: Tuesday, July 31, 2018 9:12 AM
To: Isanti Parks; Al Jankovich
Cc: Lt. Travis Muyres; Val Zeman; Reserves
Subject: Re: Car Show Closure

All,

Sounds good....

Travis and Val, make sure we have Reserves available as well for 8/11. Any questions, let me know.

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: Monday, July 30, 2018 4:08:35 PM
To: Chief Gene Hill; Al Jankovich
Subject: FW: Car Show Closure

Good afternoon!

Just for your information, the Summer Spectacular Car Show on August 11th will only be closing Main Street up to 3rd Ave and will be using the grass across from Faith Lutheran for additional parking as needed instead of going out to 4th Avenue.

Let me know if you have any questions about this.

Thanks!

Katie Everett
Parks, Recreation, and Culture Manager
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

From: Nick and Amy Davis [mailto:ndavis9504@gmail.com]
Sent: Friday, July 27, 2018 1:49 PM
To: Isanti Parks <IsantiParks@cityofisanti.us>
Subject: Re: Car Show Closure

Hello Katie-

We will just close it to 3rd street, then use the grass area for parking cars.

Thanks,
Amy

On Thu, Jul 26, 2018 at 9:30 AM, Isanti Parks <IsantiParks@cityofisanti.us> wrote:

Good morning!

Due to needing to maintain access to the residences on 3rd Ave, that street will not be able to be closed for the car show on August 11. We'll still be able to close Main Street up to 4th from the tracks, and the other street closures are okay. I'd recommend planning to park cars on the grass across from Faith Lutheran, and if you

think it is going to be needed, to talk to them about using their parking lot for the show cars as well. With the change from the closure you requested, if you could just respond to this email with what your alternate plan will be, we should be set to get the Special Event permit finished up.

Thank you so much for the work you're doing putting the car show together, we're really looking forward to it!

Katie Everett
Parks, Recreation, and Culture Manager
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

MARKEL®

Markel Insurance Company

COMMERCIAL GENERAL LIABILITY POLICY DECLARATIONS

POLICY NUMBER: CVG1813-01 RENEWAL OF NUMBER: 3602SS449122-00

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 03/09/2018 To 03/09/2019, 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 THE 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 Retroactive Date applies)

Business Description And Location Of Premises

Form Of Business: Organization

Business Description: Collector Car Clubs

Location Of All Premises You Own, Rent Or Occupy:
REFER TO "COMMERCIAL GENERAL LIABILITY EXTENSION OF DECLARATIONS"

Producer Number, Name And Mailing Address

56197
Hagerty Insurance Agency LLC
141 Rivers Edge Drive
Traverse City, MI 49684

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Classifications And Premium

Classification	Code No.	Premium Basis	Rate Prem/ Ops	Rate Prod/Comp Ops	Advance Premium Prem/ Ops	Advance Premium Prod/Comp Ops
REFER TO "COMMERCIAL GENERAL LIABILITY EXTENSION OF DECLARATIONS"						

Total Advance Premium: $350

Forms And Endorsements

Forms and Endorsements applying to this Coverage Part and made a part of this policy at time of issue:

SEE "SCHEDULE OF FORMS AND ENDORSEMENTS"

These Declarations, together with the Common Policy Conditions, Coverage Form(s) and any endorsements, complete the above numbered policy.

Countersigned: _____ By: _____

DATE AUTHORIZED REPRESENTATIVE

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LAYERS
INN
Hotels
Food
Pharmacy
Shopping
Coffee
Grocery
Gas
Airports
Parking
MORE
Norelius St NW
Norelius St NW
3rd Ave NW
Closure Ends Here - See attached -KE
Main St W
Main St W
Main St W
Main St W
1st Ave NW
Swappers
Craftees
2nd Ave SW
1st Ave SW
Broadway St SW
Broadway St SW
Broadway St W
2nd Ave SW
1st Ave SW
Short St

- Car Show

Isanti Parks

From: Nick and Amy Davis <ndavis9504@gmail.com>
Sent: Friday, July 27, 2018 1:49 PM
To: Isanti Parks
Subject: Re: Car Show Closure

Hello Katie-

We will just close it to 3rd street, then use the grass area for parking cars.

Thanks,
Amy

On Thu, Jul 26, 2018 at 9:30 AM, Isanti Parks <IsantiParks@cityofisanti.us> wrote:

Good morning!

Due to needing to maintain access to the residences on 3rd Ave, that street will not be able to be closed for the car show on August 11. We'll still be able to close Main Street up to 4th from the tracks, and the other street closures are okay. I'd recommend planning to park cars on the grass across from Faith Lutheran, and if you think it is going to be needed, to talk to them about using their parking lot for the show cars as well. With the change from the closure you requested, if you could just respond to this email with what your alternate plan will be, we should be set to get the Special Event permit finished up.

Thank you so much for the work you're doing putting the car show together, we're really looking forward to it!

Katie Everett
Parks, Recreation, and Culture Manager
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

Gmail

Nick Davis <ndavis9504@gmail.com>

Rum River Rods Car Show

7 messages

Nick Davis <ndavis9504@gmail.com> Tue, Jul 11, 2017 at 1:17 PM
To: dan@aboveallonecall.com

Good Afternoon Dan-

Thank you for talking with me last week about our Summer Spectacular Car Show on August 12th. Attached you will find our insurance and a map showing where the event will be held. Currently we have received a letter from the church giving us the ok to use their portion of the grass area at Main Street and 2nd Avenue. If you could please send back the ok for us to use your portion that would be wonderful. If you have any other questions please let me know.

Thanks,
Amy Campbell-Davis
651-983-3670

2 attachments

Rum River Rods Insurance.pdf
39K

Summer Spectacular Event Map.pdf
253K

Nick Davis <ndavis9504@gmail.com> Thu, Jul 27, 2017 at 10:19 AM
To: dan@aboveallonecall.com

Good Morning Dan-

Just following up to make sure that we are ok with using your portion of the grass area for our Summer Spectacular Car Show?

Thanks,
Amy Campbell-Davis
[Quoted text hidden]

Nick Davis <ndavis9504@gmail.com> Thu, Jul 27, 2017 at 10:47 AM
To: dan@aboveallonecall.com

Hello Dan-

Please let me know if you are not able to pull up the attachments.

Thanks,
Amy
[Quoted text hidden]

2 attachments

Rum River Rods Insurance.pdf
39K

Summer Spectacular Event Map.pdf
253K

Nick Davis <ndavis9504@gmail.com> Thu, Jul 27, 2017 at 10:54 AM
To: Isanti Parks <IsantiParks@cityofisanti.us>

Good Morning Katie-

Here is the ok from Dan to use his portion of the grass area for our swappers area. Currently i do not have anyone registered for the event, but will get you names once I have them. Also, have you heard from JerriAnne on vendors? I have tried to reach out to her a few times lately and have not heard back.

Thanks,
Amy
---------- Forwarded message ----------
From: **Dan Mujwid** <dan@aboveallonecall.com>
Date: Thu, Jul 27, 2017 at 10:25 AM
Subject: RE: Rum River Rods Car Show
To: Nick Davis <ndavis9504@gmail.com>

Hi Amy,

I'm ok with you using the lot as long as I can see Insurance coverage that protects me from liability issues.

Your first email did not have attachments....

From: Nick Davis [mailto:ndavis9504@gmail.com]
Sent: Thursday, July 27, 2017 10:19 AM
To: Dan Mujwid
Subject: Re: Rum River Rods Car Show

[Quoted text hidden]

Nick Davis <ndavis9504@gmail.com> Fri, May 4, 2018 at 10:53 AM
To: dan@aboveallonecall.com

Good Morning Dan-

Once again the Rum River Rods will be having our 8th Annual Summer Spectacular Car Show on August 11th. We were wondering if we could again use your portion of the grass area at Main Street and 2nd Avenue? We still have the same insurance as we did last year for the event.

Thanks,
Amy Campbell-Davis
Rum River Rods
651-983-3670

On Tue, Jul 11, 2017 at 1:17 PM, Nick Davis <ndavis9504@gmail.com> wrote:
[Quoted text hidden]

Nick Davis <ndavis9504@gmail.com> Tue, May 22, 2018 at 2:44 PM
To: dan@aboveallonecall.com

Good Afternoon Dan-

Just following up to see if you received my email about using the grass portion at Main Street and 2nd Avenue again for our Summer Spectacular Car Show. I am working on getting all of the paperwork turned in to the city for approval. Please let me know if you have any questions, and once again, we do have insurance for all of our shows.

Thanks,
Amy Campbell-Davis
Rum River Rods

[Quoted text hidden]

Dan Mujwid <dan@aboveallonecall.com> Wed, May 23, 2018 at 6:47 AM
To: Nick Davis <ndavis9504@gmail.com>

Hi Amy,
I remember seeing an email awhile back.
Go ahead and use it....
Dan Mujwid.

Sent from my T-Mobile 4G LTE Device

-------- Original message --------
From: Nick Davis <ndavis9504@gmail.com>
Date: 5/22/18 2:44 PM (GMT-06:00)
To: Dan Mujwid <dan@aboveallonecall.com>
Subject: Re: Rum River Rods Car Show

[Quoted text hidden]

Faith Lutheran Church

P.O. Box 87
109 Second Avenue North
Isanti, MN 55040

Pastor Clifton Hanson

Office: (763) 444-9201 · Email: office@faithlutheranisanti.com
www.faithlutheranisanti.com · facebook.com/faithlutheranisanti
Heavenly Sunshine Preschool: (763) 444-7527 · erika.heavenlysunshine@aol.com

July 12, 2018

To: City of Isanti

From: Faith Lutheran Church

RE: Rum River Rods

Faith Lutheran Church grants permission for Rum River Rods to use our vacant lot located south of the church (3rd & Main Street) during their Summer Spectacular event.

Sincerely,

Erin K. Olson

Erin Olson
Office Administrator

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 show and Swap meet on Saturday August 11th along w/ vendors.

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 X

(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) (R)

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) (R)

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: Amy Campbell-Davis

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name _____

Title _____

Signature _____

Date _____

8th ANNUAL SUMMER SPECTACULAR

CAR SHOW

SATURDAY

AUGUST 11, 2018

10am – 3pm

DOWNTOWN ISANTI, MN

$10

PRE-REGISTER $6

CRAFT & SWAP VENDORS – 50/50 RAFFLE – FOOD VENDORS –
PIE EATING CONTEST – MUFFLER RAP CONTEST –
DASH PLAQUES FOR FIRST 100 CARS –
CUSTOM BUILT TROPHYS!!!!!

RUM RIVER RODS ISANTI MN

YOU NEED TO BE PRESENT TO WIN!

FOR MORE INFO: WWW.RUMRIVERRODS.COM OR
CONTACT LEE 651-895-4381 OR NICK 651-983-4887

WEEKLY SHOWS:
2ND AND 4TH WEDNESDAYS
JUNE-AUGUST
@VFW- ISANTI
410 RAILROAD AVENUE SE

NEW LOCATION

J.7.

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: July 30, 2018

Subject: Right of Way Regulation – Ordinances / Resolutions

In response to action by the 2017 Minnesota Legislature, on September 5, 2017 the City Council adopted a moratorium on consideration of Wireless Telecommunication Facilities in Public Rights of Way. The moratorium was to allow time for the City to develop a formal Right of Way Ordinance to govern activities in City rights of way (ROW). These regulations include the installation of small cell wireless facilities.

Attached is a proposed ROW Ordinance that regulates all activities in City right of way. Also attached for your consideration is a resolution to approve a Small Wireless Facility Collocation Agreement for instances when a Small Cell Provider desires to place facilities on City structures in the right of way. Finally, as a part of implementation of these regulations for small cell deployment, staff has prepared an amended Fee Ordinance and Resolution. The fees are in line with State regulations.

The draft ordinances and documents are based on templates from the League of Minnesota Cities and have been reviewed by the City Attorney and City Engineer. The Development and Operations Committee is recommending approval of the ordinances, resolutions and documents.

Attached are the following for your consideration:

- Draft Ordinance to Enact a New Chapter of the City Code of Ordinances to Administer and Regulate the Public Rights of Way
- Draft Resolution approving a Proposed Small Wireless Facility Collocation Agreement Template
- Draft Ordinance to Amend City Code Chapter 160, Fees – Small Cell Fees
- Draft Amended Fee Resolution - Adopting Small Cell Fees

ORDINANCE NO. xxx

CITY OF ISANTI , MINNESOTA

AN ORDINANCE TO ENACT CHAPTER 257 OF THE CODE OF ORDINANCES TITLED RIGHT OF WAY MANAGEMENT, TO ADMINISTER AND REGULATE THE PUBLIC RIGHTS OF WAY IN THE PUBLIC INTEREST, AND TO PROVIDE FOR THE ISSUANCE AND REGULATION OF RIGHT OF WAY PERMITS.

THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA ORDAINS:

Chapter 1

Right of Way Management

Sec. 1.01. Findings, Purpose, and Intent.
To provide for the health, safety, and welfare of its Citizens, and to ensure the integrity of its streets and the appropriate use of the rights of way, the City of Isanti strives to keep its rights of way in a state of good repair and free from unnecessary encumbrances.

Accordingly, the City of Isanti hereby enacts this new chapter of this code relating to right of way permits and administration. This Chapter imposes reasonable regulation on the placement and maintenance of facilities and equipment currently within its rights of way or to be placed therein at some future time. It is intended to complement the regulatory roles of state and federal agencies. Under this Chapter, persons excavating and obstructing the rights of way will bear financial responsibility for their work. Finally, this Chapter provides for recovery of out-of-pocket and projected costs from persons using the public rights of way.

This Chapter shall be interpreted consistently with 1997 Session Laws, Chapter 123, substantially codified in Minnesota Statutes §§ 237.16, 237.162, 237.163, 237.79, 237.81, and 238.086 (the "Act") and 2017 Minnesota Laws, Chapter 94, article 9, amending the Act, and the other laws governing applicable rights of the City and users of the right of way. This Chapter shall also be interpreted consistent with Minnesota Rules 7819.0050–7819.9950 and Minnesota Rules, Chapter 7560 where possible. To the extent any provision of this chapter cannot be interpreted consistently with the Minnesota Rules, that interpretation most consistent with the Act and other applicable statutory and case law is intended. This Chapter shall not be interpreted to limit the regulatory and police powers of the City to adopt and enforce general ordinances necessary to protect the health, safety, and welfare of the public.

Sec. 1.02. Election to Manage the Public Rights of Way
Pursuant to the authority granted to the city under state and federal statutory, administrative and common law, the City hereby elects, pursuant to Minnesota Statute 237.163 Subd. 2(b), to manage rights of way within its jurisdiction.

Sec. 1.03. Definitions.
The following definitions apply in this Chapter. References hereafter to "Sections" are, unless otherwise specified, references to Sections in this Chapter. Defined terms remain defined terms, whether or not capitalized.

Abandoned Facility. A facility no longer in service or physically disconnected from a portion of the operating facility, or from any other facility, that is in use or still carries service. A facility is not abandoned unless declared so by the right of way user.

Applicant. Any person requesting permission to excavate or obstruct a right of way.

City. The city of Isanti, Minnesota. For purposes of Section 1.29, city also means the City's elected officials, officers, employees, and agents.

Collocate or Collocation. To install, mount, maintain, modify, operate, or replace a small wireless facility on, under, within, or adjacent to an existing wireless support structure or utility pole that is owned privately, or by the city or other governmental unit.

Commission. The State of Minnesota Public Utilities Commission.

Congested Right of Way. A crowded condition in the subsurface of the public right of way that occurs when the maximum lateral spacing between existing underground facilities does not allow for construction of new underground facilities without using hand digging to expose the existing lateral facilities in conformance with Minnesota Statutes § 216D.04, Subd. 3, over a continuous length in excess of 500 feet.

Construction Performance Bond. Any of the following forms of security provided at permittee's option and approved by the City:

- Individual project bond;
- Cash deposit;
- Security of a form listed or approved under Minnesota Statute § 15.73, Subd. 3;
- Letter of Credit, in a form acceptable to the city;
- Self-insurance, in a form acceptable to the city;
- A blanket bond for projects within the city, or other form of construction bond, for a time specified and in a form acceptable to the city.

Department. The Public Works Department of the City of Isanti

Director. The City Administrator, or her or his designee.

Delay Penalty. The penalty imposed as a result of unreasonable delays in right of way excavation, obstruction, patching, or restoration as established by permit.

Emergency. A condition that (1) poses a danger to life or health, or of a significant loss of property; or (2) requires immediate repair or replacement of facilities in order to restore service to a customer.

Equipment. Any tangible asset used to install, repair, or maintain facilities in any right of way.

Excavate. To dig into or in any way remove or physically disturb or penetrate any part of a right of way.

Excavation permit. The permit which, pursuant to this Chapter, must be obtained before a person may excavate in a right of way. An Excavation permit allows the holder to excavate that part of the right of way described in such permit.

Excavation Permit Fee. Money paid to the city by an applicant to cover the costs as provided in Section 1.13.

Facility or Facilities. Any tangible asset in the right of way required to provide Utility Service.

Five-Year Project Plan. Shows projects adopted by the city for construction within the next five years.

High Density Corridor. A designated portion of the public right of way within which telecommunications right of way users having multiple and competing facilities may be required to build and install facilities in a common conduit system or other common structure.

Hole. An excavation in the pavement, with the excavation having a length less than the width of the pavement.

Local Representative. A local person or persons, or designee of such person or persons, authorized by a registrant to accept service and to make decisions for that registrant regarding all matters within the scope of this chapter.

Management Costs. The actual costs the City incurs in managing its rights of way, including such costs, if incurred, as those associated with registering applicants; issuing, processing, and verifying right of way or small wireless facility permit applications; inspecting job sites and restoration projects; maintaining, supporting, protecting, or moving user facilities during right of way work; determining the adequacy of right of way restoration; restoring work inadequately performed after providing notice and the opportunity to correct the work; and revoking right of way or small wireless facility permits. Management costs do not include payment by a telecommunications right of way user for the use of the right of way, unreasonable fees of a third-party contractor used by the city including fees tied to or based on customer counts, access lines, or revenues generated by the right-of-way or for the city, the fees and cost of litigation relating to the interpretation of Minnesota Session Laws 1997, Chapter 123; Minnesota Statutes Chapter 237.162 or 237.163; or any Ordinance enacted under those sections, or the City fees and costs related to appeals taken pursuant to Section 1.31 of this chapter.

Obstruct. To place any tangible object in a right of way so as to hinder free and open passage over that or any part of the right of way.

Obstruction Permit. The permit which, pursuant to this chapter, must be obtained before a person may obstruct a right of way, allowing the holder to hinder free and open passage over the specified portion of that right of way, for the duration specified therein.

Obstruction Permit Fee. Money paid to the City by a permittee to cover the costs as provided in Section 1.13.

Patch or Patching. A method of pavement replacement that is temporary in nature. A patch consists of (1) the compaction of the subbase and aggregate base, and (2) the replacement, in kind, of the existing pavement for a minimum of two feet beyond the edges of the excavation in all directions. A patch is considered full restoration only when the pavement is included in the city's five-year project plan.

Pavement. Any type of improved surface that is within the public right of way and that is paved or otherwise constructed with bituminous, concrete, aggregate, or gravel.

Permit. Has the meaning given "right of way permit" in Minn. Statute § 237.162.

Permittee. Any person to whom a permit to excavate or obstruct a right of way has been granted by the City under this Chapter.

Person. An individual or entity subject to the laws and rules of this state, however organized, whether public or private, whether domestic or foreign, whether for profit or nonprofit, and whether natural, corporate, or political.

Probation. The status of a person that has not complied with the conditions of this chapter.

Probationary Period. One year from the date that a person has been notified in writing that they have been put on probation.

Registrant. Any person who (1) has or seeks to have its equipment or facilities located in any right of way, or (2) in any way occupies or uses, or seeks to occupy or use, the right of way or place its facilities or equipment in the right of way.

Restore or Restoration. The process by which an excavated right of way and surrounding area, including pavement and foundation, is returned to the same condition and life expectancy that existed before excavation.

Restoration Cost. The amount of money paid to the City by a permittee to achieve the level of restoration according to plates 1 to 13 of Minnesota Public Utilities Commission Rules.

Public Right of Way or Right of Way. The area on, below, or above a public roadway, highway, street, alley, bicycle path, or public sidewalk in which the city has an interest, including other dedicated rights of way for travel purposes and utility easements of the city. This includes all public grounds. A right of way does not include the airwaves above a right of way or public grounds with regard to cellular or other non-wire telecommunications or broadcast service.

Right of Way Permit. Either the excavation permit or the obstruction permit, or small wireless facility, depending on the context, required by this chapter.

Right of Way User. (1) A telecommunications right of way user as defined by Minnesota Statute, § 237.162, Subd. 4; or (2) a person owning or controlling a facility in the right of way that is used or intended to be used for providing utility service, and who has a right under law, franchise, or ordinance to use the public right of way.

Service or Utility Service. Includes (1) those services provided by a public utility as defined in Minnesota Statute 216B.02, Subdivision. 4 and 6; (2) services of a telecommunications right of way user, including transporting of voice or data information; (3) services of a cable communications systems as defined in Minnesota Statute Chapter. 238; (4) natural gas or electric energy or telecommunications services provided by the city; (5) services provided by a cooperative electric association organized under Minnesota Statute, Chapter 308A; and (6) water, and sewer, including service laterals, steam, cooling, or heating services.

Service Lateral. An underground facility that is used to transmit, distribute or furnish natural gas, electricity, communications, and water from a common source to an end-use customer. A service lateral is also an underground facility that is used in the removal of wastewater from a customer's premises.

Small Wireless Facility. A wireless facility that meets both of the following qualifications:

(i) each antenna is located inside an enclosure of no more than six cubic feet in volume or could fit within such an enclosure; and

(ii) all other wireless equipment associated with the small wireless facility provided such equipment is, in aggregate, no more than 28 cubic feet in volume, not including electric meters, concealment elements, telecommunications demarcation boxes, battery backup power systems, grounding equipment, power transfer switches, cutoff switches, cable, conduit, vertical cable runs for the connection of power and other services, and any equipment concealed from public view within or behind an existing structure or concealment.

Supplementary Application. An application made to excavate or obstruct more of the right of way than allowed in, or to extend, a permit that had already been issued.

Temporary Surface. The compaction of subbase and aggregate base and replacement, in kind, of the existing pavement only to the edges of the excavation. It is temporary in nature except when the replacement is of pavement included in the city's two-year plan, in which case it is considered full restoration.

Trench. An excavation in the pavement, with the excavation having a length equal to or greater than the width of the pavement.

Telecommunications Right of Way User. A person owning or controlling a facility in the right of way, or seeking to own or control a facility in the right of way that is used or is intended to be used for providing wireless service, or transporting telecommunication or other voice or data information. For purposes of this chapter, a cable communication system defined and regulated under Minnesota Statute Chapter 238, and telecommunication activities related to providing natural gas or electric energy services, a public utility as defined in Minnesota Statute Chapter 216B.02, a municipality, a municipal gas or power agency organized under Minnesota Statute Chapter 453 and 453A, or a cooperative electric association organized under Minnesota Statute Chapter 308A, are not telecommunications right of way users for purposes of this chapter except to the extent such entity is offering wireless service.

Two Year Project Plan. Shows projects adopted by the city for construction within the next two years.

Utility Pole. A pole that is used in whole or in part to facilitate telecommunications or electric service.

Wireless Facility. Equipment at a fixed location that enables the provision of wireless services between user equipment and a wireless service network, including equipment associated with wireless service, a radio transceiver, antenna, coaxial or fiber-optic cable, regular and backup power supplies, and a small wireless facility, but not including wireless support structures, wireline backhaul facilities, or cables between utility poles or wireless support structures, or not otherwise immediately adjacent to and directly associated with a specific antenna.

Wireless Service. Any service using licensed or unlicensed wireless spectrum, including the use of Wi-Fi, whether at a fixed location or by means of a mobile device, that is provided using wireless facilities. Wireless service does not include services regulated under Title VI of the Federal Communications Act of 1934, as amended, including cable service.

Wireless Support Structure. A new or existing structure in a right-of-way designed to support or capable of supporting small wireless facilities, as reasonably determined by the city.

Sec. 1.04 Administration.
The City Administrator or her/his designee is the principal city official responsible for the administration of the rights of way, right of way permits, and the ordinances related thereto. The City Administrator or her/his designee may delegate any or all of the duties hereunder.

Sec. 1.05. Registration and Right of Way Occupancy.

Subd. 1. ***Registration.*** Each person who occupies or uses, or seeks to occupy or use, the right of way or place any equipment or facilities in or on the right of way, including persons with installation and maintenance responsibilities by lease, sublease, or assignment, must register with the city. Registration will consist of providing application information.

Subd. 2. ***Registration Prior to Work.*** No person may construct, install, repair, remove, relocate, or perform any other work on, or use any facilities or any part thereof, in any right of way without first being registered with the City.

Subd. 3. ***Exceptions.*** Nothing herein shall be construed to repeal or amend the provisions of a City Code permitting persons to plant or maintain boulevard plantings or gardens in the area of the right of way between their property and the street curb, in conformance with the Zoning Ordinance. However, nothing herein relieves a person from complying with the provisions of the Minnesota Statute Chapter 216D, Gopher One Call Law.

Sec. 1.06. Registration Information.

Subd. 1. ***Information Required.*** The information provided to the city at the time of registration shall include, but not be limited to:

(a) Each registrant's name, Gopher One-Call registration certificate number, address and email address, if applicable, and telephone and facsimile numbers.

(b) The name, address, and email address, if applicable, and telephone and facsimile numbers of a local representative. The local representative or designee shall be available at all times. Current information regarding how to contact the local representative in an emergency shall be provided at the time of registration.

(c) A certificate of insurance or self-insurance:

(1) Verifying that an insurance policy has been issued to the registrant by an insurance company licensed to do business in the state of Minnesota, or a form of self-insurance acceptable to the city;

(2) Verifying that the registrant is insured against claims for personal injury, including death, as well as claims for property damage arising out of the (i) use and occupancy of the right of way by the registrant, its officers, agents, employees, and permittees, and (ii) placement and use of facilities and equipment in the right of way by the registrant, its officers, agents, employees, and permittees, including, but not limited to, protection against liability arising from completed operations, damage of underground facilities, and collapse of property;

(3) Naming the city as an additional insured as to whom the coverages required herein are in force and applicable and for whom defense will be provided as to all such coverages;

(4) Requiring that the city be notified thirty (30) days in advance of cancellation of the policy or material modification of a coverage term; and

(5) Indicating comprehensive liability coverage, automobile liability coverage, workers' compensation and umbrella coverage established by the city in amounts sufficient to protect the city and the public and to carry out the purposes and policies of this chapter.

(6) The City may require a copy of the actual insurance policies.

(7) If the person is a corporation, a copy of the certificate is required to be filed under Minnesota Statute Chapter 300.06 as recorded and certified to by the secretary of state.

(8) A copy of the person's order granting a certificate of authority from the Minnesota Public Utilities Commission or other authorization or approval from

the applicable state or federal agency to lawfully operate, where the person is lawfully required to have such authorization or approval from said commission or other state or federal agency.

Subd. 2. ***Notice of Changes.*** The registrant shall keep all of the information listed above current at all times by providing to the City information as to changes within fifteen (15) days following the date on which the registrant has knowledge of any change.

Sec. 1.07. Reporting Obligations.

Subd. 1. ***Operations***. Each registrant shall, at the time of registration and by December 1 of each year, file a construction and major maintenance plan for underground facilities with the City. Such plan shall be submitted using a format designated by the City and shall contain the information determined by the city to be necessary to facilitate the coordination and reduction in the frequency of excavations and obstructions of rights of way.

The plan shall include, but not be limited to, the following information:

(a) The locations and the estimated beginning and ending dates of all projects to be commenced during the next calendar year (in this section, a "next-year project"); and

(b) To the extent known, the tentative locations and estimated beginning and ending dates for all projects contemplated for the five years following the next calendar year (in this section, a "five-year project").

The term "project" in this section shall include both next-year projects and five-year projects.

By January 1 of each year, the City will have available for inspection in the city's office a composite list of all projects of which the city has been informed of the annual plans. All registrants are responsible for keeping themselves informed of the current status of this list.

Thereafter, by February 1, each registrant may change any project in its list of next-year projects, and must notify the City and all other registrants of all such changes in said list. Notwithstanding the foregoing, a registrant may at any time join in a next-year project of another registrant listed by the other registrant.

Subd. 2. ***Additional Next-Year Projects.*** Notwithstanding the foregoing, the City will not deny an application for a right of way permit for failure to include a project in a plan submitted to the city if the registrant has used commercially reasonable efforts to anticipate and plan for the project.

Sec. 1.08. Permit Requirement.

Subd. 1. ***Right of Way Work Permit Required.*** Except as otherwise provided in this code, no person may obstruct or excavate any right of way, or install or place facilities in the right of way, without first having obtained the appropriate right of way work permit from the City to do so. Right of way work permits cover the following activities:

(a) *Excavation.* A right of way permit is required by a registrant to excavate that part of the right of way described in such permit and to hinder free and open passage over the

specified portion of the right of way by placing facilities described therein, to the extent and for the duration specified therein.

(b) *Obstruction.* A right of way permit is required by a registrant to hinder free and open passage over the specified portion of right of way by placing equipment described therein on the right of way, to the extent and for the duration specified therein. An additional permit for obstruction is not required if a person already possesses a valid right of way permit for excavation with the same project.

(c) *Small Wireless Facility.* A right of way permit is required by a registrant to erect or install a wireless support structure, to collocate a small wireless facility, or to otherwise install a small wireless facility in the specified portion or the right of way, to the extent specified therein, provided that such permit shall remain in effect for the length of time the facility is in use, unless lawfully revoked.

Subd. 2. ***Permit Extensions.*** No person may excavate or obstruct the right of way beyond the date or dates specified in the permit unless (i) such person makes a supplementary application for another right of way permit before the expiration of the initial permit, and (ii) a new permit or permit extension is granted.

Subd. 3. ***Delay Penalty.*** In accordance with Minnesota Rule 7819.1000 Subpart 3 and notwithstanding subdivision 2 of this Section, the City shall establish and impose a delay penalty for unreasonable delays in right of way excavation, obstruction, patching, or restoration. The delay penalty shall be established from time to time by City Council resolution.

Subd. 4. ***Permit Display.*** Permits issued under this Chapter shall be conspicuously displayed or otherwise available at all times at the indicated work site and shall be available for inspection by the city.

Sec. 1.09. Permit Applications.

Application for a permit is made to the City. Right of way permit applications shall contain, and will be considered complete only upon compliance with, the requirements of the following provisions:

(a) Registration with the City pursuant to this chapter.

(b) Submission of a completed permit application form, including all required attachments, and scaled drawings showing the location and area of the proposed project and the location of all known existing and proposed facilities.

(c) Payment of money due the city for:
  (1) permit fees, estimated restoration costs, and other management costs;
  (2) prior obstructions or excavations;
  (3) any undisputed loss, damage, or expense suffered by the city because of applicant's prior excavations or obstructions of the rights of way or any emergency actions taken by the city;
  (4) franchise fees or other charges, if applicable.

(d) Payment of disputed amounts due to the City by posting security or depositing in an escrow account an amount equal to at least 110 percent of the amount owing.

(e) Posting an additional or larger construction performance bond for additional facilities when applicant requests an excavation permit to install additional facilities and the city deems the existing construction performance bond inadequate under applicable standards.

Sec. 1.10. Issuance of Permit; Conditions.

Subd. 1. ***Permit Issuance.*** If the applicant has satisfied the requirements of this chapter, the City shall issue a permit.

Subd. 2. ***Conditions.*** The City may impose reasonable conditions upon the issuance of the permit and the performance of the applicant thereunder to protect the health, safety, and welfare or when necessary to protect the right of way and its current use. In addition, a permittee shall comply with all requirements of local, state, and federal laws, including but not limited to Minn. Statute Chapter 216D.01 - .09 (Gopher One Call Excavation Notice System) and Minnesota Rules, Chapter 7560.

Subd. 3. ***Small Wireless Facility Conditions.*** In addition to Subdivision 2, the erection or installation of a wireless support structure, the collocation of a small wireless facility, or other installation of a small wireless facility in the right-of-way, shall be subject to the following conditions:

(a) A small wireless facility shall only be collocated on the particular wireless support structure, under those attachment specifications, and at the height indicated in the applicable permit application.

(b) No new wireless support structure installed within the right-of-way shall exceed 50 feet in height without the City's written authorization, provided that the City may impose a lower height limit in the applicable permit to protect the public health, safety and welfare or to protect the right-of-way and its current use, and further provided that a registrant may replace an existing wireless support structure exceeding 50 feet in height with a structure of the same height subject to such conditions or requirements as may be imposed in the applicable permit.

(c) No wireless facility may extend more than 10 feet above its wireless support structure.

(d) Where an applicant proposes to install a new wireless support structure in the right-of-way, the City may impose separation requirements between such structure and any existing wireless support structure or other facilities in and around the right-of-way.

(e) Where an applicant proposes collocation on a decorative wireless support structure, sign or other structure not intended to support small wireless facilities, the City may impose reasonable requirements to accommodate the particular design, appearance or intended purpose of such structure.

(f) Where an applicant proposes to replace a wireless support structure, the City may impose reasonable restocking, replacement, or relocation requirements on the replacement of such structure.

Subd. 4. ***Small Wireless Facility Agreement.*** A small wireless facility shall only be collocated on a small wireless support structure owned or controlled by the City, or any other City asset in the right-of-way, after the applicant has executed a standard small wireless facility collocation agreement with the city. The City shall collect rental, maintenance and electrical service fees as per the City Fee Resolution.

The standard collocation agreement shall be in addition to, and not in lieu of, the required small wireless facility permit, provided, however, that the applicant shall not be additionally required to obtain a license or franchise in order to collocate. Issuance of a small wireless facility permit does not supersede, alter or affect any then-existing agreement between the city and applicant,

Sec. 1.11 Action on Small Wireless Facility Permit Applications.
Subd. 1. ***Deadline for Action.*** The city shall approve or deny a small wireless facility permit application within 90 days after filing of such application. The small wireless facility permit, and any associated building permit application, shall be deemed approved if the City fails to approve or deny the application within the review periods established in this section.

Subd. 2. ***Consolidated Applications.*** An applicant may file a consolidated small wireless facility permit application addressing the proposed collocation of up to 15 small wireless facilities, or a greater number if agreed to by a local government unit, provided that all small wireless facilities in the application:

(a) are located within a two-mile radius;
(b) consist of substantially similar equipment; and
(c) are to be placed on similar types of wireless support structures.

In rendering a decision on a consolidated permit application, the City may approve some small wireless facilities and deny others, but may not use denial of one or more permits as a basis to deny all small wireless facilities in the application.

Subd. 3. ***Tolling of Deadline.*** The 90-day deadline for action on a small wireless facility permit application may be tolled if:

(a) The city receives applications from one or more applicants seeking approval of permits for more than 30 small wireless facilities within a seven-day period. In such case, the city may extend the deadline for all such applications by 30 days by informing the affected applicants in writing of such extension.
(b) The applicant fails to submit all required documents or information and the city provides written notice of incompleteness to the applicant within 30 days of receipt the application. Upon submission of additional documents or information, the city shall have ten days to notify the applicant in writing of any still-missing information.
(c) The city and a small wireless facility applicant agree in writing to toll the review period.

Sec. 1.12. Right of Way Work Permit Fees.

Subd. 1. ***Excavation.*** The City shall impose a right of way work permit fee in an amount sufficient to recover city management costs for excavations. The fee shall be per the City fee schedule.

Subd. 2. ***Obstruction.*** The City shall impose a right of way work permit fee in an amount sufficient to recover city management costs for obstructions (unless combined with a permit for excavations).

Subd 3. ***Small Wireless Facility.*** The City shall impose a right of way work permit fee for a small wireless facility in an amount sufficient to recover:

(a) management costs, and;

(b) city engineering, make-ready, and construction costs associated with collocation of small wireless facilities.

Subd. 4. ***Payment of Permit Fees.*** No excavation permit or obstruction permit shall be issued without payment of excavation or obstruction permit fees. The City may allow applicant to pay such fees within thirty (30) days of billing.

Subd. 5. ***Non Refundable.*** Permit fees that were paid for a permit that the City has revoked for a breach as stated in Section 1.23 are not refundable.

Subd. 6. ***Application to Franchises.*** Unless otherwise agreed to in a franchise, management costs may be charged separately from and in addition to the franchise fees imposed on a right of way user in the franchise.

Sec. 1.13. Right of Way Patching and Restoration.

Subd. 1. ***Timing.*** The work to be done under the excavation permit, and the patching and restoration of the right of way as required herein, must be completed within the dates specified in the permit, increased by as many days as work could not be done because of circumstances beyond the control of the permittee or when work was prohibited as unseasonal or unreasonable under Section 1.17.

Subd. 2. ***Patch and Restoration.*** Permittee shall patch its own work. The City may choose either to have the permittee restore the right of way or to restore the right of way itself.

(a) ***City Restoration.*** If the City restores the right of way, permittee shall pay the costs thereof within thirty (30) days of billing. If, following such restoration, the pavement settles due to permittee's improper backfilling, the permittee shall pay to the City, within thirty (30) days of billing, all costs associated with correcting the defective work.

(b) ***Permittee Restoration.*** If the permittee restores the right of way itself, it shall at the time of application for an excavation permit post a construction performance bond in accordance with the provisions of Minnesota Rule 7819.3000.

Subd. 3. ***Standards.*** The permittee shall perform excavation, backfilling, patching, and restoration according to the standards and with the materials specified by the City and shall comply with Minnesota Rules 7819.1100.

Subd. 4. ***Duty to Correct Defects.*** The permittee shall correct defects in patching or restoration performed by permittee or its agents. The permittee upon notification from the City, shall correct all restoration work to the extent necessary, using the method required by the City. Said work shall be completed within five (5) calendar days of the receipt of the notice from the City, not including days during which work cannot be done because of circumstances constituting force majeure or days when work is prohibited as unseasonable or unreasonable under Section 1.17.

Subd. 5. *Failure to Restore.* If the permittee fails to restore the right of way in the manner and to the condition required by the city, or fails to satisfactorily and timely complete all restoration required by the city, the city at its option may do such work. In that event the permittee shall pay to the City, within thirty (30) days of billing, the cost of restoring the right of way. If permittee fails to pay as required, the city may exercise its rights under the construction performance bond.

Sec. 1.14. Joint Applications.

Subd. 1. *Joint application.* Registrants may jointly apply for permits to excavate or obstruct the right of way at the same place and time.

Subd. 2. *Shared fees.* Registrants who apply for permits for the same obstruction or excavation, which the city does not perform, may share in the payment of the obstruction or excavation permit fee. In order to obtain a joint permit, registrants must agree among themselves as to the portion each will pay and indicate the same on their applications.

Subd. 3. *With city projects.* Registrants who join in a scheduled obstruction or excavation performed by the City, whether or not it is a joint application by two or more registrants or a single application, are not required to pay the excavation or obstruction and degradation portions of the permit fee, but a permit would still be required.

Sec. 1.15. Supplementary Applications.

Subd. *1. Limitation on Area.* A right of way permit is valid only for the area of the right of way specified in the permit. No permittee may do any work outside the area specified in the permit, except as provided herein. Any permittee which determines that an area greater than that specified in the permit must be obstructed or excavated must before working in that greater area (i) make application for a permit extension and pay any additional fees required thereby, and (ii) be granted a new permit or permit extension.

Subd. 2. *Limitation on Dates.* A right of way permit is valid only for the dates specified in the permit. No permittee may begin its work before the permit start date or, except as provided herein, continue working after the end date. If a permittee does not finish the work by the permit end date, it must apply for a new permit for the additional time it needs, and receive the new permit or an extension of the old permit before working after the end date of the previous permit. This supplementary application must be submitted before the permit end date.

Sec. 1.16. Other Obligations.

Subd. 1. *Compliance with Other Laws.* Obtaining a right of way permit does not relieve permittee of its duty to obtain all other necessary permits, licenses, and authority and to pay all fees required by the city or other applicable rule, law or regulation. A permittee shall comply with all requirements of local, state and federal laws, including but not limited to Minnesota Statute Chapter 216D.01-.09 (Gopher One Call Excavation Notice System) and Minnesota Rules, Chapter 7560. A permittee shall perform all work in conformance with all applicable codes and established rules and regulations, and is responsible for all work done in the right of way pursuant to its permit, regardless of who does the work.

Subd. 2. ***Prohibited Work.*** Except in an emergency, and with the approval of the City, no right of way obstruction or excavation may be done when seasonally prohibited or when conditions are unreasonable for such work.

Subd. 3. ***Interference with Right of Way.*** A permittee shall not so obstruct a right of way that the natural free and clear passage of water through the gutters or other waterways shall be interfered with. Private vehicles of those doing work in the right of way may not be parked within or next to a permit area, unless parked in conformance with city parking regulations. The loading or unloading of trucks must be done solely within the defined permit area unless specifically authorized by the permit.

Subd. 4. ***Trenchless excavation.*** As a condition of all applicable permits, permittees employing trenchless excavation methods, including but not limited to Horizontal Directional Drilling, shall follow all requirements set forth in Minnesota Statute Chapter 216D and Minnesota Rules Chapter 7560 and shall require potholing or open cutting over existing underground utilities before excavating, as determined by the director.

Sec. 1.17. Denial or Revocation of Permit.

Subd. 1. ***Reasons for Denial.*** The City may deny a permit for failure to meet the requirements and conditions of this chapter or if the City determines that the denial is necessary to protect the health, safety, and welfare of the public or when necessary to protect the right of way and its current use.

Subd. 2. ***Procedural Requirements.*** The denial or revocation of a permit must be made in writing and must document the basis for the denial. The City must notify the applicant or right-of-way user in writing within three business days of the decision to deny or revoke a permit. If an application is denied, the right-of-way user may address the reasons for denial identified by the City and resubmit its application. If the application is resubmitted within 30 days of receipt of the notice of denial, no additional application fee shall be imposed. The city must approve or deny the resubmitted application within 30 days after submission.

Sec. 1.18. Installation Requirements.

The excavation, backfilling, patching and restoration, and all other work performed in the right of way shall be done in conformance with Minnesota Rules 7819.1100 and 7819.5000 and other applicable local requirements, in so far as they are not inconsistent with the Minnesota Statutes Chapters 237.162 and 237.163. Installation of service laterals shall be performed in accordance with Minnesota Rules Chapter 7560 and these ordinances. Service lateral installation is further subject to those requirements and conditions set forth by the city in the applicable permits and/or agreements referenced in Section 1.23 Subd. 2 of this ordinance.

Sec. 1.19. Inspection.

Subd. 1. ***Notice of Completion.*** When the work under any permit hereunder is completed, the permittee shall furnish a completion certificate in accordance Minnesota Rules 7819.1300.

Subd. 2. ***Site Inspection.*** Permittee shall make the work site available to the city and to all others as authorized by law for inspection at all reasonable times during the execution of and upon completion of the work.

Subd 3. ***Authority of Director.***

(a) At the time of inspection, the Director may order the immediate cessation of any work which poses a serious threat to the life, health, safety, or well-being of the public.

(b) The Director may issue an order to the permittee for any work that does not conform to the terms of the permit or other applicable standards, conditions, or codes. The order shall state that failure to correct the violation will be cause for revocation of the permit. Within ten (10) days after issuance of the order, the permittee shall present proof to the Director that the violation has been corrected. If such proof has not been presented within the required time, the director may revoke the permit pursuant to Section 1.23.

Sec. 1.20. Work Done Without a Permit.

Subd. 1. ***Emergency Situations.*** Each registrant shall immediately notify the director of any event regarding its facilities that it considers to be an emergency. The registrant may proceed to take whatever actions are necessary to respond to the emergency. Excavators' notification to Gopher State One Call regarding an emergency situation does not fulfill this requirement. Within two (2) business days after the occurrence of the emergency, the registrant shall apply for the necessary permits, pay the fees associated therewith, and fulfill the rest of the requirements necessary to bring itself into compliance with this chapter for the actions it took in response to the emergency.

If the City becomes aware of an emergency regarding a registrant's facilities, the City will attempt to contact the local representative of each registrant affected, or potentially affected, by the emergency. In any event, the City may take whatever action it deems necessary to respond to the emergency, the cost of which shall be borne by the registrant whose facilities occasioned the emergency.

Subd. 2. ***Non-Emergency Situations.*** Except in an emergency, any person who, without first having obtained the necessary permit, obstructs or excavates a right of way must subsequently obtain a permit and, as a penalty, pay double the normal fee for said permit, pay double all the other fees required by the City Code, deposit with the City the fees necessary to correct any damage to the right of way, and comply with all of the requirements of this chapter.

Sec. 1.21. Supplementary Notification.

If the obstruction or excavation of the right of way begins later or ends sooner than the date given on the permit, permittee shall notify the City of the accurate information as soon as this information is known.

Sec. 1.22. Revocation of Permits.

Subd. 1. ***Substantial Breach.*** The City reserves its right, as provided herein, to revoke any right of way permit without a fee refund, if there is a substantial breach of the terms and conditions of any statute, ordinance, rule or regulation, or any material condition of the permit. A substantial

breach by permittee shall include, but shall not be limited to, the following:

(a) The violation of any material provision of the right of way permit.
(b) An evasion or attempt to evade any material provision of the right of way permit, or the perpetration or attempt to perpetrate any fraud or deceit upon the City or its citizens.
(c) Any material misrepresentation of fact in the application for a right of way permit.
(d) The failure to complete the work in a timely manner, unless a permit extension is obtained or unless the failure to complete work is due to reasons beyond the permittee's control.
(e) The failure to correct, in a timely manner, work that does not conform to a condition indicated on an order issued pursuant to Sec. 1.20.

Subd. 2. ***Written Notice of Breach.*** If the City determines that the permittee has committed a substantial breach of a term or condition of any statute, ordinance, rule, regulation, or any condition of the permit, the City shall make a written demand upon the permittee to remedy such violation. The demand shall state that continued violations may be cause for revocation of the permit. A substantial breach, as stated above, will allow the City, at its discretion, to place additional or revised conditions on the permit to mitigate and remedy the breach.

Subd. ***3. Response to Notice of Breach.*** Within twenty-four (24) hours of receiving notification of the breach, permittee shall provide the City with a plan, acceptable to the City, that will cure the breach. Permittee's failure to so contact the city, or permittee's failure to timely submit an acceptable plan, or permittee's failure to reasonably implement the approved plan, shall be cause for immediate revocation of the permit. Further, permittee's failure to so contact the City, or permittee's failure to submit an acceptable plan, or permittee's failure to reasonably implement the approved plan, shall automatically place the permittee on probation for one (1) full year.

Subd. 4. ***Cause for Probation.*** From time to time, the City may establish a list of conditions of the permit, which if breached will automatically place the permittee on probation for one full year, such as, but not limited to, working out of the allotted time period or working on right of way grossly outside of the permit authorization.

Subd. ***5. Automatic Revocation.*** If a permittee, while on probation, commits a breach as outlined above, permittee's permit will automatically be revoked and permittee will not be allowed further permits for one full year, except for emergency repairs.

Subd. 6. ***Reimbursement of city costs.*** If a permit is revoked, the permittee shall also reimburse the City for the City's reasonable costs, including restoration costs and the costs of collection and reasonable attorneys' fees incurred in connection with such revocation.

Sec. 1.23. Mapping Data.
Subd. 1. ***Information Required.*** Each registrant and permittee shall provide mapping information required by the city in accordance with Minnesota Rules 7819.4000 and 7819.4100. Within ninety (90) days following completion of any work pursuant to a permit, the permittee shall provide the director accurate maps and drawings certifying the

"as-built" location of all equipment installed, owned, and maintained by the permittee. Such maps and drawings shall include the horizontal and vertical location of all facilities and equipment and shall be provided consistent with the city's electronic mapping system, when practical or as a condition imposed by the director. Failure to provide maps and drawings pursuant to this subsection shall be grounds for revoking the permit holder's registration.

Subd. 2. ***Service Laterals.*** All permits issued for the installation or repair of service laterals, other than minor repairs as defined in Minn. Rules 7560.0150, Subpart 2, shall require the permittee's use of appropriate means of establishing the horizontal locations of installed service laterals and the service lateral vertical locations in those cases where the Director reasonably requires it. Permittees or their subcontractors shall submit to the Director evidence satisfactory to the director of the installed service lateral locations. Compliance with this subdivision 2 and with applicable Gopher State One Call law and Minnesota Rules governing service laterals installed after Dec. 31, 2005, shall be a condition of any city approval necessary for:

a) Payments to contractors working on a public improvement project, including those under Minnesota Statute Chapter 429, and

b) City approval under development agreements or other subdivision or site plan approval under Minnesota Statute Chapter 462. The director shall reasonably determine the appropriate method of providing such information to the City. Failure to provide prompt and accurate information on the service laterals installed may result in the revocation of the permit issued for the work or future permits to the offending permittee or its subcontractors.

Sec. 1.24. Location and Relocation of Facilities.

Subd. 1. Placement, location, and relocation of facilities must comply with the Act, with other applicable law, and with Minn. Rules 7819.3100, 7819.5000, and 7819.5100, to the extent the rules do not limit authority otherwise available to the City.

Subd. 2. ***Corridors.*** The City may assign a specific area within the right of way, or any particular segment thereof as may be necessary, for each type of facility that is or, pursuant to current technology, the City expects will someday be located within the right of way. All excavation, obstruction, or other permits issued by the City involving the installation or replacement of facilities shall designate the proper corridor for the facilities at issue.

Any registrant who has facilities in the right of way in a position at variance with the corridors established by the City shall, no later than at the time of the next reconstruction or excavation of the area where the facilities are located, move the facilities to the assigned position within the right of way, unless this requirement is waived by the City for good cause shown, upon consideration of such factors as the remaining economic life of the facilities, public safety, customer service needs, and hardship to the registrant.

Subd. 3. ***Nuisance.*** One year after the passage of this chapter, any facilities found in a right of way that have not been registered shall be deemed to be a nuisance. The City may exercise any remedies or rights it has at law or in equity, including, but not limited to, abating the nuisance or taking possession of the facilities and restoring the right of way to a useable condition.

Subd. 4. ***Limitation of Space.*** To protect the health, safety, and welfare of the public, or when necessary to protect the right of way and its current use, the City shall have the power to prohibit or limit the placement of new or additional facilities within the right of way. In making such decisions, the City shall strive to the extent possible to accommodate all existing and potential users of the right of way, but shall be guided primarily by considerations of the public interest, the public's needs for the particular utility service, the condition of the right of way, the time of year with respect to essential utilities, the protection of existing facilities in the right of way, and future city plans for public improvements and development projects which have been determined to be in the public interest.

Sec. 1.25 Pre-Excavation Facilities Location.
In addition to complying with the requirements of Minnesota Statute Chapter 216D.01-.09 ("One Call Excavation Notice System") before the start date of any right of way excavation, each registrant who has facilities or equipment in the area to be excavated shall mark the horizontal and vertical placement of all said facilities. Any registrant whose facilities are less than twenty (20) inches below a concrete or asphalt surface shall notify and work closely with the excavation contractor to establish the exact location of its facilities and the best procedure for excavation.

Sec. 1.26. Damage to Other Facilities.
When the City does work in the right of way and finds it necessary to maintain, support, or move a registrant's facilities to protect it, the City shall notify the local representative as early as is reasonably possible. The costs associated therewith will be billed to that registrant and must be paid within thirty (30) days from the date of billing. Each registrant shall be responsible for the cost of repairing any facilities in the right of way which it or its facilities damage. Each registrant shall be responsible for the cost of repairing any damage to the facilities of another registrant caused during the City's response to an emergency occasioned by that registrant's facilities.

Sec. 1.27. Right of Way Vacation.
Reservation of right. If the City vacates a right of way that contains the facilities of a registrant, the registrant's rights in the vacated right of way are governed by Minnesota Rules 7819.3200.

Sec. 1.28. Indemnification and Liability
By registering with the City, or by accepting a permit under this Chapter, a registrant or permittee agrees to defend and indemnify the city in accordance with the provisions of Minnesota Rules 7819.1250.

Sec. 1.29. Abandoned and Unusable Facilities.
Subd. 1. ***Discontinued Operations.*** A registrant who has determined to discontinue all or a portion of its operations in the city must provide information satisfactory to the City that the registrant's obligations for its facilities in the right of way under this chapter have been lawfully assumed by another registrant.

Subd. 2. ***Removal.*** Any registrant who has abandoned facilities in any right of way shall remove it from that right of way if required in conjunction with other right of way repair, excavation, or construction, unless this requirement is waived by the City.

Sec. 1.30. Appeal.
A right of way user that: (1) has been denied registration; (2) has been denied a permit; (3) has had a permit revoked; (4) believes that the fees imposed are not in conformity with Minnesota Statutes Chapter 237.163, Subd. 6; or (5) disputes a determination of the director regarding Section 1.24, subd.2 of this ordinance may have the denial, revocation, fee imposition, or decision reviewed, upon written request, by the City Council. The City Council shall act on a timely written request at its next regularly scheduled meeting, provided the right of way user has submitted its appeal with sufficient time to include the appeal as a regular agenda item. A decision by the City Council affirming the denial, revocation, or fee imposition will be in writing and supported by written findings establishing the reasonableness of the decision.

Sec. 1.31 Reservation of Regulatory and Police Powers
A permittee's rights are subject to the regulatory and police powers of the City to adopt and enforce general ordinances as necessary to protect the health, safety, and welfare of the public.

Sec. 1.32. Severability.
If any portion of this chapter is for any reason held invalid by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof. Nothing in this Chapter precludes the City from requiring a franchise agreement with the applicant, as allowed by law, in addition to requirements set forth herein.

Passed by the Isanti City Council this 8th day of August, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Posted On: 07-26-2018
Reading Date: 08-08-2018
Publication Date: XX-XX-2018
Effective Date: XX-XX-2018

J.7.b.

RESOLUTION NO. 2018-xxx

A RESOLUTION APPROVING AN AGREEMENT TEMPLATE FOR SMALL WIRELESS FACILITY COLLOCATION

WHEREAS, an ordinance to regulate work in City right of ways has been developed; and

WHEREAS, the ordinance regulates deployment of small cell wireless facilities in City right of ways. This includes the ability of a small cell wireless provider to collocate their facilities on existing utility and other structures in the City right of way; and

WHEREAS, the City has utilities and structures in the right of way that a small cell wireless provider may desire to place facilities on; and

WHEREAS, anticipating this situation, a proposed collocation agreement template has been developed. This has been reviewed by the City Attorney and City Engineer. The proposed agreement has been reviewed by the Development and Operations Advisory Committee:

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

1. The City Council hereby approves the agreement template for small wireless facility collocation (Attachment A).

This Resolution was duly adopted by the Isanti City Council this 8th day of August 2018.

Attest: _____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

Attachment A

City of Isanti, Minnesota
Small Wireless Facility Collocation Agreement

This Small Wireless Facility Collocation Agreement (the "Agreement") is made this _____ day of _____, 20_____, between the City of Isanti , a Minnesota local government unit, with its principal offices located at 110 1st Avenue NW, P.O. Box 428, in Isanti, Minnesota 55040, ("Lessor) and _____, with its principal offices located at _____ in _____, _____ ("Lessee"). Lessor and Lessee are collectively referred to as the "Parties" or individually as a "Party."

WHEREAS, the Federal Communications Act of 1934, as amended, authorizes Lessor to manage and control access to and use of public rights-of-way within city limits; and

WHEREAS, Lessor has elected to manage its rights-of-way as authorized by Minnesota Statues, Sections 237.162-.163 and Lessor's municipal code of ordinances (the "Code"); and

WHEREAS, this Agreement shall apply to the collocation of Small Wireless Facilities (as hereinafter defined). "Collocate" or "collocation" means to install, mount, maintain, modify, operate, or replace a small wireless facility on, under, within, or adjacent to an existing Wireless Support Structure (as hereinafter defined) that is owned privately or by a local government unit; and

WHEREAS, a "Small Wireless Facility" means: (1) a wireless facility, as defined by Minnesota Statues, Section 237.162, Subdivision 13, that meets both of the following qualifications: (i) each antenna is located inside an enclosure of no more than six cubic feet in volume or, in the case of an antenna that has exposed elements, the antenna and all its exposed elements could fit within an enclosure of no more than six cubic feet; and (ii) all other wireless equipment associated with the small wireless facility, excluding electric meters, concealment elements, telecommunications demarcation boxes, battery backup power systems, grounding equipment, power transfer switches, cutoff switches, cable, conduit, vertical cable runs for the connection of power and other services, and any equipment concealed from public view within or behind an existing structure or concealment, is in aggregate no more than 28 cubic feet in volume; or (2) a micro wireless facility as defined by Minnesota Statues, Section 237.162, Subdivision 14; and

WHEREAS, Lessor owns or controls existing structures in the public right-of-way that are designed to support or determined by Lessor as capable of supporting a Small Wireless Facility ("Wireless Support Structure"), which are located within the geographic area of a license held by Lessee to provide wireless services; and

WHEREAS, Lessor has elected to set forth the terms and conditions of collocation on its Wireless Support Structures, and Lessee desires to install, maintain and operate Small Wireless Facilities on Lessor's Wireless Support Structures; and

WHEREAS, Lessor and Lessee desire to enter into this Agreement to define the general terms and conditions which will govern their relationship with respect to the particular sites at which Lessee will collocate its Small Wireless Facilities on Lessor's Wireless Support Structures; and

WHEREAS, Lessee shall compensate Lessor for the collocation of Small Wireless Facilities on Lessor's Wireless Support Structures. The fees imposed by Lessor are (1) based on the actual costs incurred by Lessor in managing the public rights-of-way; (2) based on an allocation among all users of the public rights-of-way, including Lessor, which shall reflect the proportionate costs imposed Lessor by each of the various types of uses of the public rights-of-way; (3) imposed on a competitively neutral basis; and (4) imposed in a manner so that above ground uses of public rights-of-way do not bear costs incurred by the local government unit to regulate underground uses of public rights-of-way; and

WHEREAS, Lessor and Lessee acknowledge that they will enter into an agreement supplement ("Supplement") in substantially the form attached hereto as Exhibit A, with respect to each particular Wireless Support Structure on which Lessee will collocate; and

WHEREAS, this Agreement is not exclusive and Lessor reserves the right to grant permission to other eligible and qualified entities to collocate Small Wireless Facilities in Lessor's rights-of-way.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

1. PREMISES. Pursuant to all of the terms and conditions of this Agreement and the applicable Supplement, Lessor agrees to lease to Lessee certain space described in the applicable Supplement upon Lessor's Wireless Support Structure in the public right-of-way (Lessor's Wireless Support Structure, personal property, public right-of-way and surrounding real property are hereinafter sometimes collectively referred to as the "Property"), for the installation, operation and maintenance of Small Wireless Facilities; together with the non-exclusive right of ingress and egress from a public right-of-way, seven (7) days a week, twenty four (24) hours a day, over, under and through the Property to and from the Premises (as hereinafter defined) for the purpose of installation, operation and maintenance of Lessee's Small Wireless Facilities. The space leased by Lessor to Lessee described in the applicable Supplement is hereinafter

collectively referred to as the "Premises." The Premises may include, without limitation, certain space on the ground (the "Equipment Space") on the Property, and space on the Wireless Support Structure sufficient for the installation, operation and maintenance of antennas and other equipment (the "Antenna Space") as described in the Supplement. Notwithstanding anything in the Supplement to the contrary, the Premises under each Supplement shall include such additional space necessary for the installation, operation and maintenance of wires, cables, conduits, and pipes (the "Cabling Space") running between and among the various portions of the Premises and to all necessary electrical and telephone utility, cable, and fiber sources located within the Property. If there are not sufficient electric and telephone utility, cable, or fiber sources located on the Property, Lessor agrees to grant Lessee, or the local utility, or fiber or cable provider, upon Lessee's approval, the right to install any utilities, cable, and fiber on, through, over, and under other properties owned or controlled by Lessor necessary for Lessee to operate its communications facility, provided the location of those utilities, cable, and fiber shall be as reasonably designated by Lessor. Lessor's approval shall not be unreasonably withheld.

2. PLANS AND DRAWINGS. Before receiving approval from Lessor to install a Small Wireless Facility on Lessor's Wireless Support Structures in public rights-of-way, Lessee shall submit to the Director (City Administrator) or the Director's designee, detailed construction plans and drawings for each individual location, together with maps, showing specifically the Wireless Support Structures to be used, the number and character of the attachments to be placed on such Wireless Support Structures, equipment necessary for the use, proposed replacement of existing Wireless Support Structures, any additional Wireless Support Structures which may be required and any new installations for transmission conduit, pull boxes, and related appurtenances. The Director or the Director's designee shall determine whether to give Lessee permission to proceed with the work as proposed by Lessee. Lessee shall perform all work at its own expense and make attachments in such manner as to not interfere with the services of Lessor.

3. CONDITION OF PROPERTY; ENGINEERING STUDY. Any expenses necessary to make the Premises ready for Lessee's construction of its improvements shall be the responsibility of Lessee. Lessee must obtain and submit to Lessor a structural engineering study carried out by a qualified structural engineer showing the Wireless Support Structure and foundation is able to support the proposed Small Wireless Facility. Lessor makes no warranties or representations, express or implied, including warranties of merchantability or fitness for a particular use, except those expressly set forth in this Agreement.

4. USE OF PUBLIC RIGHTS-OF-WAY.

A. Lessor hereby grants to Lessee the right to use the municipal public right-of-way for the installation, maintenance and operation of Lessee's communications equipment in and on the Wireless Support Structure located within the public right-of-way.

B. All communications equipment shall be installed in accordance with applicable Laws (as hereinafter defined) and Lessee shall comply with all laws, ordinances, rules and regulations adopted by Lessor. Within the public rights-of-way, the

location of the communications equipment shall be subject to the reasonable and proper regulation, direction and control of the Lessor, or the official to whom such duties have been delegated by Lessor. Lessee shall have no ownership interest in any Wireless Support Structure owned by Lessor.

C. Lessee and its authorized contractors shall give Lessor reasonable notice of the dates, location, and nature of all work to be performed on its communications equipment within the public rights-of-way. This Agreement shall allow Lessee to perform all work on Lessee's communications equipment within the public rights-of-way, and to park vehicles in the streets and other public rights-of-way when necessary for the installation, replacement, abandonment, operation or maintenance of Lessee's communications equipment. Following completion of work in the public rights-of-way, Lessee shall repair any affected public rights-of-way as soon as possible, but no later than the time frame established in the applicable Supplement. No street, alley, highway, or public place shall be encumbered for a longer period than shall be reasonably necessary to execute the work authorized by the applicable Supplement and this Agreement.

D. Any damages to Lessor's Wireless Support Structures, equipment thereon or other infrastructure caused by Lessee's installation or operations shall be repaired or replaced at Lessee's sole cost and to Lessor's reasonable satisfaction.

5. STRUCTURE RECONDITIONING, REPAIR, REPLACEMENT.

A. From time to time, if Lessor paints, reconditions, or otherwise improves or repairs the Wireless Support Structure in a substantial way ("Reconditioning Work"), Lessor shall reasonably cooperate with Lessee to carry out Reconditioning Work activities in a manner that minimizes interference with Lessee's approved use of the Premises.

B. Prior to commencing Reconditioning Work, Lessor shall provide Lessee with not less than ninety (90) days' prior written notice. Upon receiving that notice, it shall be Lessee's sole responsibility to provide adequate measures to cover or otherwise protect Lessee's equipment from the consequences of the Reconditioning Work, including but not limited to paint and debris fallout. Lessor reserves the right to require Lessee to remove all of Lessee's equipment from the Wireless Support Structure and Premises during Reconditioning Work, provided the requirement to remove Lessee's equipment is contained in the written notice required by this Section.

C. During Lessor's Reconditioning Work, Lessee may maintain a temporary communications facility on the Property, or after approval by Lessor, on any land owned or controlled by Lessor in the vicinity of the Property. If the Property will not accommodate Lessee's temporary communications facility, or if the Parties cannot agree on a temporary location, the Lessee, at its sole option, shall have the right to terminate the applicable Supplement upon thirty (30) days written notice to Lessor.

D. Lessee may request a modification of Lessor's procedures for carrying out Reconditioning Work in order to reduce the interference with Lessee's use of the Premises. If Lessor agrees to the modification, Lessee shall be responsible for all reasonable incremental cost related to the modification.

E. If Lessor intends to replace a Wireless Support Structure ("Replacement Work"), Lessor shall provide Lessee with at least ninety (90) days' written notice to remove its equipment. Lessor shall also promptly notify Lessee when the Wireless Support Structure has been replaced and Lessee may re-install its equipment. During Lessor's Replacement Work, Lessee may maintain a temporary communications facility on the Property, or after approval by Lessor, on any land owned or controlled by Lessor in the vicinity of the Property. If the Property will not accommodate Lessee's temporary communications facility or if the Parties cannot agree on a temporary location, the Lessee, at its sole option, shall have the right to terminate the applicable Supplement upon thirty (30) days written notice to Lessor.

F. If Lessor intends to repair a Wireless Support Structure due to storm or other damage ("Repair Work"), Lessor shall notify Lessee to remove its equipment as soon as possible. In the event of an emergency, Lessor shall contact Lessee by telephone prior to removing Lessee's Equipment. Once the Wireless Support Structure has been replaced or repaired, Lessor will promptly notify Lessee it can reinstall its equipment. During Lessor's Repair Work, Lessee may maintain a temporary communications facility on the Property, or after approval by Lessor, on any land owned or controlled by Lessor in the vicinity of the Property. If the Property will not accommodate Lessee's temporary communications facility, or if the Parties cannot agree on a temporary location, or if the Pole(s) cannot be repaired or replaced within thirty (30) days, Lessee, at its sole discretion, shall have the right to terminate the applicable Supplement upon thirty (30) days' written notice to Lessor. However, at Lessee's sole option, within thirty (30) days after the casualty damage, Lessor must provide Lessee with a replacement Supplement to lease space at a new location upon which the Parties mutually agree. The monthly rental payable under the new replacement Supplement will not be greater than the monthly rental payable under the terminated Supplement.

G. If Lessee's installation requires a new Wireless Support Structure to be constructed or an existing Wireless Support Structure to be replaced by Lessee (the "Replacement Wireless Support Structure") then, any such Replacement Wireless Support Structure, shall be deemed to be a fixture on the Property and the Replacement Wireless Support Structure shall be and remain the property of the Lessor, without further consideration to or from Lessor. Upon completion of Lessee's installation, Lessor shall be responsible for any and all costs relating to the operation, maintenance, repair and disposal of the Replacement Wireless Support Structure, unless such costs are due to the improper or negligent installation by Lessee or contractor hired by Lessee. If the Replacement Wireless Support Structure replaces an existing structure, then also as part of Lessee's installation, Lessee shall remove, dispose, salvage and or discard the existing structure at Lessee's sole discretion.

6. TERM; RENTAL.

Each Supplement shall be effective as of the date of execution by both Parties (the "Effective Date"), at which time rental payments shall commence and be due at a total annual rental (the "Annual Rental"), as per the City Fee Resolution for rent to occupy space on a Wireless Support Structure and for maintenance associated with the space occupied on a wireless support structure. Consistent with Minnesota Statutes Sections 237.162-.163, the term of each Supplement shall be equal to the length of time that the Small Wireless Facility is in use (the "Term"), unless the Supplement is terminated pursuant to this Agreement. The annual rental for each Supplement shall be set forth in the Supplement and shall be paid in advance annually on each anniversary of the Effective Date, in advance, to the payee designated by Lessor in the Supplement, or to such other person, firm or place as Lessor may, from time to time, designate in writing. Upon agreement of the Parties, Lessee may pay rent by electronic funds transfer. Lessor hereby agrees to provide to Lessee the reasonable documentation required for Lessee to pay all rent payments due to Lessor.

7. ELECTRICAL.

Lessor shall, at all times during the Term of each Supplement, provide electrical service and telephone service access within the Premises. As provided by Minnesota Statutes Sections 237.162-.163, an monthly fee for electricity used to operate the Small Wireless Facility, if not purchased directly from a utility, shall be added to the annual rent due under each Supplement at the rate as per the City Fee Resolution. The amount of any such annual fee shall be set forth in each Supplement.

Lessee shall be permitted at any time during the Term of each Supplement, to install, maintain, and/or provide access to and use of, as necessary (during any power interruption at the Premises), a temporary power source and a temporary installation of any other services and equipment required to keep Lessee's communications facility operational, along with all related equipment and appurtenances within the Premises, or elsewhere on the Property in such locations as reasonably approved by Lessor. Lessee shall have the right to install conduits connecting the temporary power source, and the temporary installation of any other services and equipment required to keep Lessee's communications facility operational, and related appurtenances to the Premises.

Alternatively, Lessee may purchase electricity directly from a utility provider.

8. ENGINEERING COSTS. The Parties acknowledge and agree that, pursuant to Minnesota Statutes, Sections 237.162-.163, Lessor may charge the actual costs of the initial engineering and preparatory construction work associated with Lessee's collocation in the form of a onetime, nonrecurring, commercially reasonable, nondiscriminatory, and competitively neutral charge. Lessee shall pay such reasonable costs within sixty (60) days of receipt of an invoice that itemizes the costs.

9. USE. Lessee shall use the Premises for the purpose of constructing, maintaining, repairing and operating Small Wireless Facilities and uses incidental thereto. Lessee shall have the right, without any increase in rent, to replace or repair its utilities, fiber or cable, equipment, antennas and/or conduits or any portion thereof, and the frequencies over which the equipment operates. Any additions or material modifications shall require Lessor's approval and may be subject to an increase in rent if allowed by law.

10. GOVERMENTAL APPROVALS; PERMITS. It is understood and agreed that Lessee's ability to use the Premises is contingent upon Lessee obtaining all of the certificates, permits and other approvals (collectively the "Government Approvals") that may be required by any Federal, State or Local authorities, as well as a satisfactory structural analysis that will permit Lessee use of the Premises as set forth above. Lessor shall cooperate with Lessee in its effort to obtain the Governmental Approvals, and shall take no action which would adversely affect the status of the Property with respect to the proposed use thereof by Lessee. Lessee shall have the right to terminate the applicable Supplement if: (i) any of the applications for Governmental Approvals is finally rejected; (ii) any Governmental Approval issued to Lessee is canceled, expires, lapses, or is otherwise withdrawn or terminated by governmental authority; (iii) Lessee determines that the Governmental Approvals may not be obtained in a timely manner; (iv) Lessee determines that the Premises is no longer technically compatible for its use; or (v) Lessee, in its sole discretion, determines that the use of the Premises is obsolete or unnecessary. Notice of Lessee's exercise of its right to terminate shall be given to Lessor in accordance with the notice provisions set forth in Paragraph 20 and shall be effective upon the mailing of that notice by Lessee, or upon such later date as designated by Lessee. All rentals paid to the termination date shall be retained by Lessor. Upon such termination, the applicable Supplement shall be of no further force or effect except to the extent of the representations, warranties, and indemnities made by each Party to the other thereunder. Otherwise, the Lessee shall have no further obligations for the payment of rent to Lessor for the terminated Supplement.

11. INDEMNIFICATION. To the fullest extent permitted by law, Lessee agrees to defend, indemnify and hold harmless Lessor, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of Lessee's negligence, misconduct, or Lessee's failure to perform its obligations under this Agreement. Lessee's indemnification obligation shall apply to Lessee's contractors, subcontractors, or anyone directly or indirectly employed or hired by Lessee, or anyone for whose acts Lessee may be liable. Lessor will provide Lessee with prompt, written notice of any written claim covered by this indemnification provision; provided that any failure of Lessor to provide any such notice, or to provide it promptly, shall not relieve Lessee from its indemnification obligations in respect of such claim, except to the extent Lessee can establish actual prejudice and direct damages as a result thereof. Lessor will cooperate with Lessee in connection with Lessee's defense of such claim. Lessee shall not settle or compromise any such claim or consent to the entry of any judgment without the prior written consent of Lessor and without an unconditional release of all claims by each claimant or plaintiff in favor of Lessor. The indemnity obligation shall survive the completion or termination of this Agreement.

12. INSURANCE.

A. Waiver of Subrogation. To the extent allowed by law, Lessee hereby waives and releases any and all rights of action for negligence against Lessor which may hereafter arise on account of damage to Lessee's property, resulting from any fire, or other casualty of the kind covered by standard fire insurance policies with extended coverage, regardless of whether or not, or in what amounts, such insurance is now or hereafter carried by Lessee. This waiver and release shall apply between the Parties and shall also apply to any claim asserted as a right of subrogation. All such policies of insurance obtained by Lessee concerning its property shall waive the insurer's right of subrogation against Lessor.

B. General Liability. Lessee agrees that at its own cost and expense, it will maintain commercial general liability insurance with limits not less than $2,000,000 per occurrence; $4,000,000 annual aggregate, for bodily injury (including death) and for damage or destruction to property. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. Lessee shall add the Lessor as an additional insured.

C. Automobile Liability. Lessee shall maintain commercial automobile liability Insurance, including owned, hired, and non-owned automobiles, with a minimum combined single liability limit of $2,000,000 per occurrence.

D. Workers' Compensation. Lessee agrees to provide workers' compensation insurance for all its employees in accordance with the statutory requirements of the State of Minnesota. Lessor shall also carry employers' liability insurance with minimum limits as follows: $500,000 for bodily injury by disease per employee; $500,000 aggregate for bodily injury by disease; and $500,000 for bodily injury by accident.

E. Additional Insurance Conditions.

(i) Lessee shall deliver to Lessor a certificate of insurance as evidence that the above coverages are in full force and effect.

(ii) Lessee's policies shall be primary insurance and non-contributory to any other valid and collectible insurance available to Lessor with respect to any claim arising under this Agreement.

(iii) Lessee'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 Lessor, or ten (10) days' written notice for non-payment of premium.

13. LIMITATION OF LIABILITY. Except for indemnification obligations pursuant to Paragraph 11, neither Party shall be liable to the other, or any of their respective agents, representatives, employees for any lost revenue, lost profits, loss of technology, rights or services, incidental, punitive, indirect, special or consequential damages, loss of data, or interruption or loss of use of service, even if advised of the possibility of such damages, whether under theory of contract, tort (including negligence), strict liability or otherwise.

14. INTERFERENCE. Lessee shall obtain a radio frequency interference study carried out by an independent professional radio frequency engineer showing that Lessee's intended use will not interfere with any current communication facilities which are located on or near a Wireless Support Structure. Lessee shall not transmit or receive radio waves at the Premises until such evaluation has been satisfactorily completed and approved by lessor. Lessee agrees to install equipment of the type and frequency which will not cause harmful interference which is measurable in accordance with then existing industry standards to any equipment of Lessor or other tenants of the Property which existed on the Property prior to the date the applicable Supplement is executed by the Parties. In the event any after-installed Lessee's equipment causes such interference, and after Lessor has notified Lessee of such interference, Lessee will take all commercially reasonable steps necessary to correct and eliminate the interference, including but not limited to, at Lessee's option, powering down such interfering equipment and later powering up such interfering equipment for intermittent testing. If the interference continues for a period in excess of 48 hours following such notification, Lessor shall have the right to require Lessee to reduce power, and/or cease operations until such time Lessee can make repairs to the interfering equipment. In no event will Lessor be entitled to terminate a Supplement or relocate the Equipment as long as Lessee is making a good faith effort to remedy the interference issue. Lessor agrees that Lessor and/or any other users of the Property who currently have or in the future take possession of the Property will be permitted to install only such equipment that is of the type and frequency which will not cause harmful interference which is measurable in accordance with then existing industry standards to the then existing equipment of Lessee. If Lessee determines, in its reasonable discretion, that Lessor's equipment or any other user's equipment permitted by Lessor is causing interference, Lessor shall, upon written communication from Lessee to Lessor take all reasonable steps necessary to correct and eliminate the interference, including causing other users causing such interference to correct and eliminate the interference. If the interference continues for a period in excess of 48 hours following the notification, Lessor shall, or shall require any other user to, reduce power and/or cease operations until such time as Lessor, or the other user, can make repairs to the interfering equipment. The Parties acknowledge that there will not be an adequate remedy at law for noncompliance with the provisions of this Paragraph and therefore, either Party shall have the right to equitable remedies, such as, without limitation, injunctive relief and specific performance.

15. REMOVAL. Lessee shall, within sixty (60) days after expiration of the Term, or any earlier termination of a Supplement, or an abandonment of it facilities, remove its equipment, conduits, fixtures and all personal property and restore the Premises to its original condition, reasonable wear and tear excepted, at Lessee's sole cost and expense. Lessor agrees and acknowledges that all of the equipment, conduits, fixtures and personal property of Lessee shall

remain the personal property of Lessee and Lessee shall have the right to remove the same at any time during the Term, whether or not said items are considered fixtures and attachments to real property under applicable Laws. If the time for removal causes Lessee to remain on the Premises after termination of the Supplement, Lessee shall pay rent at the then-existing monthly rate, until such time as the removal of the equipment, fixtures and all personal property are completed. If Lessee fails to remove its facilities within the required time period, Lessor reserves the right to remove the facilities and charge Lessee for the full cost of the removal and storage charges.

16. RIGHTS UPON SALE. If, at any time during the Term of any Supplement, Lessor decides: (i) to sell or transfer all or any part of the Property or the Wireless Support Structure thereon to a purchaser other than Lessee, or (ii) to grant to a third party by easement or other legal instrument an interest in that portion of the Property occupied by Lessee, or a larger portion thereof, for the purpose of operating and maintaining communications facilities or the management thereof, that sale or grant of an easement or interest therein shall be subject to the Supplement, and any such purchaser or transferee must recognize Lessee's rights hereunder and under the terms of the affected Supplement(s). If Lessor completes any such sale, transfer, or grant described in this paragraph without executing an assignment of the Supplement in which the third party agrees in writing to assume all obligations of Lessor under the Supplement, then Lessor shall not be released from its obligations to Lessee under the Supplement, and Lessee shall have the right to look to Lessor and the third party for the full performance of the Supplement.

17. QUIET ENJOYMENT AND REPRESENTATIONS. Lessor covenants that Lessee, on paying the rent and performing the covenants herein and in a Supplement, shall peaceably and quietly have, hold and enjoy the Premises. Lessor represents and warrants to Lessee as of the execution date of each Supplement, and covenants during the Term, that Lessor is has good and sufficient title and interest to the Property, and has full authority to enter into and execute the Supplement. Lessor further covenants during the Term that there are no liens, judgments or impediments of title on the Property, or affecting Lessor's title to the same and that there are no covenants, easements or restrictions that prevent or adversely affect the use or occupancy of the Premises by Lessee as provided in this Agreement and in the applicable Supplement(s).

18. ASSIGNMENT. This Agreement and each Supplement under it may be sold, assigned or transferred by the Lessee without any approval or consent of the Lessor to the Lessee's principal, affiliates, subsidiaries of its principal, or to any entity which acquires all or substantially all of Lessee's assets in the market defined by the FCC in which the Property is located by reason of a merger, acquisition or other business reorganization. As to other parties, this Agreement and each Supplement may not be sold, assigned or transferred without the written consent of the Lessor, which consent will not be unreasonably withheld, delayed or conditioned.

19. NOTICES. All notices hereunder must be in writing and are validly given if sent by certified mail, return receipt requested, or by commercial courier, provided the courier's regular business is delivery service and provided further that it guarantees delivery to the addressee by the end of the next business day following the courier's receipt from the sender,

addressed as follows or to any other address that the Party to be notified may have designated:

Lessor: City of Isanti
Attention: City Administrator
110 1st Avenue NW
P.O. Box 428
Isanti, Minnesota 55040

Lessee: _____
_____
_____
_____

Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

20. DEFAULT. If there is a breach by a Party with respect to any of the provisions of this Agreement, or under the provisions of an individual Supplement, the non-breaching Party shall give the breaching Party written notice of that breach. After receipt of the written notice, the breaching Party shall have thirty (30) days in which to cure the breach, provided the breaching Party shall have such extended period as may be required beyond the thirty (30) days if the breaching Party commences the cure within the thirty (30) day period and thereafter continuously and diligently pursues the cure to completion, but in no event more than ninety (90) calendar days after receipt of written notice. The non-breaching Party may not maintain any action or effect any remedies for default against the breaching Party unless and until the breaching Party has failed to cure the breach within the time periods provided in this Paragraph. Notwithstanding the foregoing to the contrary, it shall be a default under this Agreement, or under an individual Supplement if Lessor fails, within five (5) days after receipt of written notice of such breach, to perform an obligation required to be performed by Lessor, and if the failure to perform that obligation interferes with Lessee's ability to conduct its business in the Premises; provided, however, that if the nature of Lessor's obligation is such that more than five (5) days after notice is reasonably required for its performance, then it shall not be a default under this Agreement or the applicable Supplement if performance is commenced within such five (5) day period and thereafter diligently pursued to completion, but in no event more than fifteen (15) calendar days after receipt of written notice. Lessor and Lessee agree that a default under an individual Supplement does not constitute a default under this Agreement

21. DISPUTE RESOLUTION. Subject to the provisions of Paragraph 20, the Parties shall cooperate and use their best efforts to ensure that the various provisions of the Agreement are fulfilled. The Parties agree to act in good faith to undertake resolution of disputes, in an equitable and timely manner and in accordance with the provisions of this Agreement. If disputes cannot be resolved informally by the Parties, the following procedures shall be used:

A. Whenever there is a failure between the Parties to resolve a dispute on their own, the Parties shall first attempt to mediate the dispute. The parties shall agree upon a mediator, or if they cannot agree, shall obtain a list of court-approved mediators

from the Isanti County District Court Administrator and select a mediator by alternately striking names until one remains. Lessor shall strike the first name followed by Lessee, and shall continue in that order until one name remains.

B. If the dispute is not resolved within thirty (30) days after the end of mediation proceedings, the Parties may pursue any legal or equitable remedy.

22. CASUALTY. In the event of damage by fire or other casualty to the Property that cannot reasonably be expected to be repaired within forty-five (45) days following same or, if the Property is damaged by fire or other casualty so that such damage may reasonably be expected to disrupt Lessee's operations at the Premises for more than forty-five (45) days, then Lessee may, at any time following such fire or other casualty, provided Lessor has not completed the restoration required to permit Lessee to resume its operation at the Premises, terminate the Supplement upon fifteen (15) days' prior written notice to Lessor. Any such notice of termination shall cause the Supplement to expire with the same force and effect as though the date set forth in such notice were the date originally set as the expiration date of the Supplement and the Parties shall make an appropriate adjustment, as of such termination date, with respect to payments due under the Supplement. Notwithstanding the foregoing, the rent shall abate during the period of repair following such fire or other casualty in proportion to the degree to which Lessee's use of the Premises is impaired.

23. APPLICABLE LAWS. Laws means any and all laws, regulations, ordinances, resolutions, judicial decisions, rules, permits and approvals applicable to the subject of this Agreement or Lessee's use that are in force during the term of this Agreement, as lawfully amended including, without limitation, Lessor's city Code. Lessee and Lessor shall comply with all applicable Laws. This Agreement does not limit any rights Lessee may have in accordance with Laws to install its own poles in the right of way or to attach Lessee's equipment to third-party poles located in the right of way. This Agreement shall in no way limit or waive either party's present or future rights under Laws. If, after the date of this Agreement, the rights or obligations of either Party are materially altered, preempted, or superseded by changes in Laws, the parties agree to amend the Agreement and/or Supplement to reflect the change in Laws.

24. GOVERNMENT DATA. The Parties acknowledge and agree that this Agreement is considered public data not on individuals and is accessible to the public under Minnesota Statutes, Section 13.03. Lessee and Lessor agree to abide by the applicable provisions of the Minnesota Government Data Practice Act, Minnesota Statues, Chapter 13, and all other applicable state or federal rules, regulations or orders pertaining to privacy or confidentiality.

25. GENERAL PROVISIONS.

A. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.

B. Captions. Captions contained in this Agreement are for reference only, and therefore, have no effect in construing this Agreement.

C. Ambiguities. If any term of this Agreement is ambiguous, it shall not be construed for or against any Party on the basis that the Party did or did not write it.

D. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both Parties.

E. Third Party Rights. This Agreement is not a third party beneficiary contract and shall not in any respect whatsoever create any rights on behalf of any person or entity not expressly a party to this Agreement.

F. Nondiscrimination. In the hiring of employees or contractors to perform work under this Agreement, Lessee shall not discriminate against any person by reason of any characteristic or classification protected by State or Federal law.

G. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. Any legal proceedings shall be initiated in Minnesota State District Court, Tenth District. The venue for all proceedings related to this Agreement shall be in Isanti County, Minnesota.

H. Waiver. The failure of either Party to insist upon strict performance of any of the terms or conditions of this Agreement or the waiver by either Party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

I. Force Majeure. Except for payment of sums due, neither Party shall be liable to the other or deemed in default under this Agreement, if and to the extent that a Party's performance is prevented by reason of force majeure. "Force majeure" includes war, an act of terrorism, fire, earthquake, flood and other circumstances which are beyond the control and without the fault or negligence of the Party affected and which by the exercise of reasonable diligence the Party affected was unable to prevent.

J. Further Assurances. From and after the execution of this Agreement, the parties shall fully cooperate with each other and perform any further act(s) and execute and delivers any further documents which may be necessary in order to carry out the purposes and intentions of this Agreement.

K. Savings Clause. If any court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.

L. Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.

IN WITNESS WHEREOF, the Parties, have caused this Agreement to be approved on the date above.

Lessor:
City of Isanti

By: _____

Name: George A. Wimmer
Its: Mayor

Date: _____

By: _____

Name: Katie Brooks
Its: Human Resources/City Clerk

Date: _____

Lessee:

_____

By: _____

Name: _____
Its: _____

Date: _____

EXHIBIT A
COLLOCATION AGREEMENT SUPPLEMENT

This Collocation Agreement Supplement ("Supplement"), is made this _____ day of _____, 20_____ between the City of Isanti, a Minnesota local government unit, with its principal offices located at 110 1st Avenue NW, P.O. Box 428 in Isanti, Minnesota 55040, ("Lessor" and _____, with its principal offices located _____ in _____, _____, ("Lessee").

1. SMALL WIRELESS FACILITY COLLOCATION AGREEMENT. This Supplement is a Supplement as referenced in that certain Small Wireless Facility Collocation Agreement between the City of Isanti and _____, dated _____, 20_____, (the "Agreement"). All of the terms and conditions of the Agreement are incorporated herein by reference and made a part hereof without the necessity of repeating or attaching the Agreement. In the event of a contradiction, modification or inconsistency between the terms of the Agreement and this Supplement, the terms of this Supplement shall govern. Capitalized terms used in this Supplement shall have the same meaning described for them in the Agreement unless otherwise indicated herein.

2. PREMISES. Lessor hereby leases to Lessee certain spaces on and within Lessor's Property located at _____, (address) including the location of the Wireless Support Structure on the Property is shown on Exhibit 1 attached hereto and made a part hereof. The Equipment Space, Antenna Space and Cabling Space are as shown on Exhibit 2, attached hereto and made a part hereof.

3. TERM. The Effective Date and the Term of this Supplement shall be as set forth in the Agreement.

4. CONSIDERATION. Rent under this Supplement shall be $_____ per year, payable to the City of Isanti on _____ at City of Isanti, 110 1st Avenue NW, P.O. Box 428, Isanti, Minnesota, 55040 as set forth in the Agreement.

If Lessor is providing electricity pursuant to Paragraph 7 of the Agreement, an annual electrical service fee of $_____ shall be added to the annual rent due under this Supplement.

5. SITE SPECIFIC TERMS.

IN WITNESS WHEREOF, the Parties, have caused this Agreement to be approved on the date above.

Lessor:
City of Isanti

By: _____

Name: George A. Wimmer
Its: Mayor

Date: _____

By: _____

Name: Katie Brooks
Its: Human Resources/City Clerk

Date: _____

Lessee:

_____

By: _____

Name: _____
Its: _____

Date: _____

EXHIBIT 1

Site Plan of Property

EXHIBIT 2

Equipment Space (if any), Antenna Space and Cabling Space

J.7.c.

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 delete from the text of Section 160-2 as follows:

ADD

Administration

Small Wireless Facility Collocation Rental & Maintenance Fee
Small Wireless Facility Electrical Service Fee

SECTION 2. EFFECTIVE DATE.
This Ordinance shall take effect when published in the Official Newspaper.

Adopted by the City Council, this 8th day of August, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Posting Date: 7-26-18
Reading Date: 8-8-18
Publication Date:
Effective Date:

RESOLUTION 2018-xxx **J.7.d.**

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 16, 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 230, Park and Recreation Areas	$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 295, Tobacco, et al	$75.00
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
Small Wireless Facility Collocation Rental and Maintenance Fee	
Annual Rent per Supplement	$150.00
Annual Maintenance Fee per Supplement	$ 25.00
Small Wireless Facility Electrical Service Fee	
Per radio node less than or equal to 100 watts	$73.00 annually
Per radio node over 100 max watts: or	$182.00 annually
Actual cost of electricity annually, if costs exceed either of the above amounts	
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%

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 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	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
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)	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)	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
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
Air Compressor with $90.00 Accessories and Pickup, Pickup, One Ton Trucks, Tractors	$110.00	
Vactor with Pickup $135.00 (Requires Two Operators) There is an additional charge of $.35 per lineal foot for sewer cleaning.	$145.00	
Single Axle Truck, Street Sweeper, Single Axle Dump Truck with Snowplow,	$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	$90.00	$105.00
All Other Equipment Such As Chain Saw, Push Mower and Weed Whips	$75.00	$95.00

Fire

Fire Extinguisher Service Deposit Fee	$25.00 (refundable)
Fire Extinguisher – Administrative Fee	$3.00

This Resolution is hereby approved by the Isanti City Council this 8th day of August, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

STAFF REPORT

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: August 8, 2018

SUBJECT: **REQUEST FROM LA CROSSE SIGN CO. ON BEHALF OF KWIK TRIP INC. FOR A CONDITIONAL USE PERMIT TO INSTALL DYNAMIC SIGNAGE AT 400 E DUAL BLVD NE (LEGALLY DESCRIBED AS LOT 1, BLOCK 1, KWIK TRIP 1019)**

Introduction
La Crosse Sign Group (applicant) has submitted a Conditional Use Permit on behalf of Kwik Trip Inc. to install two dynamic signs at the proposed Kwik Trip, 400 E Dual Blvd NE. The property is zoned "B-2" General Business District and falls within the Heritage Blvd Sign Overlay District.

Per City Zoning Ordinance Section 16, Subd. 4, dynamic signage is a conditional use for properties within the B-2 Zoning District that is a part of the Heritage Blvd Sign Overlay District.

Request
The applicant has submitted two signs:

1) A 30' tall double-faced pylon sign with a total of 98.15 sq ft in size. Dynamic signage portion is 65 square feet, or 66% of the signage area. This sign will be along Heritage Blvd.

2) Gas Canopy Sign 42" by 60", or 17 sq ft with a small dynamic sign portion to display Diesel Exhaust Fluid pricing, this sign will be on the east-side of the diesel fuel canopy.

Public Hearing
Notice of Public Hearing was provided in the *Isanti County News* on July 5, 2018. Property owners within 350' of the subject property were also notified via USPS.

Public Comment
At the time of the creation of this document, no public comment has been received.

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 (note: 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 goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
   The future land use plan calls for this area to be developed as 'general commercial.' Given the high-quality finishes of the approved building and site layout, the signage is consistent with the design of the building.

2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
   Dynamic signage is a conditional use in the B-2 Zoning Districts that are apart of the Heritage Blvd overlay 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.
   The signage is designed to allow the highest possible visibility for vehicles near the intersection of N Duel Blvd NE and Heritage Blvd.

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.
   The signage is consistent with the City's Sign Ordinance.

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.
   The property will be developed as a gas station and car wash. The signage is an incidental part of the development of the property.

6. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.
   Not applicable.

7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
   The proposed signage is consistent with the City's Sign Ordinance.

8. The conditional use complies with the general and specific performance standards as specified by within this Article.
   Staff believes that this conditional use complies with the general and specific performance standards of the Zoning Ordinance.

Planning Commission Recommendation
The Planning Commission reviewed the request at the regularly scheduled meeting on July 17, 2018 following the public hearing. It was motioned by Lundeen, seconded by Collison to recommend approval of the Conditional Use Permit for La Crosse Sign Co. for the installation of dynamic signage at 400 E Dual Blvd NE (legally described as Lot 1, Block 1, Kwik Trip 1019). Motion was unanimously approved.

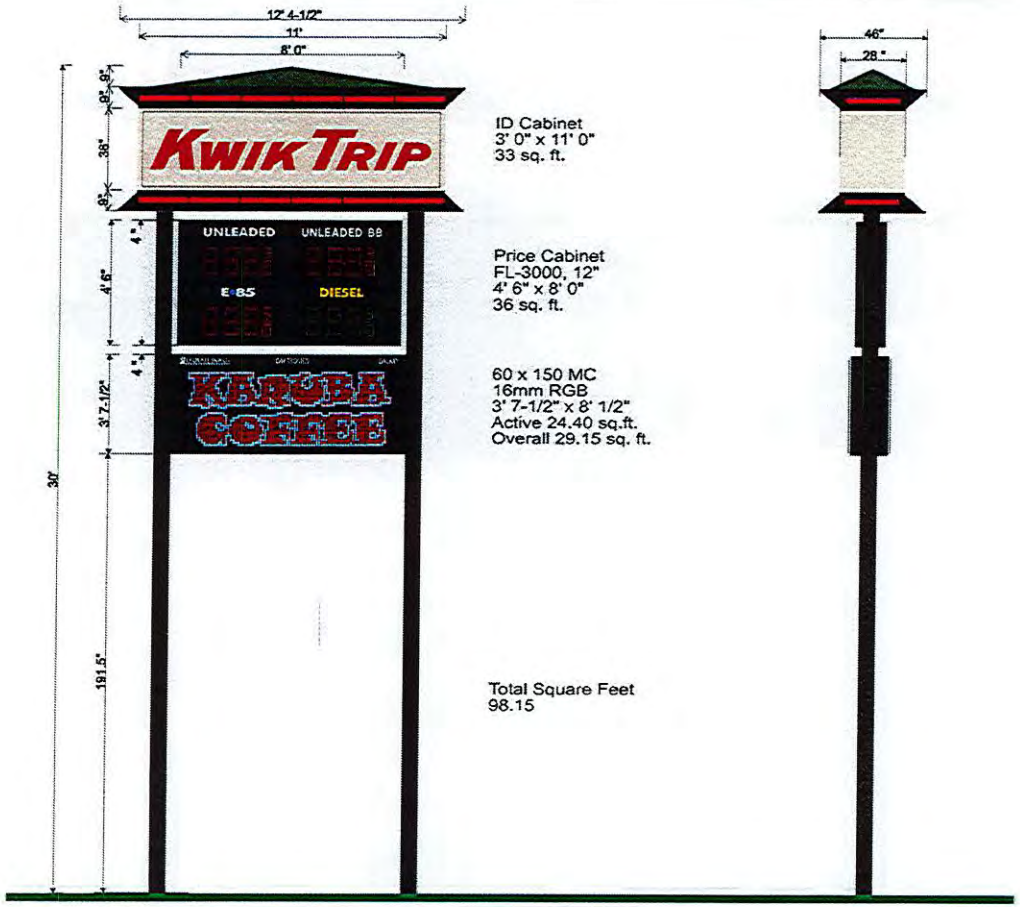
Development and Operations Advisory Committee
DOAC met and discussed this item during the June 28th, 2018 meeting and has recommended approval as presented.

Staff Recommendation
I am recommending approval as presented.

Attachments:
- Additional material submitted by applicant
- Resolution 2018-XXX
- Findings of Fact

DOUBLE FACED PYLON

#1019 ISANTI, MN



ID Cabinet
3' 0" x 11' 0"
33 sq. ft.

Price Cabinet
FL-3000, 12"
4' 6" x 8' 0"
36 sq. ft.

60 x 150 MC
16mm RGB
3' 7-1/2" x 8' 1/2"
Active 24.40 sq.ft.
Overall 29.15 sq. ft.

Total Square Feet
98.15

Approved by:_____ Date:_____ Landlord:_____ Date:_____

This artwork is copyrighted and may not be otherwise used without permission. It is the property of La Crosse Sign Co., Inc., and must be returned to them.

lacrossesign.com

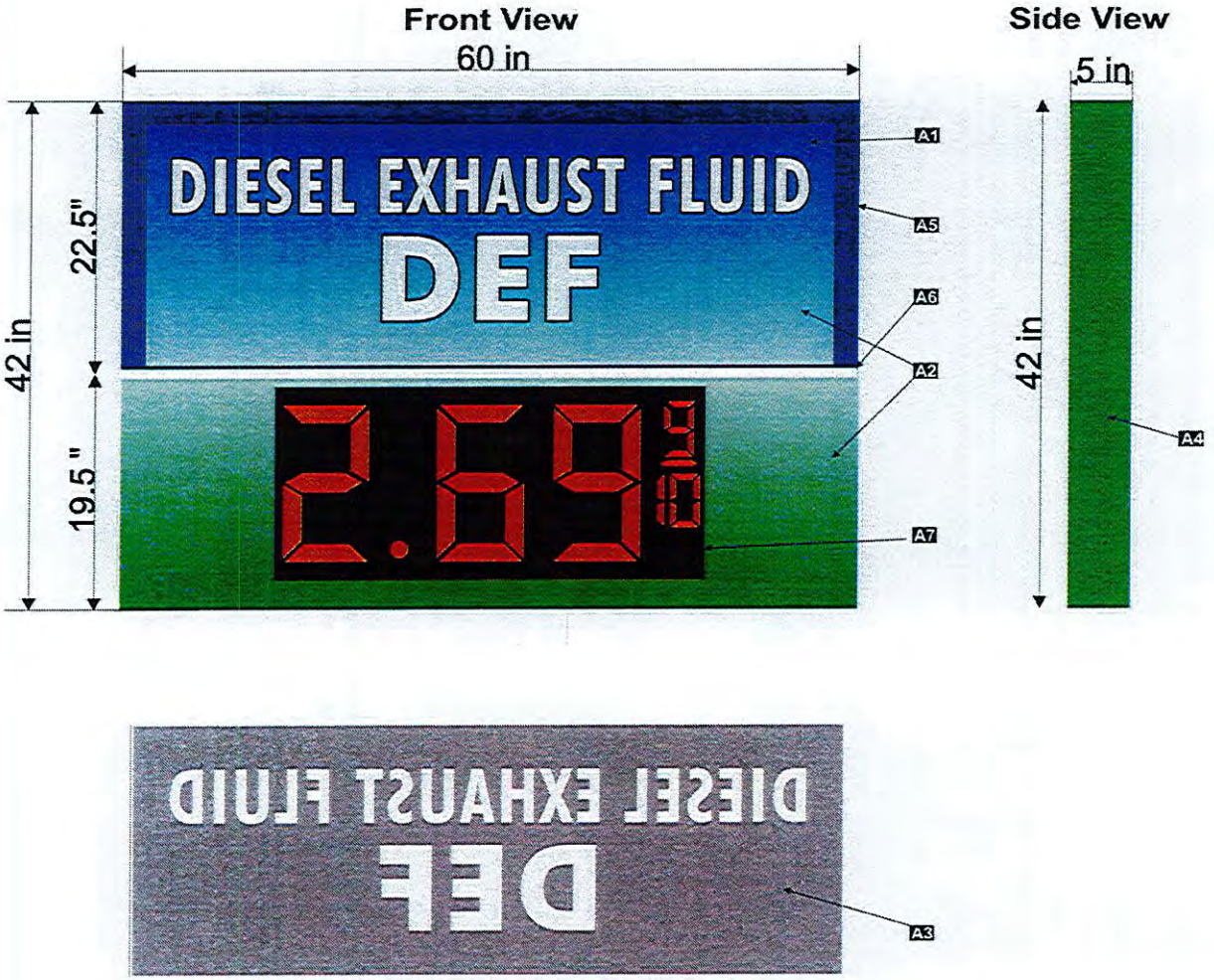
La Crosse Sign Group
1450 Oak Forest Drive - Onalaska, WI 54650 - 608-781-1450
2242 Mustang Way - Madison, WI 53718 - 608-222-5353
2502 Melby Street - Eau Claire, WI 54703 - 715-835-6189

DESIGN	SALES	FILE
Drawing by: Bryan Cullen	Job Name: Kwik Trip	Revision Number:
Sign Type: Pylon	Job Address: Heritage Blvd & E. Dual Blvd NE Isanti, MN 55040	Job File Location: S:\1 - Kwik Trip\Isanti, MN 1019\ New Site\Design\ 1019 Isanti, MN art 99487
Date Created: 5/26/18		
Last Modified:	Salesperson: Cindy Bluske	
Scale:	Job Number: 99478	

COLOR KEY

*COLORS ON SKETCH ARE ONLY A REPRESENTATION. ACTUAL LOOK OF FINISHED PRODUCT MAY DIFFER.

- a NA 208080 Beige
- b Black S/G paint
- c #2283 Red Acrylic
- d White of Acrylic
- e Red LED
- f NA 307880 Hemlock Green
- g Green LED
- h Black (230-22)
- i Yellow (230-015)
- j Blue (230-167)



La Crosse Sign Company
Meets all UL Safety Codes and Requirements.

Drawn by:	DANIELLE WAAS LACROSSE SIGN COMPANY 608-781-1450
Date Created:	5-8-2014
Date Modified:	6-2-2014
Modified By:	Danielle Waas
Project Name:	KWIK TRIP
Sales Person:	Cindy Bluske
Order Number:	NA
Project Desc:	DEF Pricer Cabinet

GENERAL SPECIFICATIONS

A *DEF PRICER CABINET*
-Qty: S\F
-Size: 42"x60"x 5"deep
A1 *-Face Material:*
Top Face: .187 white lexan
Bottom Face: .090 aluminum routered for 12" pricer
A2 *-Face Finish:*
**1st surface-printed graphics with DEF copy to be translucent. Laminated to protect against UV & elements*
A3 **2nd surface-blockout vinyl*
A4 *-Return Material: .080 formed aluminum*
-Return Finish: semi-gloss paint
-Back Material: .080 aluminum
A5 *-Back Finish: semi-gloss paint*
-Retainer Size: 2"
A6 *-Retainer Finish: semi-gloss paint*
-Divider Bar Size: 3/4"x75"
-Divider Bar Finish: vinyl
Service Access: slide
Lighting: white LED TD3s (mounted to top shining down)
-Mount: mount power supply so it is easily accessible from product ID panel
A7 *-LED PRICER: 12" Daktronics Fuelight Pricer-(1) amber LED,*
-Install per map

COLOR SPECIFICATIONS

Color has been adjusted for print per Bryan C. files

- *Black*
- *White*
- *Blue NA 197230 S/G*
- *Green NA 410980 S/G*
- *Blockout Vinyl*

FILE LOCATION

S:\Kwik Trip\1-Artwork\Specification Drawings\DEF Pricer

LA CROSSE SIGN CO. MAKE A STATEMENT!

1450 Oak Forest Drive • Onalaska, WI 54650 • Ph. 608-781-1450

APPROVED BY: _____ DATE: _____

*COLORS ON SKETCH ARE ONLY A REPRESENTATION, ACTUAL COLOR OF FINISHED PRODUCT MAY DIFFER

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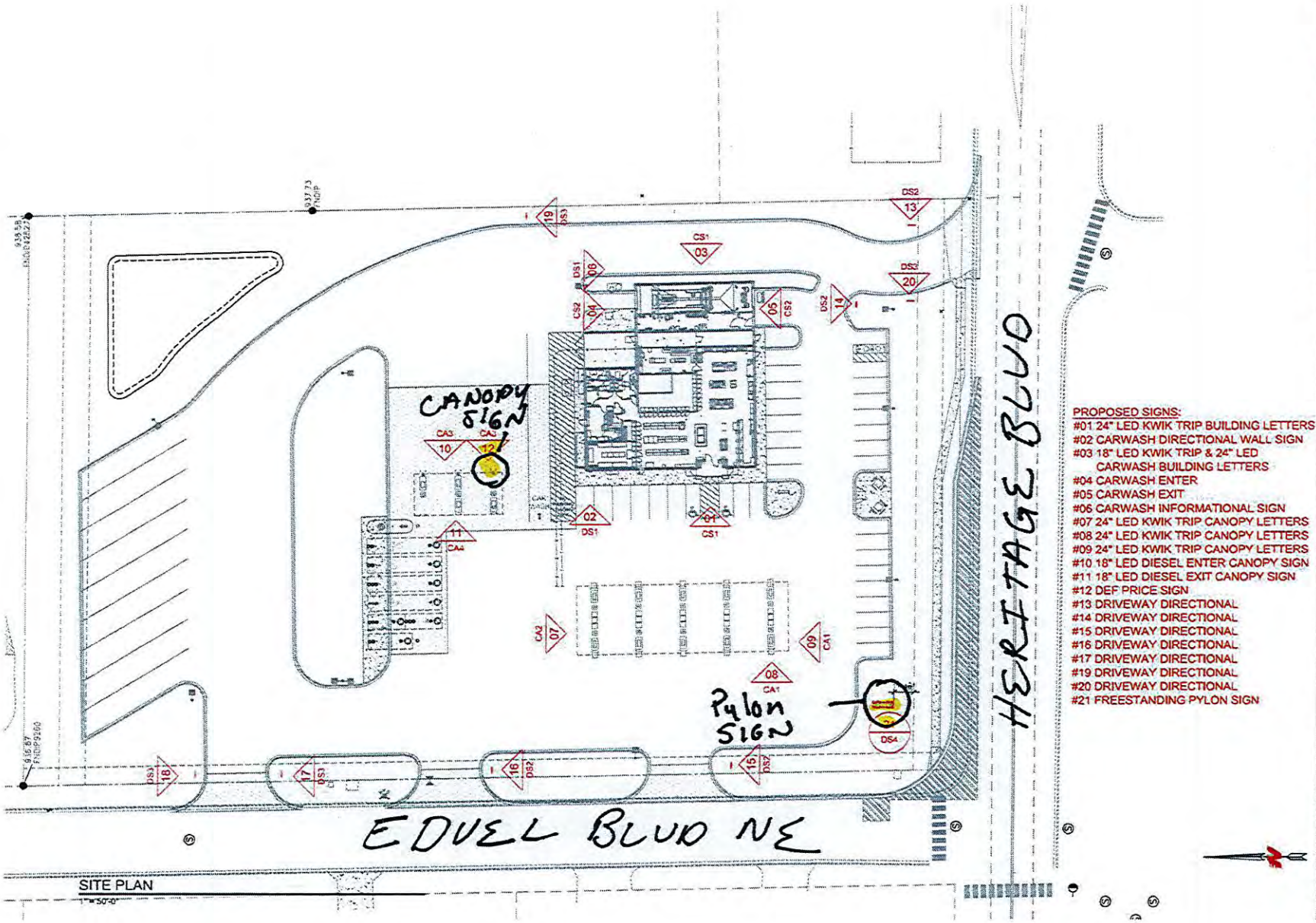
Examples of finished look



PROPOSED SIGNS:
#01 24" LED KWIK TRIP BUILDING LETTERS
#02 CARWASH DIRECTIONAL WALL SIGN
#03 18" LED KWIK TRIP & 24" LED CARWASH BUILDING LETTERS
#04 CARWASH ENTER
#05 CARWASH EXIT
#06 CARWASH INFORMATIONAL SIGN
#07 24" LED KWIK TRIP CANOPY LETTERS
#08 24" LED KWIK TRIP CANOPY LETTERS
#09 24" LED KWIK TRIP CANOPY LETTERS
#10 18" LED DIESEL ENTER CANOPY SIGN
#11 18" LED DIESEL EXIT CANOPY SIGN
#12 DEF PRICE SIGN
#13 DRIVEWAY DIRECTIONAL
#14 DRIVEWAY DIRECTIONAL
#15 DRIVEWAY DIRECTIONAL
#16 DRIVEWAY DIRECTIONAL
#17 DRIVEWAY DIRECTIONAL
#19 DRIVEWAY DIRECTIONAL
#20 DRIVEWAY DIRECTIONAL
#21 FREESTANDING PYLON SIGN

KWIK TRIP

KWIK STAR

KWIK TRIP, Inc.
P.O. BOX 2107
1626 OAK STREET
LA CROSSE, WI 54602-2107
PH: (608) 781-8988
FAX (608) 781-8960

SITE PLAN
CONVENIENCE STORE #1019
WITH 1-BAY CW & SIDE DIESEL
HERITAGE BLVD & EAST DUAL BLVD NE
ISANTI, MN

NO.	DATE	DESCRIPTION
2	2/4/2019	REVISION #01

DRAWN BY	KWK
SCALE	MULTIPLE
PROJ. NO.	0001
DATE	2018-11-07
SHEET	SP1

La Crosse Sign Group
lacrossesign.com

1450 Oak Forest Drive • Onalaska, WI 54650 • 608-781-1450
2242 Mustang Way • Madison, WI 53718 • 608-222-5353
2502 Melby Street • Eau Claire, WI 54703 • 715-835-6189

June 6, 2018

City of Isanti
Ryan Kernosky - Community Development Director
110 1st Avenue NW
P.O. Box 428
Isanti, MN 55040

Condition Use Application for Kwik Trip # Kwik Trip #1019 at 400 Dual Blvd E:

A sign permit application was received by the city on 3/29/18 for the signs at this new proposed Kwik Trip site and since that time the pylon sign has been changed to conform to the required 30' height, 110' square foot maximum.

Kwik Trip is requesting consideration for a conditional use permit for the installation of dynamic display signs within their main ID pylon sign. They would like digital price signs as well as an electronic message center. These would be less than 80% of the overall sign.

They are likewise requesting a conditional use for the digital price sign on the side of the fuel canopy to display another type of fuel that will be sold on this site.

Please see the attached information regarding these signs.

Encl: $650 for CUP ($325 for digital signs on pylon, $325 for DEF canopy digital price sign)

We appreciate your time and consideration, please feel free to contact me with any concerns: Cindy Bluske at cindyb@lacrossesign.com or 608-781-1450.

Thank you,
Cindy Bluske

LaCrosse Sign Group -home office *1450 Oak Forest Dr. / Onalaska, WI 54650 / Phone: 608-781-1450*
LaCrosse Sign Group of Madison *2242 Mustang Way / Madison, WI 53718 / Phone: 608-222-5353*
LaCrosse Sign Group of Eau Claire *2502 Melby St. / Eau Claire, WI 54703 / Phone: 715-835-6189*
cindyb@lacrossesign.com

La Crosse Sign Group
lacrossesign.com
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2502 Melby Street • Eau Claire, WI 54703 • 715-835-6189

Properties within 350' to my knowledge. Per Ryan Kernosky, Director of Community Development, he will take care of the requirements of this portion.

Justification of the Proposed Conditional Use for the Electronic Message Center on Pylon:

The size and height of the pylon sign which houses the electronic message center meet the requirements of the B-2 General Business District the sign will be located in. The location of the pylon sign complies with the distance from property lines per city code. The sign will be compatible with the existing neighborhood and will not impede the normal and orderly development and improvement in the surrounding area.

It is not Kwik Trip's intention to use the sign in any way to be injurious to the public. The dynamic display will be programmed and updated by the Kwik Trip Marketing Department in La Crosse, WI to display messages per the city requirement, this information has been sent to this department: *"A dynamic display image, or any portion thereof, may not change more than once every twenty (20) seconds, except one for which changes are necessary to correct hour-and-minute, date, or temperature information. A display of time, date, or temperature must remain for at least twenty (20) seconds before changing to a different display, but the time, date, or temperature information itself may change not more often than once every three (3) seconds. Transition. If a dynamic display's image or any portion thereof changes, the change sequence must be instantaneous without any special effects of any kind.*
Prohibition of fluctuating or flashing illumination, video or audio. No portion of a dynamic display image may fluctuate in light intensity or use intermittent, strobe or moving light, or light that changes in intensity in sudden transitory bursts, streams, zooms, twinkles, sparkles or any other manner that creates the illusion of movement." The lighting on the sign can be controlled and will not be a disturbance to neighboring properties. The display has the capability to meet all other statements regarding the display. Please also see the attached letter from Daktronics, the manufacturer of the dynamic display for more information.

The message center is an informational sign that notifies potential customers of specials each day at the Kwik Trip store, convenient for quick purchases at the same time fuel is purchased.
The Kwik Trip site is also a resource for tourists which helps in promotion of tourism in the city.

Justification of the Proposed Conditional Use for the Digital Price Signs on Pylon:

Fuel prices are mandatory to display to the public and this type of digit is highly legible, one color, and has the ability to dim automatically. The price of fuel would change only once a day at the most so the sign would be static the great majority of the time. This type of sign is safer for employees rather than manually changing prices on a ladder, it can be changed remotely.

The signs will all be in compliance with Section 16 of the City of Isanti Ordinance.

La Crosse Sign Group
lacrossesign.com
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2242 Mustang Way • Madison, WI 53718 • 608-222-5353
2502 Melby Street • Eau Claire, WI 54703 • 715-835-6189

Justification of the Proposed Conditional Use for the Digital Price Sign on the Fuel Canopy:

Fuel prices are mandatory to display to the public and this type of digit is highly legible, one color, and has the ability to dim automatically. The price of fuel would change only once a day at the most so the sign would be static the great majority of the time. This type of sign is safer for employees rather than manually changing prices on a ladder, it can be changed remotely.

The signs will all be in compliance with Section 16 of the City of Isanti Ordinance.

DAKTRONICS

201 Daktronics Dr. PO Box 5128
Brookings, SD 57006-5128

tel 800-325-7446 605-692-0200
fax 605-692-0381

www.daktronics.com

March 27, 2018

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

Re: Manufacturer Certification – Dynamic Display proposed for Kwik Trip, Isanti, MN

To Whom This May Concern:

In compliance with the provisions of the City of Isanti, we provide the following information regarding the above referenced display:

- The display has the ability to be set not to exceed 5,000 nits during daylight hours and 500 nits between dusk to dawn. These levels can be protected from end user manipulation by password protected software.
- The sign comes equipped with automatic dimming technology to adjust the sign's brightness based on ambient light conditions. As the sun rises and sets, the display will automatically detect that change and adjust the level of brightness accordingly.
- The subject display comes equipped with the ability to hold messages static for a period of not less than twenty (20) seconds.
- The display comes equipped with the ability to change messages directly and immediately, without any special effects.
- The display has the ability to be set to prohibit light fluctuation, intermittent light, strobe or moving light that would change in intensity and give the appearance of bursts, streams, zooms, twinkles, sparkles, or other illusions of movement.
- The display has the ability to be set to prohibit video display: motion, pictorial imagery, depict action or a special effect to imitate movement, or display pictorials or graphics in a progression of frames that gives the illusion of motion of any kind.
- Lastly, the sign comes equipped with the ability to freeze the sign face in one position if a malfunction occurs.

DAKTRONICS

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Brookings, SD 57006-5128

tel 800-325-7446 605-692-0200
fax 605-692-0381

www.daktronics.com

We hope this information is beneficial. Should you have any questions, please feel free to contact me.

Daktronics is committed to providing LED displays that adhere to the regulatory environment, while working closely with our customers for a responsible approach to the market.

Sincerely,
Daktronics, Inc.

Roger Brown
Signage Legislation
605-692-0200

DAKTRONICS

RESOLUTION NO. 2018-XXX

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR LA CROSSE SIGN CO. ON BEHALF OF KWIK TRIP INC. FOR THE INSTALLTION OF DYNAMIC SIGNAGE AT 400 E DUEL BLVD NE

WHEREAS, La Crosse Sign Co., on behalf of Kwik Trip Inc. has submitted a conditional use permit for the installation of two dynamic signs at 400 E Dual Blvd NE; and,

WHEREAS, 400 E Dual Blvd NE is legally described as Lot 1, Block 1, Kwik Trip 1019; and,

WHEREAS, the property is within the "B-2" General Commercial Zoning District and is subject to the rules and regulations of the Heritage Blvd Sign Overlay District; and,

WHEREAS, dynamic signage is a conditional use for properties zoned "B-2" and within the Heritage Blvd Sign Overlay District; and,

WHEREAS, the applicant submitted proper materials and payment for the consideration of a conditional use permit to the Community Development Department; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed conditional use permit on July 17, 2018; and,

WHEREAS, the City of Isanti Planning Commission has recommended approval of the proposed conditional use permit as presented; and,

WHEREAS, the City Council of the City of Isanti reviewed the requested conditional use permit at its regularly scheduled meeting on August 8th, 2018.

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 the installation of dynamic signage to be located at 400 E Dual Blvd NE be hereby approved as presented.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
City Clerk/Human Resources

FINDINGS OF FACT AND CONCLUSION

Request

Request from La Crosse Sign Co on behalf of Kwik Trip Inc for a conditional use permit for the installation of dynamic signage at 400 E Dual Blvd NE in the City of Isanti.

Findings of Fact

1. The applicant is requesting a conditional use permit to install dynamic signage at 400 E Dual Blvd NE in the City of Isanti.
2. The property is zoned "B-2" General District and is within the Heritage Blvd Sign Overlay District.
3. A Conditional Use Permit is required for dynamic signage within the Heritage Blvd Sign Overlay District.
4. The petitioner submitted a Conditional Use Permit Application, the required application fee and associated materials on June 9, 2018. Staff had reviewed such application and deemed such application complete on June 9, 2018. Pursuant to Minnesota State Statute, the City must act on this request by August 8, 2018 (60-day rule).
5. A public hearing date before the Planning Commission was scheduled for Tuesday, July 17, 2018 at 7:00 p.m. at City Hall within the Council Chambers.
6. Notice of the Conditional Use Permit request was published within the Isanti- County News on Thursday July 5, 2018. Notices were sent to all property owners located within 350 feet of the subject property.
7. 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.
8. The Planning Commission held a public hearing on the item on July 17, 2018; and all property owners within 350' of the subject property were invited to attend and provide public comment.

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 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.

      i. *The future land use plan calls for this area to be developed as 'general commercial.' Given the high-quality finishes of the approved building and site layout, the signage is consistent with the design of the building.*

   B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.

      i. *Dynamic signage is a conditional use in the B-2 Zoning Districts that are apart of the Heritage Blvd overlay zoning 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.

i. The signage is designed to allow the highest possible visibility for vehicles near the intersection of N Duel Blvd NE and Heritage Blvd.

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.

i. The signage is consistent with the City's Sign Ordinance.

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.

i. The property will be developed as a gas station and car wash. The signage is an incidental part of the development of the property.

F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.

i. Not applicable.

G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

i. *The proposed signage is consistent with the City's Sign Ordinance.*

H. The conditional use complies with the general and specific performance standards as specified by within this Article.

i. Staff believes that this conditional use complies with the general and specific performance standards of the Zoning Ordinance.

Decision

The Planning Commission held a public hearing on the item at the **July 17,2018** meeting. It was motioned by Lundeen, seconded by Collison to recommend approval of the Conditional Use Permit for La Crosse Sign Co. for the installation of dynamic signage at 400 E Dual Blvd NE (legally described as Lot 1, Block 1, Kwik Trip 1019). Motion was unanimously approved.

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

August 1, 2018

Mayor Wimmer and Members of the City Council
City of Isanti
P.O. Box 428
Isanti, MN 55040

RE: Award Recommendation – 2018 Street & Utility Improvements
City of Isanti, Minnesota
BMI Project No. R13.116641

Honorable Mayor Wimmer and Members of the City Council:

Nine bids were received on the 2018 Street & Utility Improvements project on July 31, 2018. The bids were checked and tabulated and the final results are summarized as follows:

Bidder	Bid
Dresel Contracting	$283,225.26
Larson Excavating	$284,798.28
Molitor Excavating	$293,687.00
ASTECH Corporation	$326,269.55
Douglas-Kerr Underground	$353,090.67
Northdale Construction	$355,281.95
RL Larson	$366,279.40
Forrest Lake Contracting	$384,229.06
George Bougalis & Sons	$455,500.00
Engineer's Estimate	*$284,336.50*

Dresel Contracting's bid is within the anticipated budget. We recommend award of this project to Dresel Contracting in the amount of $283,225.26.

If you have any questions, please contact me.

Sincerely,

BOLTON & MENK, INC.

Bradley C. DeWolf, P.E.
City Engineer

JWC/jwc

RESOLUTION NO. 2018-_____

RESOLUTION AWARDING THE BID FOR THE 2018 STREET & UTILITY IMPROVEMENT PROJECT

WHEREAS, the City had approved preparation of plans and specifications for the 2018 Street and Utility Improvement Project; and

WHEREAS, the plans and specifications have been completed and approved for these improvements; and

WHEREAS, a public bid opening was held on July 31, 2018; and

WHEREAS, Nine bids were received; and

WHEREAS, Dresel Contracting was the responsible low bidder with a bid of $283,225.26; and

WHEREAS, this bid price is within the anticipated budget for the project:

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 "2018 Street & Utility Improvement Project" to Dresel Contracting in the amount of $283,225.26.

2) Acceptance of this bid completes the Ordering of this Project as per City Resolution 2018-136. Funding for Street Improvements shall be through an interfund loan from the Liquor Fund. Funding for Utility Improvements shall be through their respective utility fund.

This resolution was duly approved by the Isanti City Council this 8th day of August, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 7/20/2018 - 7/20/2018

Jul 23, 2018 10:51AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/18	07/20/2018	49205	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	945.00
07/18	07/20/2018	49206	2594	ARROW FENCE CO	101-20200	200.00
07/18	07/20/2018	49207	598	ASPEN MILLS	101-20200	1,206.65
07/18	07/20/2018	49208	9	BERNICKS PEPSI-COLA	609-20200	1,019.29
07/18	07/20/2018	49209	368	BILLS QUALITY CLEANING	609-20200	521.00
07/18	07/20/2018	49210	2221	C & L DISTRIBUTING	609-20200	158.45
07/18	07/20/2018	49211	2487	CAPITOL BEVERAGE SALES	609-20200	242.50
07/18	07/20/2018	49212	1241	CENTRAL WOOD PRODUCTS	101-20200	1,615.00
07/18	07/20/2018	49213	1815	CENTURYLINK	609-20200	839.73
07/18	07/20/2018	49214	1894	CHANTICLEAR PIZZA	101-20200	100.95
07/18	07/20/2018	49215	1108	CITY OF BRAHAM	101-20200	1,024.13
07/18	07/20/2018	49216	309	CITY OF CAMBRIDGE	101-20200	1,412.06
07/18	07/20/2018	49217	918	CRYSTAL SPRINGS ICE	609-20200	511.64
07/18	07/20/2018	49218	8	DAHLHEIMER DISTRIBUTING CO	609-20200	8,246.30
07/18	07/20/2018	49219	1708	DAVE LILLEBOE	226-20200	120.00
07/18	07/20/2018	49220	833	DIAMOND VOGEL PAINT	101-20200	1,581.57
07/18	07/20/2018	49221	257	EARL F. ANDERSEN - DIV. OF SAFTEY SIGNS	101-20200	195.80
07/18	07/20/2018	49222	2478	EAST CENTRAL ENERGY	101-20200	42.85
07/18	07/20/2018	49223	55	ECM PUBLISHERS INC	443-20200	754.92
07/18	07/20/2018	49224	1698	FINANCE AND COMMERCE	443-20200	149.20
07/18	07/20/2018	49225	2028	FURTHER	861-20200	130.94
07/18	07/20/2018	49226	428	HERMANS BAKERY	101-20200	50.00
07/18	07/20/2018	49227	931	HOFFMAN BROS. SOD	603-20200	52.50
07/18	07/20/2018	49228	188	ISANTI COUNTY SHERIFF	101-20200	1,684.58
07/18	07/20/2018	49229	252	ISANTI REDBIRDS	104-20200	1,745.45
07/18	07/20/2018	49230	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,182.11
07/18	07/20/2018	49231	1789	MADDEN GALANTER HANSEN, LLP	101-20200	1,236.55
07/18	07/20/2018	49232	17	MCDONALD DISTRIBUTING CO	609-20200	19,752.90
07/18	07/20/2018	49233	616	MENARDS - CAMBRIDGE	101-20200	54.85
07/18	07/20/2018	49234	1536	MINNESOTA DEED	219-20200	2,331.95
07/18	07/20/2018	49235	2208	MINNESOTA EQUIPMENT	101-20200	56.43
07/18	07/20/2018	49236	310	MMBA	609-20200	1,700.00
07/18	07/20/2018	49237	176	MN DEPT OF REVENUE	101-20200	26,502.00
07/18	07/20/2018	49238	1445	MN PUBLIC FACILITIES AUTHORITY	601-20200	392,343.47
07/18	07/20/2018	49239	2080	MVTL LABORATORIES INC	602-20200	130.96
07/18	07/20/2018	49240	2553	O'REILLY	101-20200	79.99
07/18	07/20/2018	49241	617	PAUSTIS & SONS	609-20200	742.00
07/18	07/20/2018	49242	2341	RED BULL DISTRIBUTION	609-20200	464.54
07/18	07/20/2018	49243	2031	RESOURCE TRAINING	861-20200	35,676.00
07/18	07/20/2018	49244	2093	ROBY, ROBERT C.	101-20200	75.00
07/18	07/20/2018	49245	1493	SHERWIN-WILLIAMS CO	101-20200	51.53
07/18	07/20/2018	49246	1442	ST. LOUIS MRO INC	101-20200	22.50
07/18	07/20/2018	49247	1361	STAPLES ADVANTAGE	609-20200	259.70
07/18	07/20/2018	49248	2113	UNITED STATES TREASURY	101-20200	164.91
07/18	07/20/2018	49249	42	VIKING COCA-COLA BOTTLING CO	609-20200	230.75
07/18	07/20/2018	49250	1286	VINOCOPIA INC	609-20200	908.50
07/18	07/20/2018	49251	380	WAL MART	101-20200	120.12
07/18	07/20/2018	49252	4	WATSON CO INC	609-20200	1,082.30
07/18	07/20/2018	49253	2475	White Bear IT Solutions, LLC	603-20200	7,056.82
07/18	07/20/2018	49254	2067	ZABINSKI BUSINESS	609-20200	235.13
Grand Totals:						520,011.52

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 7/27/2018 - 7/27/2018 | Jul 27, 2018 01:43PM

Report Criteria:
Report type: Summary
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07/18	07/27/2018	49258	1503	7-UP BOTTLING	609-20200	377.86
07/18	07/27/2018	49259	1640	A-1 TIRE SERVICE INC	101-20200	203.75
07/18	07/27/2018	49260	2343	ADVANTAGE SIGNS	101-20200	422.35
07/18	07/27/2018	49261	2603	ANDERSON RACE MANAGEMENT	101-20200	700.00
07/18	07/27/2018	49262	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	522.65
07/18	07/27/2018	49263	2521	AXON ENTERPRISE INC.	101-20200	746.00
07/18	07/27/2018	49264	2335	BCBSM	101-20200	21.39
07/18	07/27/2018	49265	53	BELLBOY CORPORATION	609-20200	4,733.80
07/18	07/27/2018	49266	9	BERNICKS PEPSI-COLA	609-20200	843.00
07/18	07/27/2018	49267	1500	BOLTON & MENK INC	443-20200	58,979.50
07/18	07/27/2018	49268	2020	BOYLE, EUGENE	101-20200	7,118.40
07/18	07/27/2018	49269	2319	BREAKTHRU BEVERAGE	609-20200	10,530.07
07/18	07/27/2018	49270	602	BURNET TITLE	601-20200	4.18
07/18	07/27/2018	49271	1544	C & L EXCAVATING	441-20200	65,489.96
07/18	07/27/2018	49272	1629	CITY OF ISANTI	601-20200	60.00
07/18	07/27/2018	49273	2522	COMMUNITY TITLE & ESCROW LLC	601-20200	7.19
07/18	07/27/2018	49274	1768	COUNTRYSIDE REALTY	601-20200	62.31
07/18	07/27/2018	49275	918	CRYSTAL SPRINGS ICE	609-20200	372.06
07/18	07/27/2018	49276	8	DAHLHEIMER DISTRIBUTING CO	609-20200	14,223.02
07/18	07/27/2018	49277	55	ECM PUBLISHERS INC	609-20200	348.50
07/18	07/27/2018	49278	385	FEDERATED CO-OPS INC	101-20200	123.99
07/18	07/27/2018	49279	2118	FRANSEN, LINDA	101-20200	810.00
07/18	07/27/2018	49280	1741	FSA TITLE SERVICES	601-20200	63.97
07/18	07/27/2018	49281	2028	FURTHER	603-20200	35.40
07/18	07/27/2018	49282	526	GENERAL REPAIR SERVICE	602-20200	241.72
07/18	07/27/2018	49283	739	HACH COMPANY	602-20200	21.28
07/18	07/27/2018	49284	1212	HARTS AUTO SUPPLY	101-20200	656.89
07/18	07/27/2018	49285	160	HAWKINS INC	602-20200	14,216.49
07/18	07/27/2018	49286	270	ISANTI READY-MIX INC	101-20200	962.00
07/18	07/27/2018	49287	252	ISANTI REDBIRDS	104-20200	275.00
07/18	07/27/2018	49288	1534	J. J. TAYLOR	609-20200	980.95
07/18	07/27/2018	49289	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,361.57
07/18	07/27/2018	49290	5	KAWALEK TRUCKING	609-20200	257.40
07/18	07/27/2018	49291	1338	KNIFE RIVER	601-20200	136.50
07/18	07/27/2018	49292	1975	LIBERTY TITLE	601-20200	19.76
07/18	07/27/2018	49293	1718	LINDBERG & ASSOCIATES	601-20200	20.39
07/18	07/27/2018	49294	2635	LINDSHOLM, CORY	601-20200	29.45
07/18	07/27/2018	49295	17	MCDONALD DISTRIBUTING CO	609-20200	5,671.13
07/18	07/27/2018	49296	616	MENARDS - CAMBRIDGE	101-20200	136.64
07/18	07/27/2018	49297	2208	MINNESOTA EQUIPMENT	101-20200	47.10
07/18	07/27/2018	49298	870	M-R SIGN CO INC	101-20200	202.51
07/18	07/27/2018	49299	2080	MVTL LABORATORIES INC	601-20200	43.20
07/18	07/27/2018	49300	2634	MYRMEL, JEFF	601-20200	41.55
07/18	07/27/2018	49301	283	OLSON POWER & EQUIPMENT	101-20200	196.87
07/18	07/27/2018	49302	2633	PETERSON, SHERI	601-20200	65.05
07/18	07/27/2018	49303	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,003.10
07/18	07/27/2018	49304	2625	RESULTS TITLE	601-20200	186.13
07/18	07/27/2018	49305	2625	RESULTS TITLE	601-20200	75.00
07/18	07/27/2018	49306	2598	T.A.SCHIFSKY & SONS INC.	101-20200	273.68
07/18	07/27/2018	49307	1290	THE AMBLE GROUP	101-20200	6.33
07/18	07/27/2018	49308	1762	THE TITLE GROUP	601-20200	14.56
07/18	07/27/2018	49309	2251	TITLE SMART INC	601-20200	5.31
07/18	07/27/2018	49310	42	VIKING COCA-COLA BOTTLING CO	609-20200	286.75

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/18	07/27/2018	49311	2632	W & K INVESTMENTS	603-20200	44.59
07/18	07/27/2018	49312	4	WATSON CO INC	609-20200	2,092.24
Grand Totals:						204,370.49

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

Report Criteria:
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M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/18	08/02/2018	49313	1898	ABSOLUTE PORTABLE RESTROOMS	104-20200	125.00
08/18	08/02/2018	49314	2290	AMERICAN FLAGPOLE &	101-20200	757.00
08/18	08/02/2018	49315	692	ARC IRRIGATION	104-20200	60.00
08/18	08/02/2018	49316	53	BELLBOY CORPORATION	609-20200	3,847.64
08/18	08/02/2018	49317	9	BERNICKS PEPSI-COLA	609-20200	940.43
08/18	08/02/2018	49318	1629	CITY OF ISANTI	101-20200	916.34
08/18	08/02/2018	49319	120	CONNEXUS ENERGY	101-20200	18,511.63
08/18	08/02/2018	49320	918	CRYSTAL SPRINGS ICE	609-20200	333.58
08/18	08/02/2018	49321	8	DAHLHEIMER DISTRIBUTING CO	609-20200	21,339.50
08/18	08/02/2018	49322	1941	DELTA DENTAL	101-20200	2,820.20
08/18	08/02/2018	49323	55	ECM PUBLISHERS INC	108-20200	461.52
08/18	08/02/2018	49324	1031	EMBROIDERY & INK	101-20200	38.00
08/18	08/02/2018	49325	385	FEDERATED CO-OPS INC	409-20200	3,692.43
08/18	08/02/2018	49326	385	FEDERATED CO-OPS INC	101-20200	60.98
08/18	08/02/2018	49327	1698	FINANCE AND COMMERCE	603-20200	142.60
08/18	08/02/2018	49328	2028	FURTHER	861-20200	118.24
08/18	08/02/2018	49329	300	HASSER GARAGE DOORS	101-20200	125.00
08/18	08/02/2018	49330	2209	INNOVATIVE OFFICE	101-20200	298.44
08/18	08/02/2018	49331	1563	ISANTI ELECTRIC INC	101-20200	203.00
08/18	08/02/2018	49332	270	ISANTI READY-MIX INC	101-20200	638.00
08/18	08/02/2018	49333	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,378.99
08/18	08/02/2018	49334	1807	JZS ISANTI, LLC	410-20200	2,823.81
08/18	08/02/2018	49335	5	KAWALEK TRUCKING	609-20200	117.40
08/18	08/02/2018	49336	131	MACQUEEN EQUIPMENT INC	101-20200	38.78
08/18	08/02/2018	49337	17	MCDONALD DISTRIBUTING CO	609-20200	8,597.54
08/18	08/02/2018	49338	616	MENARDS - CAMBRIDGE	101-20200	142.94
08/18	08/02/2018	49339	2500	METRO SALES INC.	101-20200	59.10
08/18	08/02/2018	49340	2080	MVTL LABORATORIES INC	602-20200	483.31
08/18	08/02/2018	49341	617	PAUSTIS & SONS	609-20200	291.25
08/18	08/02/2018	49342	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,179.00
08/18	08/02/2018	49343	2636	QUICK, ROBERT	101-20200	5.00
08/18	08/02/2018	49344	2341	RED BULL DISTRIBUTION	609-20200	36.00
08/18	08/02/2018	49345	1113	RJM DISTRIBUTING INC	609-20200	336.71
08/18	08/02/2018	49346	2156	SUMMIT COMPANIES	101-20200	56.00
08/18	08/02/2018	49347	2614	SW Wold Construction	505-20200	6,000.00
08/18	08/02/2018	49348	2598	T.A.SCHIFSKY & SONS INC.	101-20200	169.12
08/18	08/02/2018	49349	393	UNIVERSITY OF MINNESOTA	101-20200	190.00
08/18	08/02/2018	49350	686	VERIZON WIRELESS	101-20200	553.74
08/18	08/02/2018	49351	42	VIKING COCA-COLA BOTTLING CO	609-20200	119.50
08/18	08/02/2018	49352	2168	VIKING TROPHIES	101-20200	111.15
08/18	08/02/2018	49353	1318	WARRING PROPERTIES	101-20200	615.61
08/18	08/02/2018	49354	4	WATSON CO INC	609-20200	1,645.49
08/18	08/02/2018	49355	2009	WOOD, JOSEPHINE	602-20200	659.50
						84,039.47

Grand Totals:

City of Isanti

Gross Payroll	83,039.68
Social Security & Medicare	4,740.80
Public Employees Retirement	8,060.57
Total City Expense	95,841.05

Pay Date 7/27/2018

Pay Period 15 (7/7-21/18)

CONTRACTOR'S PAY REQUEST NO. 4 **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	$585,816.30
TOTAL, STORED MATERIALS TO DATE	$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	$585,816.30
RETAINED PERCENTAGE (5%)	$29,290.82
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$556,525.49
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$491,035.53
PAY CONTRACTOR AS ESTIMATE NO. 4	$65,489.96

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 7/12/18

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 6/20/2018

APPROVED FOR PAYMENT:
OWNER: City of Isanti, Minnesota

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.: 4

2017 PALOMINO ROAD IMPROVEMENTS
SAP 245-108-001
CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.112450
WORK COMPLETED THROUGH 6/15/2018

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	2021.501	MOBILIZATION	$50,000.00	1 LUMP SUM	$50,000.00	1 LUMP SUM	$50,000.00	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	90 SQ FT	$180.00	90.00 SQ FT	$180.00
4	2104.501	REMOVE CURB & GUTTER	$1.60	4424 LIN FT	$7,078.40	3979 LIN FT	$6,366.40	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	810 SQ FT	$1,498.50	810.00 SQ FT	$1,498.50
7	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	$3.00	185 SQ YD	$555.00	200 SQ YD	$600.00	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	112 LIN FT	$336.00	112.00 LIN FT	$336.00
12	2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	$3.00	317 LIN FT	$951.00	410.5 LIN FT	$1,231.50	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	54 SQ FT	$810.00	54.00 SQ FT	$810.00
16	2105.501	COMMON EXCAVATION (EV) (P)	$15.00	354 CU YD	$5,310.00	354 CU YD	$5,310.00	354.00 CU YD	$5,310.00
17	2105.507	SUBGRADE EXCAVATION (EV)	$15.00	250 CU YD	$3,750.00	799 CU YD	$11,985.00	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	1694 CU YD	$10,164.00	1,694.00 CU YD	$10,164.00
20	2118.607	AGGREGATE SURFACING (CV) CLASS 2	$50.00	20 CU YD	$1,000.00	20 CU YD	$1,000.00	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	75.6 SQ YD	$1,852.20	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	7,330.00 SQ YD	$39,215.50
24	2360.503	TYPE SP 12.5 NON WEAR COURSE MIX (2,B), 2.5" THICK	$8.00	7620 SQ YD	$60,960.00	7330 SQ YD	$58,640.00	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	8 EACH	$1,600.00	8.00 EACH	$1,600.00
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	1836 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	1 EACH	$700.00	1.00 EACH	$700.00
42	2506.522	ADJUST FRAME AND RING CASTING	$400.00	22 EACH	$8,800.00	14 EACH	$5,600.00	14.00 EACH	$5,600.00
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	10265 SQ FT	$41,060.00	10,265.00 SQ FT	$41,060.00
45	2531.501	CONCRETE CURB & GUTTER DESIGN B618	$20.00	140 LIN FT	$2,800.00	166 LIN FT	$3,320.00	166.00 LIN FT	$3,320.00
46	2531.501	CONCRETE CURB & GUTTER DESIGN D418	$15.00	4274 LIN FT	$64,110.00	4227 LIN FT	$63,405.00	4,227.00 LIN FT	$63,405.00
47	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	$58.00	275 SQ YD	$15,950.00	365.3 SQ YD	$21,187.40	365.30 SQ YD	$21,187.40
48	2531.604	8" CONCRETE VALLEY GUTTER	$70.00	65 SQ YD	$4,550.00	66 SQ YD	$4,620.00	66.00 SQ YD	$4,620.00
49	2531.618	TRUNCATED DOMES	$45.00	100 SQ FT	$4,500.00	84 SQ FT	$3,780.00	84.00 SQ FT	$3,780.00
50	2540.602	RELOCATE MAILBOX	$125.00	9 EACH	$1,125.00	12 EACH	$1,500.00	12.00 EACH	$1,500.00
51	2563.601	TRAFFIC CONTROL	$4,500.00	1 LUMP SUM	$4,500.00	1 LUMP SUM	$4,500.00	1.00 LUMP SUM	$4,500.00

Partial Pay Estimate No.: 4

2017 PALOMINO ROAD IMPROVEMENTS
SAP 245-108-001
CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.112450
WORK COMPLETED THROUGH 6/15/2018

ITEM NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
52 2564.536	INSTALL SIGN PANEL TYPE C	$125.00	7 EACH	$875.00	0 EACH	$0.00	7.00 EACH	$875.00
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	1 LUMP SUM	$700.00	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	5,037.00 SQ YD	$25,940.55
58 2582.502	4" SOLID LINE EPOXY	$1.00	120 LIN FT	$120.00	0 LIN FT	$0.00	72.00 LIN FT	$72.00
59 2582.502	24" SOLID LINE EPOXY	$8.75	115 LIN FT	$1,006.25	0 LIN FT	$0.00	101.00 LIN FT	$883.75
60 2582.502	4" BROKEN LINE EPOXY	$1.00	430 LIN FT	$430.00	0 LIN FT	$0.00	420.00 LIN FT	$420.00
61 2582.503	CROSSWALK EPOXY	$5.00	306 SQ FT	$1,530.00	0 SQ FT	$0.00	306.00 SQ FT	$1,530.00
	TOTAL AMOUNT:			**$591,312.55**		**$516,879.50**		**$585,816.30**

CITY OF ISANTI
PLANNING COMMISSION
JULY 3, 2018

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:18 p.m.

B. Pledge of Allegiance.

The Pledge of Allegiance was recited.

C. Roll Call.

Members Present: George Wimmer, Steve Lundeen, Dan Collison, Ross Lorinser, Paul Bergley.

Members Absent: None.

Staff Present: Ryan Kernosky, Community Development Director.

1D. Agenda Modifications.

Director Kernosky stated that there is an addendum to the agenda, item #3 will now be "Oath of Office for New Planning Commissioner – Joey Lemay" all subsequent items will be renumbered accordingly.

Motion by Lundeen, seconded by Lorinser to adopted the modified agenda, approved unanimously.

2. Approval of the Minutes from the May 15, 2018 Planning Commission

Motion by Lundeen, seconded by Bergley to approve the minutes from the May 15, 2018 Planning Commission, approved unanimously.

3. Oath of Office for New Planning Commissioner – Joey Lemay

Joey Lemay recited the Oath of Office for Planning Commissioner. Subsequent to the Oath, Commissioner Lemay took his seat on the Planning Commission.

4. Public Hearings

A. Request from Semler Construction, Inc. for an Interim Use Permit to operate a Temporary Real Estate Office at 1302 Maplewood Ave SW (PID 161110200)

Chairman Wimmer opened the public hearing at 7:20 p.m.

Rick Parkos, 1200 Maplewood Ave SW – Mr. Parkos stated that the neighborhood was against the real estate office. He stated that there's a lot of kids in the neighborhood, a bus stop at the end of the street, and a park down the street. Mr. Parkos stated that he is worried about home values as a result in the increase in traffic, and again reiterated his concerns about the safety of the children in the area. Mr. Parkos presented a petition of twenty names and addresses of individuals in the neighborhood that were opposed to the use.

Patti Erickson, representing Semler Construction, Inc. – Ms. Erickson stated that this would be a construction office, which would include 3-4 vehicles. Individuals would come in the office in the morning, get their job assignments, and leave to go to their jobs sites. After that point, there would be one or two employees at the property during the day. Ms. Erickson stated that there will be no more activity around the home than what's existing with new home construction.

Commissioner Collison asked if Ms. Erickson had any pictures of the home or the site.

Ms. Erickson stated that the home is a single-family home, slab on grade. She stated that the exterior will remain the same, and that she will have her office in the living room.

Commissioner Collison inquired about potential signage.

Ms. Erickson stated that there would only be a sign on the door, and not in the front yard.

Commissioner Bergley stated he thought it was intended to be a model home to show the development.

Chairman Wimmer stated that the Commission should take more public hearing before further discussion occurs.

Abigail Anderson, 1101 South Passage SW – Ms. Anderson questioned whether or not this use would impact their property values.

Chairman Wimmer stated that the City wouldn't know but would discuss it after the public hearing.

Seeing no further public comment, Chairman Wimmer closed the public hearing at 7:27 p.m.

Chairman Wimmer stated that there's a few things to consider. The City does allow a home occupancy and has recently approved one, but the difference was that the individual lived at the home in which they had their business. Chairman Wimmer stated that this is a residential neighborhood and that people purchase homes in the neighborhood for that reason. The Chairman stated that the Commission should consider whether or not this use could be somewhere else in the City, outside of the residential neighborhood. Finally, the Chairman stated that he understood why Semler Homes would want to use this space, however because of the proposed use of the property, he has concerns about approving this use.

Commissioner Lorinser stated that this use was different from what the City has seen in the past. Historically, he stated, the developer may have a few model homes with an office set up for marketing their development. Commissioner Lorinser stated that he felt this was setting up an office in a residential area, not a commercial area, and that he was worried about setting precedent for other developers and businesses to request the same use.

Commissioner Collison asked about what the definition of "temporary" meant.

Director Kernosky stated that interim uses are designed to be temporary in nature. He stated that the City's Zoning Ordinance allows for temporary real estate office as an interim use permit until 85 percent of the development is completed, or when the City places a sunset clause on the interim use permit. Kernosky stated that staff conditioned that this use would sunset on June 30, 2020.

Commissioner Lorinser stated that the Commission was just told that this use is not consistent with a temporary real estate office by Semler Homes, but rather a construction office.

Commissioner Collision asked if anyone would be living in the home.

Ms. Erickson stated that no one would be living in the home. She stated that the building they are currently in sold and that Semler Construction needs to be out of the property by August 1st. She stated that this would be temporary until they would be able to find a commercial office building.

Chairman Wimmer asked how long they intend to stay at the subject property.

Ms. Erickson stated until June 30, 2020 and will be marketed for sale after that point.

Commissioner Bergley asked about whether or not the concern about children and traffic has been studied.

Chairman Wimmer stated that the City has not had a study on this, and wasn't necessarily concerned about traffic, but rather the character of the neighborhood and the precedent of allow businesses within residential zoning districts.

Commissioner Lorinser stated that some of the other home occupations bring in more traffic but reiterated his concerns about setting precedent of allowing this use in residential zoning districts.

Chairman Wimmer stated that Semler Construction should have reached out to the neighborhood, but even if they would have, he would still have concerns about the characteristics of the neighborhood and precedent setting. He also stated that the final recommendation will be sent to City Council

Commissioner Collison asked whether or not Semler Construction reached out to anyone at City Hall for potential leads on commercial real estate.

Ms. Erickson stated that they are working with a realtor. She also asked whether or not Semler Construction would fit within the requirements of an interim use permit.

Director Kernosky stated that staff, working with Semler Construction, was under the impression that one individual would be operating out of this home and that the home would be used as a model home for potential buyers. Because of that, his interpretation was that this would be sufficient to meet the terms of a temporary real estate office within the zoning code. Mr. Kernosky stated that the Commission may impose conditions similar to a conditional use permit. Mr. Kernosky stated that the original understanding that one person at the subject property along with the model home component would fit within the zoning code.

Chairman Wimmer stated that he disagreed with staff, and that how the use was presented tonight is not consistent with the zoning code.

Ms. Erickson stated that she would generally be the only person at the property throughout the day, minus the two or three people who would show up in the morning for their assignments. She also stated that they have a realtor on staff, but the home wouldn't be actively on the market while they use the property as an office.

Commissioner Bergley encouraged the applicant to approach the neighbors to address their concerns.

Commissioner Collison stated he was confused as to why there was specific office hours, and how would the public know when those were.

Ms. Erickson stated that they may have a meeting with a potential home owner at the property during those hours.

Commissioner Lorinser stated that if the property was used as a temporary model home and real estate office, he would be supportive. However, because the use is more intense than previously

thought and within a residential zone, and because of the length of time of the use, he had concern about the request.

Motion by Lorinser, second by Bergley to recommend denial of the request for an interim use permit by Semler Construction for the property at 1302 Maplewood Ave SW for the following reasons:

1) It would change the neighborhood character.
2) It would be a construction office, and not a temporary real estate office.

Motion passed unanimously.

5. Adjournment

Motion by Lundeen, second by to Bergley to adjourn the July 3, 2018 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:44 p.m.

Dated at Isanti, Minnesota this 10th day of July, 2018.

Respectfully submitted,

Ryan Kernosky
Community Development Director

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
June 26, 2018
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, Parks, Recreation, and Culture Manager
	Ryan Kernosky, Community Development Director

D. Agenda Modifications.
Garvey asked if there were any agenda modifications; there were none. Motion by Witte, second by Johnson to approve the agenda for the May 22, 2018 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from May 22, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Johnson; second by Witte. Minutes were unanimously approved.

3. Gap Analysis, Sect I & II of Bike and Pedestrian Plan

Kernosky (Community Development Director) explained that the board had previously received maps to provide input on areas in the City where there are gaps in sidewalks and bike routes. He stated that he is still working on the bike routes, but the sidewalk gap map is included in the packet. We are trying to create connectivity, so we look for where sidewalks and trails end, and where they should be picked up to connect to another portion. Kernosky identified areas A through L and with internal staff and ranked them in priority. It's important to note that just because it's high in priority doesn't mean it's going to get done in the next year. A lot of times when you apply for cycling or trail grants, they want a plan that identifies areas that are a priority. In terms of this, what he's looking for from the board now is any comments or modifications on the gap analysis. Garvey asked if the County roads take precedence over the City roads. Kernosky said that they do not, those are the County's. However, the sidewalks on Heritage are the City's sidewalks, but the curb and road are the County's; the same with Whiskey Road.

Hearing no further comment, Kernosky moved on to the rough draft of Sections I and II of the bike and pedestrian plan. The first section is mainly background information; we talk about the plan, existing policies, and identify areas in those that could be changed to be more consistent throughout the City's Code. Goal 1A: codify existing policies – amend specific ordinances and chapters of the code to make sure there's more consistency. Goal 1B is to provide reasonable alternatives to trail locations, and Goal 1C is to enforce current construction standards on both new and replacement sidewalk and trails. It's straightforward background information so someone down the road can pick it up and understand why we created the plan. It also includes the 2017 trail plan for Isanti County and the prohibited bike rules we have downtown between normal business hours. Section II identifies existing facilities and community assets. It's a true inventory of our current sidewalk, trails, and bike lanes and identifies those in the maps. That helps with future planning to see where they are and where they need to go in the future. Community assets would include parks and recreation facilities, other municipal locations like City Hall and Police Station. We also looked at employment concentrations centers including Downtown, the Industrial Park, and commercial developments.

They're all put into one map, so when we start to look at future sidewalks, trails, and bike paths we can have a clear idea of where they're going and what their purpose serves. Witte asked if as houses are continued to be built on Whiskey approaching the S-curve if the sidewalk will be continued. Kernosky stated that Maplewood Ave will be extended eventually to loop around onto Rum River Drive, and it's included in the Code that sidewalk needs to be part of that. There is no sidewalk on the west side of Whiskey Road passed South Passage, it's just a dirt trail that snowmobiles use. Wimmer added that there is no City right-of-way there, it's just the County. He stated that on the east side of Whiskey there is sidewalk in the newly developed area, but through the last 40 years or so during development there was no solid policy in place about it. In those areas you'll see things like two blocks with sidewalk then two blocks without, and it was really just what the Council at the time thought. In 2005 or 2007 we did a number of things to try to change that, and then updated it in 2008/2009. The Council can at any point change that, but it makes it a little more difficult. That's why there's no sidewalk on the east side of Whiskey. We've talked to those homeowners and some want it and some don't. You'd in essence have to force them to give it up, which is not something we wanted to do there. The County has no right-of-way in there, and from a zoning standpoint it's meets and bounds, so it's kind of a hodgepodge.

Kernosky stated that he hopes to have the future sidewalk and trail map for the board, and there can be further discussion on that. Garvey asked if Kernosky just put the master plan together or if it was in place. Kernosky said it is a new document. It is part of the Comprehensive Plan update which is coming; that plan will have a non-motorized transportation component to it. Instead of having a two or three page portion of it, we might as well have a nice plan that we can follow for the next couple of years. Garvey told Kernosky he's done a great job putting it together.

4. Unity Parking Lot

Everett stated that the board had talked briefly about the wooden posts out at Unity after the park visits, and then Public Services Director/Assistant City Administrator Wood had been out doing some other work. They noticed that the remaining posts are really wobbly, and we're worried that if someone leans on one the wrong way we might run into some problems. The board hadn't decided what we wanted to replace them with, but we'd like to get the go ahead to take out what's there. If the board wants to have discussion about whether we need to have a replacement and what that would be, we can do that too. Garvey asked if we know the history of why they were put in in the first place. Everett said that she thought it was probably to keep cars off the grass, but they've been there for a long time. She said that we could do concrete bumpers if we're concerned about people leaving the lot, or we could wait to see it's a problem before we do something. Garvey stated that she doesn't like the concrete bumpers because it's more of a pain for maintenance to have to go around it, especially for plowing. If we're not plowing it's not a big deal. Everett stated that we did find an agreement and it is being plowed. Wimmer stated that he believed with the parking lot code we have to have some kind of buffer or inevitably you'll have people going there. If we take the wood posts out probably have to have something to put back in, but we can check with Kernosky to know for sure. Garvey agreed that we should probably have something, and the concrete bumpers are probably the cheapest alternative versus putting something similar back in. That would be something to come back with is alternatives and what the cost would be. Maybe we don't need as many bollards in place, or maybe there's another item we can't think of too. We could also strategize some areas that we'd need them in too. Witte asked if the posts are on the west side of the lot. Everett stated that they're between the lot and field. Wimmer stated that he thought there some on the school side too. Everett stated that she doesn't think there's anything between the lot and the street. Witte said that he was there Tuesday night playing church softball and people were parking on the grass between the lot and the school. Everett stated that she isn't sure if it's just our preference or if there's something in code stating that we need to stop that. Garvey stated that she'd like to see it come back with staff recommendation and some cost analysis of the options. Everett asked that if she does find out that we don't have anything stating that we have to have something, are we okay to take these out before we have a replacements? Or is the board's preference still to have a replacement as soon as those come out. Garvey stated that if it's a safety issue she thinks they should come out, and err on the side the safety aspect and at least try to get something in by next summer. Everett stated that she'd look into what the code says and would send an update out if something happens before the next meeting.

5. Fir Street Parcel Planning Timeline

Everett stated that she put together what the Board had discussed in a more concrete timeline. The board mentioned that it would be helpful to talk with the people that would be living around that future park to know what it is they want. Everett plugged in that for July she'd like to get a list of options that the board wants her to spend more time researching. We don't have any decisions that we need to make at this meeting, but in July we can kind of narrow those down into a few options that Everett can prices for and that kind of thing. That will give her time before the September meeting to present the costs for each of those and a draft site plan. Then from those options, the board will pick maybe up to 3 that we'd invite the public to choose from. In October, it would be on the regular meeting at the beginning. She included a 750 radius map that she adjusted a little bit to include the whole neighborhood. This gives an idea of who could be included in those invitations, but it can be adjusted however they see fit. Garvey stated that she thinks it's a good timeline and she thinks it's a good range. Witte asked if the board should pick three ideas. Everett said at the July meeting we can throw out all of the ideas and pick 4 or 5 or whatever, and then at the September meeting we will parse that down to what we really want the public to be choosing from. We may find during that process that there are two options that really make sense, it will just take some research. She included the options that were brought up previously including a basketball court or more of a picnic area with a shelter and grills and tables, and maybe a circuit exercise area. Wimmer stated that this won't be in next year's budget, so if we're rolling this out to the public a year and half before anything were to happen, that needs to be taken into consideration. Once you go down that path, people might want to start seeing things happen quicker what would possibly happen. Everett stated that part of this timeline is because of the application that stated that we intended to do something in 3 years, so this is our doing something. Wimmer stated that he is saying that we're going a lot farther down the field that you really need to fulfil that obligation, so if that's the only reason. He's just saying that if you're going to roll it out that way you'll need to have something that the Council has talked about and has planned to do because this isn't in any budget discussions at all. He just wants to make sure that this board knows that as well. Everett stated that we talked about that at the last meeting that it wasn't going to be a 2019 project. She stated that if Wimmer thinks it needs to go out farther, she is fine with that too. Wimmer stated that the planning needs to happen, but the rolling it out to the public with the reduced options is something that might wait. If it is rolled out they need to be made aware that it might a ways out, it'd be important to do that. Everett asked what the Board preferred: to go as far as picking options and then putting it on hold for future comp plan and that kind of thing. Witte agreed that if we show something to the public they're probably going to want to see it within the year. Garvey clarified that the first two items would be done and the third with the public would be down the road, and once we have an idea getting timeline. Then we have at least done the due-diligence of the planning and getting that process started. Witte stated that by that time the parcel might be filled with houses too.

6. Parks Updates

Everett stated that the scavenger hunt has started. Staff handed out a bunch of passports at the street dance, and there are some at BMX. She will bring some over to Allina for them to distribute too. There's at least one sitting at her desk that is already finished. They are open through August 3rd and 4:30. There are a couple of new things for the Grand Prize. Great Clips has donated a hair cut and some kid hair products. And Mississippi Biological has offered to do some butterfly kits. It's cool to get some business interest. Mississippi Biological does things like supplying caterpillars to science classrooms and things, there's an interesting business to have in town. Wimmer added that they're the largest supplier in the Midwest, and had been in St. Paul, and he is a great corporate citizen. Everett stated that last year we received comments that people wanted multiple drawings, so we will compile what we have. Wimmer stated that we'll do three prizes so it will be an escalating third, second, first. Again it's by drawing. All three will be worthwhile, but the top will still be significant. Everett shared that the first 100 are still getting a prize as well.

Everett stated that the first street dance went really well. We had a huge turnout for Hitchville. They were able to pull a lot of strings and get that show together in less than two weeks. Considering that we book all of our bands in January, that was a monumental task for them, so it was great that they were able to work with us to get that done. They also put on an awesome show that people really enjoyed. We have more food

vendors that we typically have, and everyone was still busy all night. Retail Meats was open for most of the event too. It's cool to see some downtown business involvement.

The next Curious Creatures is coming up July 10th and we still need more registrations. If there are other places we can advertise that, Everett is looking for suggestions. She has done Facebook ads and sent it out to the County daycare licenser, and all kinds of things that she can think of.

The community garden is growing very fast. Since the School for All Seasons didn't come back, the summer intern, Bree Erickson, was able to get some things planted. Everett believes that we did watermelon, cantaloupe and some kind of squash. The Grow Your Own program has planted some things and are planning to continue with the program through the season. As more produce starts coming in we'll start collecting for senior dining too.

The pollinator workshop had four adults and two children come. Everett has found that a lot of adults are interested in pollinators and they want to know what the whole deal is. It was a fun day, and Everett thinks everyone came away with something.

Before the next meeting is the July Street Dance. Jonah and the Whales is back on the 14th.

The parade is next Thursday, July 5th and Kids' Day is that Saturday. The rodeo is Friday, Saturday, and Sunday.

The farmers' market is also doing really well. Last week and this week, all of our booth spaces have been filled. There are a couple of new vendors joining this week, and more are asking questions each week too.

Everett stated that Soil and Water is also interested in doing some more cedar tree revetments at River Bluff. As long as we get official Council approval to spend that money, we'll do 150 more feet at the park. Garvey asked if they just keep us in mind for it. Everett said that this year they didn't have to start from the beginning with us. They work with a lot of private landowners too, so they visited all of the sites they have applications for and they knew we have a lot of area that can be done. They figured out how much funding they had remaining after their visits. Wimmer stated that it has been an excellent collaboration working with them.

7. Adjournment

Motion by Johnson, second by Witte to adjourn the June 26, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:32 p.m.

Dated at Isanti, Minnesota this 26th day of June, 2018.

Respectfully submitted,

Katie Everett

Katie Everett
Parks, Recreation, and Culture Manager

RESOLUTION 2018-XXX

K.5.

RESOLUTION APPROVING THE NEW PART TIME POSITION OF MUNICIPAL SEPARATE STORM SEWER SYSTEM TECHNICIAN (MS4 TECH) (JOB DESCRIPTION, JOB POINTS AND SALARY RANGE)

WHEREAS, as the position of Municipal Separate Storm Sewer System Technician (MS4 Tech) has been proposed; and,

WHEREAS, the Personnel Committee has reviewed the proposed job description, job points, and salary range for this part time position recommends approval.

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

1) The job description for the MS4 Tech attached hereto as 'Exhibit A'.
2) The total job points and salary range for the MS4 Tech 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 is hereby approved by the Isanti City Council this 8th day of August, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI
JOB DESCRIPTION

JOB TITLE:	MS4 Technician
DEPARTMENT:	Community Development
SUPERVISION:	Community Development Director
EFFECTIVE DATE:	7-18-2018
FLSA STATUS:	Non-Exempt
HOURS WORKED:	20 hours/week

DEFINITION:
The purpose of this position is to ensure the City's Municipal Separate Storm Sewer System (MS4) permit program comply with local, state and federal guidelines. The person in this position will act as a facilitator to develop and implement process and procedures to encourage and achieve compliance and all aspects of the MS4 program. Monitors and updates local ordinances to ensure compliance with mandates. Works with other department staff to assist with storm water projects, improvement plans and site inspections.

SUPERVISION RECEIVED:
Works under the supervision of the Community Development Director.

SUPERVISORY FUNCTIONS:
None.

EQUIPMENT/JOB LOCATION:
Works primarily from City Hall. Equipment used includes, but is not limited to, motor vehicle, telephone, computer, printer, copier, digital camera, GIS equipment and various software applications.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Conducts activities in the field related to MS4 permit compliance, which includes, but not limited to inspection of storm water facilities, construction sites and illicit discharges.
2. Create a database/tracking system of information for any and all required documentation.
3. Performs other inspections as required.
4. Assist in public education and outreach activities as directed by supervisor.
5. Assist in the implementation of all required plans, demonstration projects, and mapping/GIS activities related to storm water and MS4 tracking.
6. Prepares reports as requested by supervisor.
7. Prepares MS4 permitting updates, reports and audits to be sent to the MPCA.
8. Assist Engineers and Community Development by conducting inspections of development projects.
9. Assist in responding to drainage, erosion and sedimentation control concerns and complaints.
10. Assist with meeting state and federal requirements and keeps up-to-date with changes of the mandates and regulations.

11. Coordinate and conduct field investigations and inspections of industrial and commercial operational compliance, and post construction maintenance.
12. Research full range of funding opportunities available to support the MS4 activities.
13. Respond and investigate illicit discharge complaints and properly document each occurrence. Follow up with other Departments and agencies for corrective action and maintains records and files of emergency response incidents.
14. Responds to questions from residents, contractors and developers, meeting with them as needed, regarding MS4 related issues.
15. Perform field SWPPP inspections for the City on construction projects and enforces construction site runoff control regulations.
16. Document inspections with photos, check lists, and forms in paper and electronic formats.
17. Attend meetings as needed regarding matters of MS4.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned or apparent.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to read and interpret laws, ordinances, polices, department rules and municipal regulations.
2. Prepare and present, clear, concise and comprehensive verbal and written reports.
3. Inspect, investigate, and enforce codes and ordinances.
4. Analyze complex situations, problems and data, and use sound judgment in making decisions.
5. Ability to prepare, organize and maintain inspection field data, files and records;
6. Ability to utilize computer systems to track data and prepare reports.
7. Ability to analyze situations and information, formulate alternatives, and use sound judgment in drawing conclusions and making decisions.
8. Ability to develop a course of action and maintain momentum to reach successful conclusions to assignments within agreed upon time frames.
9. Ability to deal with very tight time frames, demanding schedules and workload,
10. Ability to establish and maintain effective working relationship with supervisors and other department employees.
11. Ability to maintain a positive image to the public.
12. Ability to work under stressful situations involving intense public contact.
13. Use effective interpersonal skills to interact and communicate clearly and concisely with a variety of citizens and the public when explaining City rules, regulations, policies, and ordinances.
14. Be able to attend applicable training as suggested by supervisor.
15. Work independently and schedule/coordinate own workload.
16. Ability to perform effectively as a member of a team.
17. Performs other essential job duties:
    a) Follows all safety procedures.
    b) Participates in required technical and safety training.
    c) Regular and timely work attendance.

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.

1. 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.
2. Considerable ability to use large motor skills which include standing, walking, and climbing stairs during the workday.
3. Considerable ability to use fine motor skills to manipulate objects requiring manual dexterity.
4. Walking on all types of surfaces, sometimes over slippery and/or uneven and rough terrain.
5. The employee will lift and/or move up to 50 pounds for tasks such as folding tables, desk furniture, setting up rooms for meetings, carrying supply boxes and file drawers.
6. 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.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the essential functions of this job, the employee frequently works in outside weather conditions.

MINIMUM QUALIFICATIONS:

1. Degree, or in progress of obtaining a degree, in Environmental Science, Engineering, Environmental Engineering, Water Resource Management or closely related field.
2. Knowledge and understanding of plans for streets, storm sewers and storm water holding systems.
3. Valid driver's license and good driving record.

PREFERRED QUALIFICATIONS:

1. Bachelor's degree in Environmental Science, Engineering preferred.
2. 1 or more years' experience in field Administering and enforcing MS4 compliance
3. Knowledge of code enforcement and zoning principles, practices and methods as applicable to a municipal setting
4. Knowledge of Storm Water Best Management Practices.

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).

Employee
Signature_____ Date_____

MS4 Technician	*Non-Exempt*	Points	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
per hour		142	16.62	$17.27	$17.92	$18.57	$19.22	$19.87	$20.52

Exhibit B

K.6.

RESOLUTION 2018-XXX

RESOLUTION ACCEPTING PART-TIME ADMINISTRATIVE DATA CLERK JEANNIFER ANDERSON'S LETTER OF RESIGNATION

WHEREAS, part time Administrative Data Clerk Jeannifer Anderson has submitted a letter of resignation to the City of Isanti and presented this to Human Resources/City Clerk Katie Brooks on July 10, 2018; and,

WHEREAS, the effective date of this resignation is August 9, 2018; and,

WHEREAS, Jeannifer Anderson is leaving employment in good standing; 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 Jeannifer Anderson is hereby accepted effective August 9, 2018.

2. That the Human Resources/City Clerk and the City Administrator are hereby directed to fill the position immediately.

This Resolution is hereby approved by the Isanti City Council this 8th day of August, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

K.7.

RESOLUTION 2018-XXX

RESOLUTION ACCEPTING ECONOMIC DEVELOPMENT DIRECTOR SEAN SULLIVAN'S LETTER OF RESIGNATION

WHEREAS, Development Director Sean Sullivan has submitted a letter of resignation to the City of Isanti and presented this to Human Resources/City Clerk Katie Brooks on July 25, 2018; and,

WHEREAS, the effective date of this resignation is July 25, 2018, with a final date of work August 24, 2018; 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; and,

WHEREAS, Sean Sullivan is leaving employment in good standing.

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 Economic Development Director Sean Sullivan is hereby accepted effective July 25, 2018. Mr. Sullivan's final day of work with the City will be August 24, 2018.

2. That the Human Resources/City Clerk and the City Administrator are hereby directed to fill the position immediately.

This Resolution is hereby approved by the Isanti City Council this 8th day of August, 2018.

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: July 25, 2018

Subject: Peace Officer Jacob Isaacson Resignation

MEMO

Background:

The City of Isanti received the resignation of Part-time Peace Officer Jacob Isaacson. Officer Isaacson's fulltime employment along with other obligations forces him to leave employment. Officer Isaacson leaves employment in good standing and would be eligible for rehire in the future. His last day of employment will be 07/30/2018.

Action:

I ask that the City Council take action on accepting the resignation of Jacob Isaacson who is leaving in good standing and to immediately fill his vacancy caused by his resignation.

Thank you for your consideration,

Chief Gene C. Hill

RESOLUTION 2018-XXX

RESOLUTION ACCEPTING PART-TIME POLICE OFFICER JACOB ISAACSON'S LETTER OF RESIGNATION

WHEREAS, Liquor Store Clerk Jacob Isaacson has submitted a letter of resignation to the City of Isanti and presented this to Police Chief Gene Hill on July 25, 2018; and,

WHEREAS, the effective date of this resignation is July 30, 2018; and,

WHEREAS, Jacob Isaacson is leaving employment in good standing; 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 Jacob Isaacson is hereby accepted effective July 30, 2018.

2. That Human Resources/City Clerk and Police Chief Gene Hill are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 8th day of August, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

K.9.

RESOLUTION NO. 2018-XXX

RESOLUTION OFFERING THE POSITION OF PART TIME ADMINISTRATIVE DATA CLERK TO JADEN MOORE

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and

WHEREAS, the part-time Administrative Data Clerk position was opened to accept applications; and

WHEREAS, the Interviewing Panel selected Ms. Jaden Moore 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 Jaden Moore for the City of Isanti and that she shall start in that position effective August 9, 2018.
2. The authorization of hire is contingent upon successfully passing a background as references are already completed.
3. That Ms. Moore shall begin at Step 1 of the pay scale, $15.09/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 8th day of August, 2018.

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: July 26, 2018

Subject: Consider Resolution Authorizing Acceptance and Expenditure of Redbirds Donation

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Background:
An anonymous donor would like to donate $500.00 "for the support of the Isanti Redbirds Baseball Team." Staff, in coordination with representatives of the donor, the Isanti Redbirds and members of the Finance Committee are recommending that a resolution accepting the donation also authorize a corresponding expenditure on ballfield lighting in accordance with restrictions identified by the donor. If the donation is accepted and subsequent authorized expenditure approved by resolution, the donation would be segregated in Fund 104 until final expenditure is approved by the Council thru the normal accounts payable process.

Request:
Consider Resolution Accepting Donation for Isanti Redbirds and Authorizing Expenditure of Same

Attachment:

- Resolution 2018-XXX – Accepting Donation for Isanti Redbirds and Authorizing Expenditure of Same

RESOLUTION NO. 2018-XXX

RESOLUTION ACCEPTING DONATION FOR ISANTI REDBIRDS AND AUTHORIZING EXPENDITURE OF SAME

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 Isanti Redbirds have received a $500.00 donation from an anonymous donor; and

WHEREAS, the donor has requested that the donation be used for the support of the Isanti Redbirds Baseball Team; and

WHEREAS, the aforementioned donation shall be expended on upgraded lighting at Sportsman Field, Home of Redbirds Baseball; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti, hereby accepts the $500.00 donation and authorizes the use of the donation for Isanti Redbirds.

Adopted by the Isanti City Council this 8th day of August 2018.

_____
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 Members of City Council**

From: Finance Director Betker

Date: July 25th 2018

Subject: Consider Resolution Approving Heartland Payment Systems as Credit Card Processor at Isanti Liquor

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Background:

On April 23rd our Credit Card processor (Elavon) changed the way that they process daily batches. As a result of changes made by Elavon I can no longer tie out CC deposits because they come in random amounts spread over 2-4 days. The problem with that is that the amount we receive on any given day could be parts of as many as 4 days of transactions. I spoke to their representative on July 12th and reiterated my insistence on a new report that would allow me to properly reconcile the store's credit card transactions. I was told that they could not accommodate my request and was offered references for us to find a new processor.

On July 18th Liquor Store Manager Jacobi, City Administrator Lorsung and myself met with Marilyn Snyder from Heartland Payment Systems. She reviewed one of our recent statements and calculated a total fee rate of 1.7204% for the month of May. She expects that given the transactional volume at the Liquor store that Heartland will be about the same.

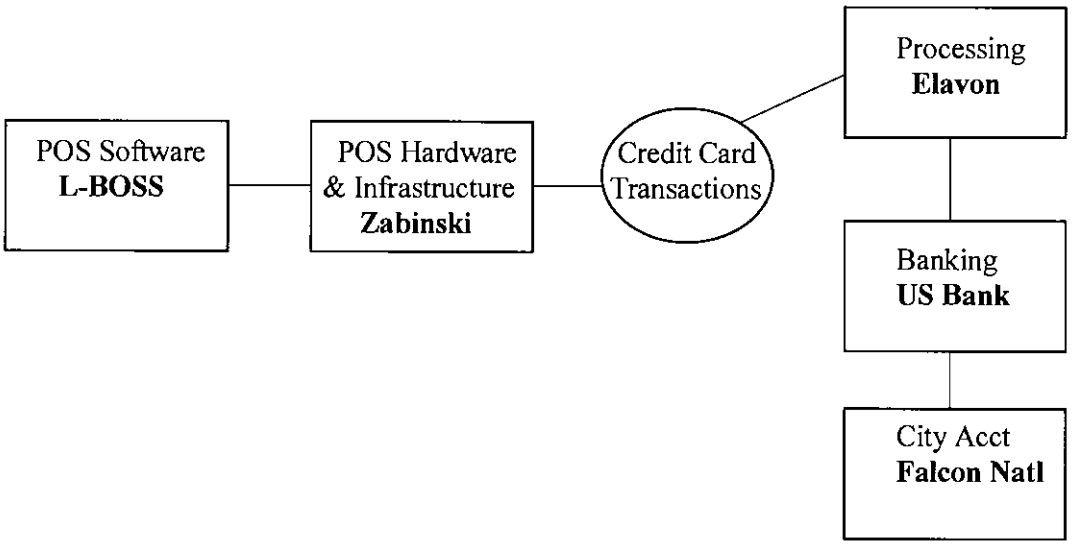
Fees break down as follows:
Interchange fees paid to Visa/MasterCard/AmEx would remain unchanged as those are the same with all processors. Processing Fees would be 0.15% and $0.04 per transaction with Heartland. Processing Fees with Elavon were at a variable % based on card type with an additional per item rate and $0.05 per transaction.

Heartland will also guarantee not to raise rates based on volume changes but will lower the rates if volume increases to a sufficient predetermined threshold.

Additionally Heartland will swap out our current terminals for new ones for just $50 each. New terminals are normally $550 each.

Heartland will also provide a new backup terminal for $229 that will be capable of using the current phone line to process payments during interruptions in internet service.

Furthermore, with Heartland we would also be able to accept AmEx at the same fee structure as other cards. Currently fees are so high that we have not accepted AmEx at the Liquor Store. Elavon then compounds the problem by charging $0.10 per swipe for denied AmEx transactions.



The Finance Committee is recommending moving forward with Heartland Payment Systems with the understanding that the fees and functionality of the service will be reviewed after 3 months to determine if there is a need to go thru a formal RFP process to identify a different payment processor.

If the agreement with Heartland Payment Services is cancelled by the City for any reason, the City will not be liable for any cancellation fees.

Request:
Consider Resolution Approving Heartland Payment Systems as Credit Card Processor at Isanti Liquor.

Attachment:
- Resolution 2018-XXX – Approving Heartland Payment Systems as Credit Card Processor at Isanti Liquor
- Heartland Payment Services – Merchant Processing Agreement
- Heartland Payment Services – Early Termination Assurance

RESOLUTION 2018-XXX

RESOLUTION APPROVING HEARTLAND PAYMENT SERVICES PROPOSAL FOR CREDIT CARD PROCESSING SERVICES

WHEREAS, the current credit card processing service provider for the City of Isanti Municipal Liquor Store can no longer meet the needs of the City; and,

WHEREAS, Heartland Payment Services has submitted a satisfactory proposal; and,

WHEREAS, the Finance Committee has met and recommends accepting Heartland Payment Services' proposal for credit card processing services.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby accepts Heartland Payment Services' proposal for credit card processing services and authorizes City staff to enter into an agreement with Heartland Payment Services.

This Resolution is hereby approved by the Isanti City Council this 8th day of August, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

Heartland

Merchant Processing Agreement

Merchant Services: 1-888-963-3600 **One Heartland Way, Jeffersonville IN 47130** **Note: White Out is Not Acceptable on Merchant Applications**

☒ New Merchant ☐ Additional Location Chain #: ☐ New Owner/Existing HPS MID#:

Bank/Assn/VAR/RSP Affiliate Code: Name of Affiliate: Lead Generator ID #:

Relationship Manager: Marilyn Snyder Phone #: (218) 371-0133 Installer: Phone #:

COMPANY INFORMATION

MERCHANT DBA NAME: Isanti Liquor Store #: # of Locations:

Address: 400 West Dual Boulevard Northeast Customer Service No. For Lodging, Car Rental, MOTO Merchant:

City: Isanti ST: MN Zip: 55040

DBA Phone: (763) 444-5063 Fax:

Primary Contact Name: Mchael Betker Phone #: (763) 444-5512 ☐ DBA ☐ Home ☒ Cell

Authorized to Purchase: ☒ Yes ☐ No

Secondary Contact Name: Phone #: ☐ DBA ☐ Home ☐ Cell

Authorized to Purchase: ☐ Yes ☐ No

Language Preference (Please select ONE): ☒ English ☐ Spanish ☐ Mandarin ☐ Korean ☐ Vietnamese ☐ Cantonese ☐ Japanese ☐ Other:

Email Address: mbetker@cityofisanti.us Website Address:

(Heartland InfoCentral Admin User Email Address)

Email Contact: First Name: Mchael Last Name: Betker

(Heartland InfoCentral Admin User First Name) **(Heartland InfoCentral Admin User Last Name)**

LEGAL OR CORPORATE NAME: Isanti Liquor Federal Tax ID/EIN: 41-6009098

(Please complete — must correspond with IRS filing name) **(Must correspond with legal name)**

Address: 400 West Dual Boulevard Northeast City: Isanti ST: MN Zip: 55040 Phone:

CORPORATE HEADQUARTERS/MANAGEMENT COMPANY NAME: Phone:

(If Management Company; please provide a copy of the Management Agreement)

Address: City: ST: Zip: Fax:

FEE SCHEDULE

Service Requested	Discount Rate	Discount Per Item	Trans Fee Dial	Trans Fee IP	Application Processing Fee (Non-Refundable): $
VISA	0.150 %	$	$ 0.0400	$ 0.0400	Annual Volume: $ 2,340,000 Average Ticket: $ 26.04
MasterCard	0.150 %	$	$ 0.0400	$ 0.0400	High Ticket: $ High Ticket Frequency:
Discover / JCB	0.150 %	$	$ 0.0400	$ 0.0400	☒ Cost Plus
PayPal	%	$	$	$	
PayPal eCommerce	%	$	$	$	PayPal Annual Volume: $ PayPal Average Ticket: $ / Customer Service Email (Required):
PIN Debit			$ 0.0400	$ 0.0400	Plus Applicable Debit Network Fees
American Express	0.150 %	$	$ 0.0400	$ 0.0400	Annual Volume: $ 230,000 Average Ticket: $ 26.04 / **Note: OptBlue Annual Processing Volume > $1 Million must go Direct** / ☒ OptBlue ☐ I opt out of receiving marketing material from American Express

American Express Merchant #: American Express Franchise Name: Franchise CAP #:

☐ **SMP** Annual VI/MC/DS MAP sales volume $50,000 or less. (If annual VI/MC/DS MAP volume exceeds $50,000 annually, 0.50% will be added to the Monthly & Per Item Fees.) HPS reserves the right to change the monthly fee if processing volume is not consistent with volume listed on this application.

☐ **ASMP – Fee:** ☐ Annual ☐ Monthly ☐ Installment Billing-Indicate Months: ☐ J ☐ F ☐ M ☐ A ☐ M ☐ J ☐ J ☐ A ☐ S ☐ O ☐ N ☐ D

Note: Interchange, DPI, Dues and Assessments and Fees will be passed through. Also, this monthly fee will be titled as "Service & Regulatory Mandate Fee" on your monthly statements.

ADDITIONAL SERVICES	Monthly Fee	Txn Fee Dial	Txn Fee IP
Gateway	$	$	$
Wireless (Per Wireless Terminal)	$		
Merchant Link ☐		$0.0595	$0.039
Petroleum/Fleet		$	$
TSYS Authorization Fee		$0.04	$0.04
EBT (PIN Debit required for EBT)		$	$

RECURRING FEES	
Minimum Discount Fee	$ 0.0000
Service & Regulatory Mandate Fee	$ 25.0000
Annual Fee	$ 0.0000
Chargeback Fee	$ 25.0000
Voice Auth Fee	$ 0.6500

SETTLEMENT

☐ Daily/Split

☐ Daily/Net

☒ Monthly Disc Fee 0 bp

EBT State Required 7-Digit FNS/FCS/CA/AO#: EBT Programs: ☐ Food Stamps & Cash Benefits ☐ Food Stamps Only ☐ Cash Benefits Only

(Note: FNS/FCS are not required for Cash Benefits only Setup) State Provided Terminal: ☐ Yes ☐ No Terminal Type: Serial #:

INTERCHANGE QUALIFICATION

☒ Interchange Plus	☐ MOTO / Internet	☐ Purchase Card Level: ☐ [2] ☐ [3]	☐ Small Ticket / M3
☒ Retail	☐ Emerging Market	☐ GSA Large Ticket	☐ DialPay / TT
☐ Restaurant	☐ Automated Fuel (AFD)	☐ Convenience	
☐ Lodging / Car Rental	☐ Service Station (NFD)	☐ Small Ticket / Convenience Purchase	

STATEMENT OPTIONS

Statement Type:	Mail Statements To:
☒ Standard	☒ Legal
☐ Non-Qual Breakout	☐ DBA
☐ By Card Type	☐ Suppressed Statements
☐ Chain Recap Summary	☐ All Electronic Communications: ☐ Same as InfoCentral ☐ Preferred Email Address

CARD ACCEPTANCE

- ☒ All Cards Accepted
- ☐ Credit/Business Cards Only
- ☐ Consumer Prepaid/Debit (Check Cards) Only

DEPOSIT METHOD

- ☒ Standard
- ☐ By Batch
- ☐ By Card Type

DISPUTE LETTERS

Mailing Options:	Electronic Options*:
☐ Legal	☐ Fax
☒ DBA	☒ Email

*Select mail option as back-up.

MERCHANT DETAIL

Type of Business (Required): ☐ Public ☒ Private

Type of Ownership: ☐ Sole Proprietorship* ☐ Partnership ☐ Corporation ☐ L.L.C.** ☐ Non-Profit ☒ Government / Municipality

*If business is owned by a Sole Proprietor is the Federal Tax ID the signers SSN: ☐ Yes ☐ No

**IRS reporting classification for LLC: ☐ Disregarded Entity (aka Single Member LLC) ☐ Corporation ☐ Partnership

Date Business Started: _____ Date Acquired by Current Owner: _____ What percentage of sales are Chargebacks: _____ %

Do you currently accept Credit Cards: ☒ Yes ☐ No Date began accepting Credit Cards: _____ What percentage of sales are Returned: _____ %

Current Processor: _____ Current MID: _____

Are you currently in contract or negotiating with a Third Party Lender: ☐ Yes ☒ No

If yes: Contract Start Date: _____ **Length of Contract Term:** _____ **Loan Balance:** _____

Do you accept credit card information via website: ☐ Yes ☐ No If so, will web-based transactions be processed through HPS: ☐ Yes ☐ No

Please provide the name of the payment processor utilized for web based transactions if not HPS: _____

Does your company provide third party services for any other company to store, process or transmit card member data: ☐ Yes ☒ No

For additional information, go to: https://www.heartlandpaymentsystems.com/resources

Are you a Payment Facilitator / Payment Service Provider: ☐ Yes ☒ No

Note: Payment Facilitator/Payment Service Provider and File Hosting/Storage are currently restricted and will require Sponsor Bank review.

Home-Based Business: ☐ Yes ☒ No Business is conducted: Consumer: 100 % Business to Business: _____ %

What Products and / or services do you provide: Liquor

Define your Refund Policy (Refunds made via credit card must be applied to the card used at the time of sale.): _____

How soon is the Customer's card charged: At time of sale Do you obtain a signature for receipt of product? ☒ Yes ☐ No

What is the verification process when selling age-restricted products (tobacco/alcohol): _____

Seasonal Merchant: ☐ Yes ☒ No If yes, indicate months open: ☐J ☐F ☐M ☐A ☐M ☐J ☐J ☐A ☐S ☐O ☐N ☐D

Sales Method	
On Premise Face to Face Sales	100 %
Off Premise Face to Face Sales	%
Mail Order Sales	0 %
Real-Time Internet Sales	%
Inbound Telephone Order Sales	0 %
Outbound Telephone Order Sales	0 %
Internet Keyed	%
Recurring Billing	0 %
Total = 100%	

Processing Method	
Card Swiped	100 %
Keyed with Imprintad Receipt	0 %
Keyed without Imprinted Receipt	0 %
Total = 100%	
MOTO Card Type	
Percent of Domestic Transactions	0 %
Percent of Foreign Transactions	0 %
Total = 100%	
Percent of Gift Card Sales	%

Future Delivery*	
2 – 5 Days	0 %
6 – 10 Days	0 %
11 – 30 Days	0 %
31 – 60 Days	0 %
61 – 90 Days	0 %
91 – 120 Days	0 %
> 120 Days	0 %
If Applicable Total = 100%	
Future Delivery Bankcard Volume Percentage: %	

*Includes advance reservations, deposits accepted for ordered merchandise shipped after payment, and services provided after payment including memberships and subscriptions. If 100% of the product and / or service are NOT delivered (not including mail time) within 24 hours of the time of sale, please indicate above.

Lodging / Resort: Select the following for all lodging merchants accepting reservations via an Internet Website:

☐ My business processes an authorization and/or charges a deposit when accepting reservations prior to the guest's arrival.

☐ My business only retains card information for use in the event of a NO SHOW; no authorization or deposit is obtained.

Travel Agencies / Travel Tour Operators (Required for American Express):

The following information is required to validate Travel Industry Bonding Organization / Authorized Airline Ticket Agent Memberships: ARC# / IATA#: _____

PCI Compliance

Is your business PCI Compliant: ☒ **Yes** ☐ **No**

Does your company utilize a Data Storage Entity or Merchant Servicer that has access to card member data (i.e., Payment gateway or data warehouse, etc.): ☐ **Yes** ☒ **No**

If yes, provide the name of the Data Storage Entity or Merchant Servicer being utilized:

PCI DSS and Card Network rules prohibit storage of sensitive authentication data after the transaction has been authorized (even if encrypted). If you or your POS system store, process, or transmit full cardholder's data, then you (merchant) must validate PCI DSS compliance. If you (merchant) utilize a payment application the POS software must be PA DSS (Payment Application Data Security Standards) validated where applicable. If you use a payment gateway, they must be PCI DSS Compliant.

As required under the Payment Card Industry Data Security Standard (PCI DSS), I do hereby declare and confirm the following:

Merchant will maintain full PCI DSS compliance at all times and will notify Heartland when it changes its point of sale software, system, application or vendor:
☒ Yes ☐ No ☐ N/A

Do your transactions process through any other Third Parties (i.e. web hosting companies, gateways, corporate office): ☐ Yes ☒ No ☐ N/A

Merchant utilizes the services of a PCI SSC Qualified Integrator Reseller (QIR) when POS payment applications are utilized: ☐ Yes ☒ No ☐ N/A

The signing merchant listed below has experienced an account data compromise.*: ☐ Yes ☒ No ☐ N/A ☐ I have never accepted payment cards.

If yes, what was the date of the compromise: (Copy of the completed forensic investigation is required with the app.)

The signing merchant listed below is storing Sensitive Authentication Data** (even if encrypted) after the transaction has been authorized:
☐ Yes ☒ No ☐ N/A ☐ I have never accepted payment cards.

Merchant utilizes an EMV enabled terminal: ☒ Yes ☐ No ☐ N/A

*An Account Data Compromise is any incident that results in unauthorized access to payment card data and/or Sensitive Authentication Data.

**Sensitive Authentication Data is security related information (Card Verification Values, complete Magnetic Stripe Data, PINs, and PIN blocks) that is used to authenticate cardholders.

Please note that if you have indicated that your organization has experienced an account data compromise in the past, a PCI DSS Level 1 Compliance Assessment may be required upon Heartlands request. A compromise of cardholder data from your location(s) may result in the issuance of fines and/or penalties by the card brand, for which you w be responsible under your Merchant Agreement, notwithstanding this Compliance Statement.

It is imperative that you notify Heartland immediately should the information on this Compliance Statement change.

OWNERS / OFFICERS

Is any owner, officer, director, employee, or agent a current or former senior official in the executive, legislative, administrative, military, or judicial branch of any government (elected or not); a senior official of a major political party; an executive of a government-owned commercial enterprise; a family member of any of the foregoing officials; or a close personal or professional associate of any of the foregoing officials? ☐ Yes ☑ No If "yes," please attach details.

☐ Owner ☒ Officer ☐ Authorized Signer ☐ *Managing Agent *Please provide copy of Management Agreement

(1) Name: Mchael Betker Title: SSN: *** ** **** DOB (mm/dd/yyyy):

Home Address: 7693 Palmgren Ave NE City: Elk River ST: MN Zip: 55330

Home Phone: Cell Phone:

Driver's License #: Length at Home Address: > Business Equity Ownership: 0 %

☐ Owner ☐ Officer ☐ Authorized Signer ☐ *Managing Agent *Please provide copy of Management Agreement

(2) Name: Title: SSN: DOB (mm/dd/yyyy):

Home Address: City: ST: Zip:

Home Phone: Cell Phone:

Driver's License #: Length at Home Address: Business Equity Ownership: %

PERSONAL GUARANTY

FOR VALUE RECEIVED, and in consideration of the mutual understandings contained in the Merchant Processing Agreement (the "Agreement") Terms and Conditions by and between the Merchent submitting this Application ("Merchant") and ("Acquirer"), the undersigned jointly and severally, if more than one, unconditionally and irrevocably guarantee to Acquirer and their successors and assigns the full and prompt payment when due of all obligations of every kind and nature arising directly or indirectly out of the Agreement. The undersigned (does/do) hereby certify that (he/she/they) (has/have) read, understand(s) and agree(s) to all Merchant Processing Agreement Terms and Conditions and specifically those that relate to the personal guaranties. Merchant and the undersigned authorize Acquirer, any credit bureau or reporting agency employed by Acquirer, or any agents thereof, to investigate the references, statements, or data provided by Merchant or the undersigned for purposes of this Application.

X 07/27/2018

(1) Personal Guarantor (signature) **Date**

X 07/27/2018

(2) Personal Guarantor (signature) **Date**

DEBIT / CREDIT AUTHORIZATION

Merchant certifies that any verification of business provided is for a business account in good standing and that the Business name on the below checking account is the same as the Business name on the enclosed Heartland Payment Systems Merchant Application. In addition, Merchant hereby authorizes Acquirer to debit and credit Merchant's checking/savings account. This authority shall remain in full force until (a) Acquirer has received written notification from Merchant of its termination; and (b) all obligations of Merchant to Acquirer under this Agreement have been paid in full.

Depository Bank Name: FALCON NATIONAL BANK Phone: 320 968-6300 City, ST ZIP:

If the Merchant processes Petro transactions and deposits are made directly to a Fuel Supplier, name supply Company:

☐ Deposits & Fees ☐ Deposits Only – (Split*)		*Split Continued – Fees Only	
(DDA#): · · · · 1631	(RT#): 091917115	(DDA#):	(RT#):
Account Type: ☒ Checking ☐ Savings ☐ Other:		Account Type: ☐ Checking ☐ Savings ☐ Other:	
Name as it appears on Bank Account:		Name as it appears on Bank Account:	

AGREEMENT ACCEPTANCE, CERTIFICATION AND CONSUMER REPORT AUTHORIZATION

Have you or your company ever filed for Bankruptcy: ☒ Yes ☐ No Type: ☐ Personal ☐ Business Date Filed:

Do you support the Merchant Bill of Rights: ☐ Yes ☐ No Do you permit HPS to list you as a supporter: ☐ Yes ☐ No

Merchant authorizes HPS, any credit bureau or reporting agency employed by Acquirer, or any agents thereof, to investigate the references, statements or data provided by Merchant or the undersigned for purposes of all matters generally connected to this business relationship. I further certify that I have received, read, understand and agree to the Merchant Processing Agreement Terms and Conditions, Policies, Procedures, Rules and Requirements which together with this application shall constitute the agreement(s) between the parties. **I further certify that this business or any Owner/Officer has never been terminated by any of the Card Brands.**

X 07/27/2018

Owner / Officer / Authorized Signer / Managing Agent **Print Name & Title** **Date**

X 07/27/2018

Owner / Officer / Authorized Signer / Managing Agent **Print Name & Title** **Date**

THE TERM OF THIS AGREEMENT IS 36 MONTHS

Note: Maximum $295 per location early account closure fee may apply; see section 11 of the Merchant Processing Agreement Terms and Conditions for more information.

Member Sponsor Bank Disclosure

Heartland

Service Provider Contact Information:
Heartland Payment Systems
One Heartland Way, Jeffersonville, IN. 47130
HeartlandPaymentSystems.com
(888) 963-3600

Merchant Name: Isanti Liquor

Address: 400 West Dual Boulevard Northeast

City: Isanti **ST:** MN **Zip:** 55040

Contact Name: Mchael Betker **Phone #:** (763) 444-5512

IMPORTANT MERCHANT RESPONSIBILITIES

1. Merchant must ensure compliance with cardholder data security and storage requirements.
2. Merchant must maintain fraud and chargeback below thresholds.
3. Merchant must review and understand the terms of the Merchant Processing Agreement.
4. Merchant must comply with the Card Brands Operating Regulations.
5. Merchant must retain a signed copy of this Disclosure Page.

Note: The responsibilities listed above do not supersede terms of the Merchant Processing Agreement and are provided to ensure the merchant understands some important obligations of each party and that the Member Sponsor Bank (Acquirer) is the ultimate authority should the merchant have any problems.

IMPORTANT MEMBER SPONSOR BANK (ACQUIRER) RESPONSIBILITIES

1. The Member Sponsor Bank is the only entity approved to extend acceptance of Card Brand products directly to a Merchant.
2. The Member Sponsor Bank must be a principal (signer) to the Merchant Processing Agreement.
3. The Member Sponsor Bank is responsible for educating Merchants on pertinent Card Brand Operating Regulations with which Merchants must comply.
4. The Member Sponsor Bank is responsible for and must settle funds with the Merchant.
5. The Member Sponsor Bank is responsible for all funds held in reserve that are derived from settlement.

MERCHANT RESOURCES

1. You may download Visa Regulations from Visa's website at: http://usa.visa.com
2. You may download MasterCard Rules from MasterCard's website at: http://mastercard.com

Member Sponsor Bank (Acquirer) Information:*

Barclay Bank
125 South West Street
Wilmington, DE. 19801
Phone: (302) 662-8990

The Bancorp Bank
409 Silverside Road, Suite 105
Wilmington, DE. 19809
Phone: (302) 385-5000

Wells Fargo Bank, N.A
1200 Montego
Walnut Creek, CA 94598
Phone: (925) 746-4167

Debit Bank Sponsor

Bay Bank, FSB
7151 Columbia Gateway Drive
Suite A
Columbia, MD 21046

I, the undersigned hereby acknowledge and agree that Heartland Payment Systems will select one of the Member Sponsor Bank's listed above based on the following criteria; business type, POS equipment compatibility, depository institution and/or existing HPS relationship. Heartland Payment Systems will provide Merchant a written notification of the Member Sponsor Bank that is selected. By presenting any Card Brand Transaction to Heartland Payment Systems under the Merchant Processing Agreement from and after notice of the Member Sponsor Bank, you agree that the Member Sponsor Bank so selected shall be immediately a principal party (signer) to the Merchant Processing Agreement, regarding acceptance of Card Brand transactions.

Mchael Betker		07/27/2018
Merchant's Name Printed	**Merchant's Signature**	**Date**

Bank Use Only

Date Received | Date Funded | HPS Rep Name

Revised: 03/15/16

Heartland

Terms & Conditions Acknowledgement

"Merchant" acknowledges that Heartland Payment Systems, LLC. ("Heartland or HPS") has provided it with a copy of the Card Acceptance Policies, Procedures, Terms & Conditions (the "Terms and Conditions") and the Merchant Application, which together make up the entire agreement between the parties. Merchant has read, understands, and agrees to be bound by the Terms and Conditions, as may be amended from time to time. Merchant acknowledges that the Terms and Conditions are a fundamental part of the parties' agreement without which Heartland would not be able to enter into an agreement with the Merchant. The Terms and Conditions can be reviewed at any time by visiting the Heartland InfoCentral at https://infocentral.heartlandpaymentsystems.com. In addition, Merchant can request another copy of the Terms and Conditions at any time by sending a written request for a copy to Heartland at the following address:

Heartland Payment Systems; Attn Customer Care; One Heartland Way; Jeffersonville IN 47130

	Mchael Betker	07 27 18
Merchant Signature	**Printed**	**Date**
	Marilyn Snyder	07 27 18
Relationship Manager	**Printed**	**Date**

Site Inspection

I hereby verify that (check one).

☐ I have physically inspected the business premises & certify that the merchant has the proper facilities, equipment, inventory, agreements, and licenses required to conduct the business.

☐ I was not reasonably able to complete a Site Inspection of the Merchant at this Address, and the information stated below is correct to the best of my knowledge and belief. Please explain why a site inspection could not be performed.

_____

Marilyn Snyder		07 27 18
Inspected By	**Signature**	**Date**

It is required that the following questions be completed.

Is business signage present: ☐ Yes ☐ No Describe: _____

*Does business signage display a Branded Name: ☐ Yes ☐ No
*If yes, please note the Branded Name should be listed first before the DBA name on the merchant application.

Is inventory sufficient to support business: ☐ Yes ☐ No Describe: _____

Number of Terminals:_____ Locations: _____ Are card acceptance logos displayed for easy view: ☐ Yes ☐ No

Merchant utilizes a Fulfillment house to ship customer orders outside DBA location: ☐ Yes ☒ No
Site Inspected: ☐ Yes ☒ No

Location Name: _____ Phone #: _____
City:_____ ST: _____ Zip:_____

If this is an additional location to an existing HPS merchant, was a site inspection performed on any of the locations?
☐ Yes ☒ No

If this is a referral from an HPS partner, please list individual's name and business affiliation that confirms site exists.
Name:_____ Business:_____ Date:_____

Revised: 03/06/17

Mike Betker

From: Marilyn Snyder <marilyn.snyder@icloud.com>
Sent: Friday, July 27, 2018 12:24 PM
To: Mike Betker
Subject: Re: Isanti_Liquor_

Hi Mike,

If Isanti Liquor decides to terminate their agreement with Heartland for whatever reason - Marilyn Snyder will cover whatever remaining cancellation fee that is left.

Thanks very much!

Marilyn Snyder
218-371-0133

RESOLUTION 2018-XXX

A RESOLUTION APPROVING EXEMPT GAMBLING PERMITS TO FOSS- FRIENDS OF ST. SCHOLASTICA

WHEREAS, FOSS- Friends of St. Scholastica has applied for an Exempt Gambling Permit for gun raffle event to be held at 207 Whisky Road NW Isanti, MN 55040 on October 26th, 2018; and,

WHEREAS, the value of prizes for each raffle will be less than $1,500; and,

WHEREAS, the FOSS proceeds are to be used to support St. Scholastica Academy and their needs; 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, Amanda Eich, 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 FOSS- Friends of St. Scholastica for the to be held on October 26, 2018 at 207 Whisky Road NW Isanti, MN 55040.

This Resolution is hereby approved by the Isanti City Council this 8th day of August, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
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: FOSS - Friends of St. Scholastica

Address of Organization: 207 Whiskey Rd. NW Isanti, MN 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Amanda Eich

Name | Address | Phone No.

Name | Address | Phone No.

Name | Address | Phone No.

Type of Event: Gun Raffle Date of event: October 26. 2018

Use of Proceeds: All proceeds will be used to support St. Scholastica Academy and their needs.

Location and address of event:

207 Whiskey Rd. NW Isanti, MN 55040

Estimated value of prizes to be awarded: $1,300.00

Name of applicant: Amanda Eich Applicant's phone number:

Signature of applicant: Amanda Eich

Date: 7-26-18

Approved by City Council _____ Resolution # _____

POS = 3 / 311

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A Community For Generations.

Isanti

K.13.

Request for City Council Action

To: Mayor Wimmer
Members of the City Council
From: Josi Wood
Public Services Director/ Assist. City Admin.
Date: August 8, 2018
Subject: Consider Resolution Accepting Quote for Driveway Repair as a Result of a Water Line Leak at 808 Marion St SW

Staff was notified of water bubbling out of the driveway at 808 Marion St SE which is the residence of Mr. Ben Deggendorf. The leak appears to be the result of a failed waterline connection on the service line which was under the driveway. The driveway was compromised to complete the repair which was necessary.

Per current City Code, the City is responsible for such repair because it was between the main and the curbstop. Staff requested that the homeowner obtain three quotes for the City to review. The quotes received are as follows:

Contractor	Amount Quoted
Prefer Paving	$3,500.00
Czars of Tar, Inc	$3,672.00
Northern Asphalt, Inc	$3,950.00

The Finance Committee has reviewed the three quotes and recommends authorizing the work to be done between the homeowner and Prefer Paving in the amount of up to $3,500.00. Upon completion of work and receipt of a copy of the invoice, the City will reimburse the homeowner, Mr. Deggendorf, up to $3,500.00

Funding for this item will be Water - Contracted Services (112).

Request
Staff is seeking action on this item.

Attachment
- Res 2018-XXX

RESOLUTION NO. 2018-XXX

RESOLUTION ACCEPTING QUOTE FOR DRIVEWAY REPAIR AS A RESULT OF A WATER LINE LEAK AT 808 MARION ST SW

WHEREAS, Chapter 325-12 Section B states that the City is responsible for repairs of a service line leak between the water main up to and including the curb box; and,

WHEREAS, there was a leak along the service line at 808 Marion St SW between the main and the curb box; and,

WHEREAS, the service line was beneath the driveway and the driveway was compromised due to the necessary repair; and,

WHEREAS, the City is to reimburse the homeowner, Mr. Ben Deggendorf, for costs incurred to repair the driveway with an approved contractor per this Resolution; and,

WHEREAS, the homeowner obtained the following quotes to repair the driveway:

Contractor	Amount Quoted
Prefer Paving	$3,500.00
Czars of Tar, Inc	$3,672.00
Northern Asphalt, Inc	$3,950.00

WHEREAS, the Finance Committee reviewed the quotes and recommends to reimburse the property owner the quote amount from Prefer Paving for repair of the driveway;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota

1. Hereby approves to reimburse the homeowner at 808 Marion St SW, Mr. Ben Deggendorf, up to $3,500.00 upon completion of the work and a copy of an invoice from Prefer Paving is received by the City.
2. Any performance or warranty of repair work shall be between the homeowner and their contractor.
3. Funding source identified as Water – Contracted Services (112).

This Resolution was duly adopted by the Isanti City Council the 8th day of August, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

Request for City Council Action - MEMO

K.14.

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

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: August 8, 2018

Subject: A Resolution Accepting Donations for the 2018 Passport to Parks Grand Prize Drawings

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Background

Staff have requested donations from area businesses for a Grand Prize Drawing for the 2018 Passport to Parks citywide scavenger hunt. The following donations have been offered for the event:

Drawing One

1. **Coborn's Marketplace** – $25.00 Gift Card
2. **Isanti Family Farmer's Market** – $10.00 Gift Certificate
3. **Mississippi Biological** – Butterfly Kit, $10.00 value
4. **Great Clips** – Free Hair Cut & Hair Care Products, $30.00 value
5. **Allina Health** – Bicycle Helmet , $15.00 value
6. **Dairy Queen** – $5.00 Gift Card

Drawing Two

1. **Coborn's Marketplace** – $25.00 Gift Card
2. **WillowBridge** – $25.00 Gift Certificate
3. **Isanti Family Farmer's Market** – $10.00 Gift Certificate
4. **Mississippi Biological** – Butterfly Kit, $10.00 value
5. **Allina Health** – Bicycle Helmet , $15.00 value
6. **Dairy Queen** - $5.00 Gift Card

Grand Prize Drawing

1. **Anonymous** – $100.00 Visa Gift Card
2. **Coborn's Marketplace** – $50.00 Gift Card
3. **WillowBridge** – $25.00 Gift Certificate
4. **Isanti Family Farmer's Market** – $15.00 Gift Certificate
5. **Mississippi Biological** - Butterfly Kit, $10.00 value
6. **Allina Health** – Outdoor Activity Pack, $20.00 value
7. **Allina Health** – Bicycle Helmet , $15.00 value
8. **Dairy Queen** - $15.00 Gift Card

The drawings will occur at the beginning of the Celebrate Isanti Street Dance on August 11, 2018 at 7:00 pm. Participants must be present to win.

Staff Request

Staff is requesting that the City Council formally accept these donations.

Attachments

- Resolution No. 2018-XXX

RESOLUTION 2018-XXX

A RESOLUTION ACCEPTING DONATIONS FOR THE 2018 PASSPORT TO PARKS GRAND PRIZE DRAWINGS

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 3 prize drawings to be held August 11, 2018; and,

WHEREAS, the City has received the following donations for the drawings, which will divided as follows:

Drawing One

1. Coborn's Marketplace – Gift Card $25.00
2. Isanti Family Farmer's Market – Gift Certificate $10.00
3. Mississippi Biological – Butterfly Kit $10.00 value
4. Great Clips – Free Hair Cut & Hair Care Products $30.00 value
5. Allina Health – Bicycle Helmet $15.00 value
6. Dairy Queen – Gift Card $5.00

Drawing Two

1. Coborn's Marketplace – Gift Card $25.00
2. WillowBridge – Gift Certificate $25.00
3. Isanti Family Farmer's Market – Gift Certificate $10.00
4. Mississippi Biological – Butterfly Kit $10.00 value
5. Allina Health – Bicycle Helmet $15.00 value
6. Dairy Queen – Gift Card $5.00

Grand Prize Drawing

1. Anonymous – Visa Gift Card $100.00
2. Coborn's Marketplace – Gift Card $50.00
3. WillowBridge – Gift Certificate $25.00
4. Isanti Family Farmer's Market – Gift Certificate $15.00
5. Mississippi Biological – Butterfly Kit $10.00 value
6. Allina Health – Outdoor Activity Pack $20.00 value
7. Allina Health – Bicycle Helmet $15.00 value
8. Dairy Queen – Gift Card $15.00

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to accept the above donations in the total amount of $435.00 for the 2018 Passport to Parks prize drawings.

This Resolution hereby approved by the Isanti City Council this 8th day of August, 2018.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI
PLANNING COMMISSION
JULY 17, 2018

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:20 p.m.

B. Pledge of Allegiance.

The Pledge of Allegiance was recited.

C. Roll Call.

Members Present: George Wimmer, Steve Lundeen, Dan Collison, Ross Lorinser, Paul Bergley.

Members Absent: Joey Lemay, excused.

Staff Present: Ryan Kernosky, Community Development Director.

1D. Agenda Modifications.

Motion by Lundeen, seconded by Collison to adopted the agenda, approved unanimously.

2. Approval of the Minutes from the July 3, 2018 Planning Commission

Motion by Collison, seconded by Lundeen to approve the minutes from the July 3, 2018 Special Planning Commission meeting, approved unanimously.

3. Public Hearings

A. Request from La Crosse Sign Co. on behalf of Kwik Trip Inc. for a Conditional Use Permit to install dynamic signage at 400 E Dual Blvd NE (Legally Described as Lot 1, Block 1, Kwik Trip 1019)

Chairman Wimmer opened the public hearing at 7:21 p.m.

No one spoke during the public hearing.

Chairman Wimmer closed the public hearing at 7:22 p.m.

Motion by Lundeen, seconded by Collison to recommend approval of the Conditional Use Permit for La Crosse Sign Co. for the installation of dynamic signage at 400 E Dual Blvd NE (legally described as Lot 1, Block 1, Kwik Trip 1019). Motion passed unanimously.

4. Discussion Items

A. No discussion items.

5. Adjournment

Motion by Bergley, second by to Lundeen to adjourn the July 17, 2018 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:22 p.m.

Dated at Isanti, Minnesota this 20th day of July, 2018.

Respectfully submitted,

Ryan Kernosky
Community Development Director

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
July 24, 2018
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, Aaron Zdon, and Mayor Wimmer
Staff Present: Katie Everett, Parks, Recreation, and Culture Manager

D. Agenda Modifications.
Zdon asked if there were any agenda modifications; there were none. Motion by Garvey, second by Wimmer to approve the agenda for the July 24, 2018 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from June 26, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Johnson; second by Witte. Minutes were unanimously approved.

3. Activity Stencils – Academy Park

Everett explained reminded the Board what the stencils look like. A while back we had found that we couldn't get the same hopscotch for Bluebird and the Park Board decided to get the activity stencils in place of those. Public Work will be putting them out at Bluebird. There are two places where the trail comes up to the playground, so we're going to do a circuit out of the playground, onto the trail, and back into the playground. They'll do that in the next couple of weeks. We're wondering, so we get enough paint, if we should do something similar at Academy Park. Everett went out with Erickson, the summer intern, and found that it will take use the area from the curve around the playground. If the Board is interested in doing that, we will do that. Garvey said that she thinks it's a great addition. Zdon said that now that we have them it's just paint and staff time, so it's a pretty affordable thing to add in. Everett added that we should be able to reuse the stencils many times to touch them up in the future as well. Johnson asked what the stencils say. Everett said that there is one that says tightrope, one that is stones so it says step, another is log and that says jump, there's a snake that says tiptoe, one is a crab crawl, and there are ants that say march. Everett will let Public Works know to put the stencils at Academy Park as well. They will use street paint, so we'll have blue, white, and yellow paint. Some of the stencils need two colors to look right.

4. Fir Street Parcel Planning Timeline

Everett stated that she provided a second page with scale for a shelter included. She added that those pictures are just meant to give visuals for what existing things in that space would be. The stage the Board is in now, is for them to choose options for Everett to look into further. She will then come back with those ideas mostly as an information piece until future planning allows for the project to move forward. A basketball court fills up most of the distance from front to back, and then there's some extra space on the sides which could give a buffer for those houses. Or if we put in a shelter, there's an idea in the picture of what space we have to work with. Witte said he thinks a basketball court or exercise equipment. He's not sure if a shelter or grill would be used. He doesn't see people using the charcoal grills as often. Garvey and Zdon agreed, and Zdon mentioned that people probably have their own grills at home. Zdon stated that he likes the idea of exercise equipment and/or a shelter. There's a basketball court around the corner not too far from there, that actually does get used. He mentioned that his son goes there, but he's not sure how many other people are

using it. Zdon said that some outdoor exercise equipment would be good, that stuff is pretty cool. Mayor Wimmer added that we'd be looking at exercise equipment for the trails on the other side of 65, so maybe there's something that could tie together doing that at the same time as this one. Zdon said maybe there could be some savings if we bought two of each instead of one of each. Witte asked if we'd still send out a survey to the neighborhood. Everett clarified that at some point in the future we can send out a survey that says "These are the options that the City has found feasible, and we want your feedback before moving forward." That's kind of what we're looking at. Garvey said that it's hard to predict the future because there's going to be another great idea down the road that we don't know about yet, but bocce ball is an area that other cities are getting into with permanent courts. Everett added that the casual yard game idea is coming around right now. Garvey said that there are concrete cornhole or bean bag games too, since horseshoes are kind of on their way out. She said she doesn't necessarily want to put in concrete ones because it might be obsolete in ten years, but that type of thing. She said there are also special bocce "courts." Wimmer said that the biggest suggestion we get is pickleball. Cambridge has done that, and they've actually started teaching that in school. If we're looking at different type of court that we get a lot of requests on, that would be it. Zdon said it wouldn't have to be centered, it could be to one side and you'd still have room for a shelter and some exercise equipment or something depending on the budget. Garvey said that if we get into a basketball court, or a court like this, it increases the cost significantly; but whereas we have more of a passive type of activity, the cost might not be as high. She agrees that pickleball and basketball are huge right now. The board commented that pickleball might just be a trend. Garvey said that maybe we do a surface that could be multipurpose. It could be something with different stripes for a multipurpose structure. She said she knows we're in the very beginning stages, but those different ideas to start getting cost ideas. Johnson mentioned that there are lot of little kids in that area, from 4 to 12 years of ages. He doesn't know if we can focus on something for them; we're kind of focusing on adult activities more than kids. He's been through there and there a ton of little kids. Zdon said that their nearest playground is what used to be the Tot Lot; Wimmer added that Rum River is close too. Wimmer stated that what we have run into with the play parks is that yeah, they're there now, but 3 years from now they have no interest in doing it. That's why we've tried to mix up with just active space kind of stuff. Everett stated that in her outdoor education experience, if you give kids outdoor space and tell them to entertain themselves, they will. Sometimes just an open space is kind of the best thing, and then people can use it the way they want to instead of being restricted. Garvey said that a lot of the lots around there are smaller where the kids don't have that space they need. It'd be two or three yards wide that they'd need to get a kickball game going or something, so she likes the idea of open space. She mentioned that playground equipment really ups the cost too. Johnson asked if those are the exact measurements. Everett said that they're not; they're just as close as she could get on GIS, but the property lines are not exact in that program. Johnson said it's a pretty large area, there's just the light post and electrical box. Everett stated that to get exact dimensions we'd have to get a survey done and that costs money. This gives us an idea. She said for now, she'll look into options for a multiuse court, maybe there's a cool version of a yard game set up – more of a passive thing, and exercise equipment that could maybe be incorporated into both places. Witte said that he assumes there's exercise equipment for children too. Everett said that there definitely is, and there are some really fun kind of ninja warrior things out now too. Some of those have kid versions up to adult elements in them.

Everett stated that this will come back in the fall; she'll put together some mock-ups for the board. Then we'll just kind of leave it there for now. We're working on doing some comp plan stuff in the next couple of years, so if it makes sense maybe we can do it with some of that. But we don't really want to get it out there until we have money to do it.

5. Parks Updates

Everett said that we're in the thick of things. Passport to Parks is still open. She's hoping to get a lot more of those in. There are a lot out in circulation, and she's had people tell her they're working them. We are planning to split the Grand Prize into three drawings this year. The first 100 people still get their prize when they turn them in. They're due August 3rd.

The July street dance went well. Jonah and the Whales are great to work with. They commented that they love coming here and our crowd is always awesome. She has actually gotten that comment from our food vendors and other bands that they love coming to Isanti because people here are really respectful and everyone is having a good time. It's great to hear that about our community.

Everett provided the schedule for Celebrate Isanti in the agenda. If the board knows of any groups that want to be involved to let her know. She just got the soccer club's registration so they will be there. BMX is planning to be open during the kids festival so people can at least see inside the arena. Public Works has some really cool things going on this year too. They're bringing over all the plow blades for us, and people will get to see the plow. They have a semi trailer with a simulator in it that people will be able to go in and kind of test drive some of the equipment that Public Works uses. That was a partnership with the union, so they're trying to get more people involved with labor jobs as well, but it's at no cost to us. It's a cool chance for people to see what Public Works does for the City. The race is being chip-timed this year. We're still looking for more registrations, but we're getting there. The link is on website. There's a whole page on the website with the detailed event information, so people can be directed there if they have questions, or they can contact Everett. The Street Dance is Bad Girlfriends. The car show is expecting a really good turnout; there used to be a car show in Oak Grove that they're not doing this year. Staff ordered some sunglasses for the event as well.

The farmers market is going really well this year. As of this week, we are almost $200 over our total vendor revenue from last year. And we are 9 out of 19 weeks through the season. It's hard to compare just vendor numbers because we have more new vendors that signed up for full seasons or half seasons this year. It's not a great comparison since we had many vendors just come once or twice last year. As far as how many booths have been full, we're well ahead of last year.

Everett stated that the cedar tree revetment was approved by City Council. The tentative schedule is for that work to be done in October. They will probably deliver the trees the week before. Everett will give an update on that as it gets closer.

Everett had sent out park project emails with updates. VFW park is complete and they're working on Mattson Park this week. We are going to hold off on Bluebird; it has taken longer than anticipated to get more mulch so we want to make sure the park looks good for Celebrate Isanti.

6. Adjournment

Motion by Witte, second by Johnson to adjourn the July 24, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:24 p.m.

Dated at Isanti, Minnesota this 24th day of July, 2018.

Respectfully submitted,

Katie Everett

Katie Everett
Parks, Recreation, and Culture Manager

AGENDA

CITY OF ISANTI
CITY COUNCIL BUDGET WORK SESSION
WEDNESDAY AUGUST 8, 2018 – 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 2019 Preliminary Budgets – Enterprise Funds**
3. **Capital Outlay and Reserve for Replacement**
4. **Determine if Tuesday, August 21, 2018 Work Session is Necessary**

Adjournment

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer & City Council Members**

From: Finance Director Betker

Date: July 30, 2018

Subject: General Fund Budget Updates

Revenues – General Fund

- Local Government Aid was revised downward by $21.00 after the Department of Revenue released final numbers on July 30th. Certified LGA amount for 2019 is $635,435.

Expenditures – Multiple Departments (Pages 46, 44, 50, 24)

- Total Preliminary 2019 Budgeted Expenditures have decreased $2,265 since the first Budget Work Session. This decrease reflects newly projected expenditures for the now filled Maintenance Tech II position approved by Resolution 2018-157. This decrease affects the Streets, General Maintenance, Sanitation, and Parks, Recreation and Culture departments within the General Fund.

Parks, Rec & Culture (Page 24)

- Total Preliminary Budgeted Expenditures have decreased $3,500 since the first Budget Work Session. This decrease reflects a reduction in the total number of linear feet of fencing to be installed at River Bluff Preserve

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer & City Council Members**

From: Finance Director Betker

Date: July 30, 2018

Subject: Review 2019 Preliminary Budgets – Enterprise Funds

Expenditures – All Departments

- All wages include a 3% COLA for 2019 and include the necessary step increases, where applicable.
- Health Insurance is based on 2018 premiums plus 10%.
- Worker's compensation rates are based on 2018 rates and include a 5% inflationary factor.
- Property, liability, and volunteer insurance premiums are based on 2018 rates and include a 7% inflationary factor.
- Dental Insurance is based on 2017 premiums, plus 5%.
- Life/AD&D Insurance rates are unchanged from 2018.
- 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 52-57)

- Water Meters (232) has increased 33% from $15,000 in 2018 to $20,000 in 2019 to account for an upward trend line in actual expenditures.
- 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 $1,443,810. An increase of 4.43% which includes $55,716 in capital outlay expenditures.
- If capital outlay expenses were excluded from the 2018 and 2019 budgets. The year over year increase in expenditures would be 1.82%

Sewer (Pages 58-63)

- Public Facilities Authority Loan Forgiveness, which has been represented annually in the budget as offsetting revenues and expenditures in the amount of $173,893. The debt obligation was officially released earlier in 2018.

- 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 $1,520,503. A decrease of 12.64% which includes $46,360 in capital outlay expenditures.
- If capital outlay expenses were excluded from the 2018 and 2019 budgets. The year over year decrease in expenditures would be 8.37%
- The above mentioned decreases are primarily due to the effects of the PFA loan that was forgiven in 2018 and is no longer represented in the annual budget.

Storm Water (Pages 64-67)

- Professional Services (300) has decreased by more than $27,000 from 2018. A reduction in costs associated with Bolton & Menk providing MS4 assistance, accounts for the entire reduction.
- Engineering Fees (303) have been reduced by $5,000 to better reflect observed actuals.
- Total budgeted expenditures for the Storm Water Fund are $350,396. A decrease of 2.25% from 2018, which includes $143,230 in capital outlay expenditures.
- If capital outlay expenses were excluded from the 2018 and 2019 budgets. The year over year decrease in expenditures would be 1.11%

Liquor Store (Pages 68-71)

- Expenditure items for re-sale are based on 2017 actuals, plus 2.5%.
- Total budgeted expenditures for the Liquor Store Fund are $2,945,083.
- The transfer from the Liquor Store has been budged at $350,000.
- Liquor Sales are based on 2017 actuals, plus 2.5%.

3.

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer & City Council Members**

From: Finance Director Betker

Date: July 31, 2018

Subject: Capital Outlay and Reserve for Replacement

Capital Outlay and Reserve for Replacement (Pages 73-75)

- Included within the packet is a summary of 2019 Capital Outlay Requests that were submitted by Department Heads and currently included in the preliminary 2019 budget. The summary includes estimated project cost as well as identified funding sources.

- $15,000 will be transferred for development of a dog park. This will complete funding for the original request of $25,000 made during the 2018 budget process and allow for work in 2019.

- $14,000 will be transferred for the refurbishment of playground equipment at Bluebird Park. This will complete funding for the original request of $24,000 made during the 2018 budget process and allow for work in 2019.

- $7,500 is allocated for C-I Bike Walk Trail Capital Improvements.

City of Isanti
2019 Preliminary Budget

August 8, 2018 Budget Work Session

2019 Preliminary Budget

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Revenues

REVENUES	2019 Preliminary Budget	2018 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
Property Taxes (Less MVHC Reduction)	$ 2,166,000	$ 2,172,468	$ 2,018,262	$ 1,921,733	$ 1,357,265	$ 1,425,810	$ 1,449,770
Property Taxes (Fire District Budget)		-	-	-	-		-
Property Taxes (Pavement Management)		-	-	-	-	-	-
Property Taxes (Court Ordered Abatements)		-	-	-	-	-	-
Propert Taxes (Compost Site)		-	-	-	-	-	-
Property Taxes (Debt Service Levy)	534,212	530,936	578,475	620,000	-	314,943	426,104
Property Taxes (Abatement Levy)		-	-	-	-	-	-
Special Assessments		-	-	-	-	-	-
PERA Rebate	1,205	1,205	1,205	1,205	1,205	1,205	1,205
Business Licenses	13,000	13,000	11,488	13,350	12,675	11,975	12,200
Non Business Licenses and Permits	200,000	200,000	350,842	355,975	178,442	203,568	80,507
Local Government Aid	635,435	631,811	585,309	581,099	571,231	545,485	313,359
Police State Aid	72,775	62,500	72,777	66,150	55,829	60,928	57,908
Post Training	3,500	3,000	3,497	2,839	3,286	3,218	3,076
County-State Highway Aid		-	-	-	-	-	-
Fines & Forfeits	30,250	25,400	35,023	31,609	26,006	28,407	22,916
Grants & Aids	10,000	5,000	13,406	9,071	22,301	60,460	50,382
Municipal State Aid - Streets	65,864	58,734	58,734	59,117	58,266	54,494	52,167
Administrative Citations	10,000	7,000	12,054	9,150	11,303	5,365	4,700
Charges for Services	4,200	4,200	-	-	-	-	-
General Government	4,000	3,000	4,360	5,853	6,172	3,678	5,860
Planning & Zoning	11,000	8,000	10,935	12,190	8,025	8,331	6,767
Snow Removal		-	16	406	673	1,071	4,785
Weed & Grass		-	1,724	436	89	(1,401)	470
Park & Recreation	1,850	1,850	658	1,864	2,102	1,678	1,980
Public Works-Other	4,700	2,450	6,888	5,215	2,127	5,403	5,350
Police Department	2,800	2,450	3,149	2,070	3,425	3,178	4,379
Community Center Charges	12,000	11,000	17,484	11,233	11,763	12,713	8,010
Rental Fees	1,400	1,400	4,382	7,329	16,058	4,393	9,140
School District Resource Officer	76,000	29,300	28,722	27,738	27,037	20,496	20,496
Lease Revenue	105,037	124,800	126,150	123,741	81,729	20,668	19,593
Transfer of Liquor Store Profits	350,000	350,000	350,000	330,360	300,000	200,000	150,000
Transfer of P&R Dedication Interest		-	-	-	-	-	-
Transfer from EDA to Parks, Rec & Culture	19,150	19,150	19,150	16,150	16,150	16,150	-
Transfer from Technology Fund		-		-	-	-	-
Transfer from Capital Replacement		-		-	-	-	-
Transfer From Railroad Ave Imp Fund		-		-	-	-	-
Transfers to Close Funds		-		-	-	-	-
Transfers to Open Funds			27,032				
Transfer from Community Involvement Fund		-		-	-	-	-
Miscellaneous	27,000	26,000	16,127	39,002	77,958	30,347	27,292
Interest on Investments	20,000	12,000	13,630	11,858	16,766	38,426	(13,765)
Reserved Fund Balance		-		-	-	-	-
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	287,116	-		-	-	-	-
Total	$ 4,668,494	$ 4,306,654	$ 4,371,477	$ 4,266,743	$ 2,867,882	$ 3,080,988	$ 2,724,650

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	2019 Budget	2018 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
Mayor & Council	$ 41,656	$ 41,323	$ 34,436	$ 26,901	$ 39,314	$ 25,533	$ 29,304
Elections	1,350	15,560	1,138	7,788	1,078	4,172	1,128
Financial Administration	483,516	475,141	481,922	483,428	364,956	361,628	381,531
Municipal Building	54,279	40,261	33,705	37,184	52,354	31,127	23,159
Animal Control	4,887	5,309	4,720	4,705	4,903	4,665	4,007
Parks, Rec & Culture	392,584	424,575	364,424	281,854	259,868	311,818	176,905
Planning & Zoning	157,452	121,733	134,645	101,457	84,495	72,202	89,975
Building Inspections	240,835	158,277	162,663	185,276	151,435	123,354	122,344
Economic Development Authority	87,288	92,340	147,400	146,563	92,767	98,140	117,775
Police	1,455,103	1,359,376	1,310,798	1,246,995	1,128,273	1,036,830	969,531
Code Enforcement	52,375	38,730	33,045	39,456	28,634	26,138	18,903
Civil Defense	2,300	2,300	2,140	2,140	2,140	1,386	1,386
General City Maintenance	59,110	54,010	50,898	45,465	129,553	230,060	45,943
Streets	397,895	390,727	355,163	346,287	300,022	373,452	293,871
Street Lighting	60,000	80,000	60,557	71,766	86,329	58,818	59,873
Sanitation	19,790	18,377	16,498	32,983	6,426	6,714	6,468
Fire Protection	233,789	233,593	209,043	203,125	180,256	187,697	151,688
Miscellaneous	-	-	1,232	1,232	2,027	21,400	1,644
Special Projects	137,145						
Txfr to City Hall (Bldg Loan) 2006-2015	-	-	-	-	49,252	49,255	49,255
Txfr to Sewer (3rd Ave Loan) P&I	10,827	9,525	10,502	9,241	10,502	8,669	8,395
Txfr to Water/Sewer (Deer Haven)	3,179	3,179	3,180	3,179	3,180	3,179	3,179
Txfr to Water/Sewer (Hotel Project)	85,000						
Txfr to Liquor (Hotel Project)	53,619						
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	4,960	10,399	10,877	11,630	12,349
Capital Replacement	36,500	27,500	7,498	7,500	-	-	-
G.O. Debt Service	534,212	530,936	578,475	620,000	-	314,943	426,104
Total Expenditures	4,604,691	4,124,004	4,009,040	3,914,924	3,246,439	3,362,810	2,994,717
Estimated Revenues	4,668,494	4,306,654	4,371,477	4,266,743	2,867,882	3,080,988	2,724,650
Surplus/(Deficit)	63,803	182,650	362,437	351,819	(378,558)	(281,821)	(270,067)

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Bond	Project Name	Original Amount	12/31/2018 Bond Payable Balance	Final Maturity	4/30/2018 Cash Balance	Required Levy Amt	2019 Special Assessments	2019 Debt Payment
2006 GO Improvement (Streets)	Dahlin, Richard, Candy, Shawn, Main & Broadway (Fund 918)	$ 2,355,000	$ -	1-Jan-17	$ 59,554	$ -	$ -	$ -
2008 GO Improvement (Streets)	1st & 2nd Ave, Broadway St., Elizabeth St., Alley NNSF; 2007 SE Quadrant Hwy 65 (Fund 919)	1,275,000	-	1-Dec-18	82,439	-	-	-
2009A GO Crossover Refunding	Refunded 2001A GO Imp Bonds (Fund 928 was 914)	610,000	-	1-Dec-17	45,082	-		-
2010B GO Improvement Refunding	Refunded 2003 and 2004 GO Impr Bonds (Fund 929 was 915 and 916)	1,825,000	1,030,000	1-Dec-21	716,372	**250,000**		321,215
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	340,000	1-Feb-22	115,372	**8,909**	24,548	87,538
2014A GO Tax Abatement Bonds	BMX Facility and Related Site Improvements (Fund 931)	2,560,000	2,120,000	1-Feb-30	32,498	**223,611**	-	209,513
2014B General Obligation Bonds (Equipment Portion)	Capital Equipment (Fund 932)	390,000	270,000	1-Feb-24	7,093	**51,692**	-	49,500
Total			**$ 3,760,000**		**$ 1,058,410**	**$ 534,212**	**$ 24,548**	**$ 667,766**

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)	$ 8,909
2014A GO Tax Abatement Bonds (Fund 931)	$ 223,611
2014B General Obligation Bonds (Fund 932)	$ 51,692
Total Debt Service	**$ 534,212**

Pay 2019

JOB CLASSIFICATION 2019	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	$8,126.22	$8,444.00	$8,761.79	$9,079.57	$9,397.36	$9,715.14	$10,032.93
per hour		$46.88	$48.72	$50.55	$52.38	$54.22	$56.05	$57.88
per year		$97,514.62	$101,328.04	$105,141.46	$108,954.88	$112,768.30	$116,581.73	$120,395.15
Finance Director	665	$7,100.12	$7,377.77	$7,655.43	$7,933.09	$8,210.75	$8,488.41	$8,766.07
per hour		$40.96	$42.56	$44.17	$45.77	$47.37	$48.97	$50.57
per year		$85,201.40	$88,533.29	$91,865.19	$95,197.09	$98,528.99	$101,860.89	$105,192.79
Public Services Director/Asst. City Administrator	650	$6,844.70	$7,112.37	$7,380.04	$7,647.71	$7,915.38	$8,183.05	$8,450.72
per hour		$39.49	$41.03	$42.58	$44.12	$45.67	$47.21	$48.75
per year		$82,136.39	$85,348.43	$88,560.47	$91,772.51	$94,984.54	$98,196.58	$101,408.62
Police Chief	643	$6,660.36	$6,920.82	$7,181.28	$7,441.74	$7,702.20	$7,962.66	$8,223.12
per hour		$38.43	$39.93	$41.43	$42.93	$44.44	$45.94	$47.44
per year		$79,924.28	$83,049.82	$86,175.35	$89,300.88	$92,426.41	$95,551.94	$98,677.47
Community Development Director	511	$6,017.83	$6,253.16	$6,488.50	$6,723.83	$6,959.16	$7,194.50	$7,429.83
per hour		$34.72	$36.08	$37.43	$38.79	$40.15	$41.51	$42.86
per year		$72,213.93	$75,037.94	$77,861.95	$80,685.96	$83,509.96	$86,333.97	$89,157.98
Economic Development Director	417	$5,955.59	$6,188.49	$6,421.39	$6,654.29	$6,887.19	$7,120.10	$7,353.00
per hour		$34.36	$35.70	$37.05	$38.39	$39.73	$41.08	$42.42
per year		$71,467.12	$74,261.93	$77,056.73	$79,851.53	$82,646.34	$85,441.14	$88,235.94
Police Lieutenant	394	$5,205.07	$5,408.62	$5,612.17	$5,815.72	$6,019.27	$6,222.82	$6,426.37
per hour		$30.03	$31.20	$32.38	$33.55	$34.73	$35.90	$37.08
per year		$62,460.83	$64,903.43	$67,346.04	$69,788.64	$72,231.24	$74,673.84	$77,116.45
Liquor Store Manager	358	$5,159.15	$5,360.91	$5,562.66	$5,764.42	$5,966.17	$6,167.92	$6,369.68
per hour		$29.76	$30.93	$32.09	$33.26	$34.42	$35.58	$36.75
per year		$61,909.82	$64,330.88	$66,751.93	$69,172.99	$71,594.04	$74,015.10	$76,436.15
Police Investigator	297	$4,979.87	$5,163.60	$5,347.33	$5,529.33	$5,713.07	$5,896.80	$6,080.53
per hour		$28.73	$29.79	$30.85	$31.90	$32.96	$34.02	$35.08
per year		$59,758.40	$61,963.20	$64,168.00	$66,352.00	$68,556.80	$70,761.60	$72,966.40
Human Resources/City Clerk	280	$5,063.11	$5,261.11	$5,459.11	$5,657.11	$5,855.11	$6,053.11	$6,251.11
per hour		$29.21	$30.35	$31.49	$32.64	$33.78	$34.92	$36.06
per year		$60,757.36	$63,133.35	$65,509.34	$67,885.32	$70,261.31	$72,637.29	$75,013.28
Building Official	280BO	$4,607.81	$4,788.01	$4,968.20	$5,148.39	$5,328.59	$5,508.78	$5,688.97
per hour		$26.58	$27.62	$28.66	$29.70	$30.74	$31.78	$32.82
per year		$55,293.74	$57,456.07	$59,618.39	$61,780.72	$63,943.04	$66,105.37	$68,267.69
Parks, Recreation & Culture Manager	242	$4,374.07	$4,545.12	$4,716.17	$4,887.23	$5,058.28	$5,229.33	$5,400.39
per hour		$25.24	$26.22	$27.21	$28.20	$29.18	$30.17	$31.16
per year		$52,488.81	$54,541.45	$56,594.08	$58,646.72	$60,699.35	$62,751.99	$64,804.62
Assistant Finance Director	233	$4,193.21	$4,357.19	$4,521.17	$4,685.15	$4,849.13	$5,013.11	$5,177.09
per hour		$24.19	$25.14	$26.08	$27.03	$27.98	$28.92	$29.87
per year		$50,318.52	$52,286.28	$54,254.05	$56,221.81	$58,189.57	$60,157.33	$62,125.10
Community Events/Parks Coordinator	230	$3,952.48	$4,107.04	$4,261.61	$4,416.18	$4,570.74	$4,725.31	$4,879.88
per hour		$22.80	$23.69	$24.59	$25.48	$26.37	$27.26	$28.15
per year		$47,429.74	$49,284.53	$51,139.32	$52,994.12	$54,848.91	$56,703.71	$58,558.50

Pay 2019

JOB CLASSIFICATION 2019	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
Asst Liquor Store Manager	195	$3,712.94	$3,858.14	$4,003.34	$4,148.54	$4,293.74	$4,438.94	$4,584.14
per hour		$21.42	$22.26	$23.10	$23.93	$24.77	$25.61	$26.45
per year		$44,555.33	$46,297.72	$48,040.11	$49,782.50	$51,524.88	$53,267.27	$55,009.66
Police Secretary/Administrative Assist.	183	$3,631.78	$3,773.81	$3,915.83	$4,057.86	$4,199.89	$4,341.91	$4,483.94
per hour		$20.95	$21.77	$22.59	$23.41	$24.23	$25.05	$25.87
per year		$43,581.42	$45,285.72	$46,990.02	$48,694.32	$50,398.62	$52,102.92	$53,807.22
Utility Billing Clerk/Accounting Clerk	173	$3,431.18	$3,565.36	$3,699.54	$3,833.72	$3,967.90	$4,102.08	$4,236.26
per hour		$19.80	$20.57	$21.34	$22.12	$22.89	$23.67	$24.44
per year		$41,174.17	$42,784.34	$44,394.50	$46,004.66	$47,614.82	$49,224.99	$50,835.15
Receptionist/Utility Billing Clerk	150	$3,157.23	$3,280.70	$3,404.17	$3,527.64	$3,651.10	$3,774.57	$3,898.04
per hour		$18.21	$18.93	$19.64	$20.35	$21.06	$21.78	$22.49
per year		$37,886.82	$39,368.43	$40,850.03	$42,331.64	$43,813.25	$45,294.86	$46,776.46
Receptionist/Secretary/Data Entry	144	$3,035.80	$3,154.52	$3,273.24	$3,391.95	$3,510.67	$3,629.39	$3,748.11
per hour		$17.51	$18.20	$18.88	$19.57	$20.25	$20.94	$21.62
per year		$36,429.59	$37,854.22	$39,278.84	$40,703.46	$42,128.08	$43,552.70	$44,977.32
MS4 Technician	142	$2,967.34	$3,083.38	$3,199.43	$3,315.47	$3,431.51	$3,547.55	$3,663.59
per hour		$17.12	$17.79	$18.46	$19.13	$19.80	$20.47	$21.14
Administrative Data Clerk	125	$2,694.94	$2,800.32	$2,905.71	$3,011.10	$3,116.49	$3,221.88	$3,327.27
per hour		$15.55	$16.16	$16.76	$17.37	$17.98	$18.59	$19.20
Liquor Store Clerk II	125	$2,694.94	$2,800.32	$2,905.71	$3,011.10	$3,116.49	$3,221.88	$3,327.27
per hour		$15.55	$16.16	$16.76	$17.37	$17.98	$18.59	$19.20
Liquor Store Clerk III	125	$2,457.59	$2,553.69	$2,649.80	$2,745.91	$2,842.01	$2,938.12	$3,034.23
per hour		$14.18	$14.73	$15.29	$15.84	$16.40	$16.95	$17.51
Liq. Store Clerk less than 20	125	$2,001.62	$2,079.90	$2,158.17	$2,236.45	$2,314.73	$2,393.00	$2,471.28
per hour		$11.55	$12.00	$12.45	$12.90	$13.35	$13.81	$14.26
PT Custodian	125	$2,000.25	$2,078.47	$2,156.69	$2,234.91	$2,313.14	$2,391.36	$2,469.58
per hour		$11.54	$11.99	$12.44	$12.89	$13.35	$13.80	$14.25
		Start	**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**	**STEP 6**
Police Lieutenant	394	$6,578.00	$6,756.53	$6,881.33				
per hour		$37.95	$38.98	$39.70				
per year		$78,936.00	$81,078.40	$82,576.00				
Police Officer (Union)	280	$4,910.53	$5,078.67	$5,252.00	$5,434.00	$5,621.20	$5,806.67	$5,997.33
per hour		$28.33	$29.30	$30.30	$31.35	$32.43	$33.50	$34.60
per year		$58,926.40	$60,944.00	$63,024.00	$65,208.00	$67,454.40	$69,680.00	$71,968.00
Police Officer (Non-Union)	280	$4,823.87	$4,992.00	$5,165.33	$5,347.33	$5,534.53	$5,720.00	$5,910.67
per hour		$27.83	$28.80	$29.80	$30.85	$31.93	$33.00	$34.10
per year		$57,886.40	$59,904.00	$61,984.00	$64,168.00	$66,414.40	$68,640.00	$70,928.00
		Start	**6 Months**	**1 Year**	**2 Year**	**3 Year**	**4 Year**	**5 Year**
Maintenance Tech I (Union)		$2,974.37	$3,086.84	$3,201.10	$3,317.15	$3,433.20	$3,549.24	$3,668.86
per hour		$17.16	$17.81	$18.47	$19.14	$19.81	$20.48	$21.17
per year		$35,692.38	$37,042.10	$38,413.23	$39,805.79	$41,198.35	$42,590.91	$44,026.32
Maintenance Tech II (Union)	188	$3,683.14	$3,825.97	$3,968.80	$4,113.41	$4,254.45	$4,402.63	$4,547.24
per hour		$21.25	$22.07	$22.90	$23.73	$24.54	$25.40	$26.23
per year		$44,197.71	$45,911.63	$47,625.55	$49,360.90	$51,053.39	$52,831.58	$54,566.93
Equipment Mechanic (Union)		$4,034.85	$4,188.39	$4,345.50	$4,502.61	$4,661.51	$4,820.40	$4,981.08
per hour		$23.28	$24.16	$25.07	$25.98	$26.89	$27.81	$28.74
per year		$48,418.24	$50,260.70	$52,146.02	$54,031.33	$55,938.06	$57,844.80	$59,772.96
Working Foreman/Leadman (Union)	280	$4,681.14	$4,706.14	$4,882.89	$5,063.21	$5,241.74	$5,413.13	$5,593.45
per hour		$27.01	$27.15	$28.17	$29.21	$30.24	$31.23	$32.27
per year		$56,173.73	$56,473.66	$58,594.64	$60,758.46	$62,900.86	$64,957.57	$67,121.39

NOTE: 1st step is after 6 months

EEs

	By Department		Annual Hours	Hourly Rate	2019 Salary	2019 Sick Pay	2019 Holiday	2019 Certificates	2019 HINS	2019 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.95% Police Retirement	Assume +10% over 2018 Premiums Health	Assume +5% over 2018 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +5% over 2018 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					
9411	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	$ 23,908.30				$ 600.00					$ 600.00	$ 45.90					
9411	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					
9411	100%	Parks/Rec/Cult			$ 1,800.00					$ 1,800.00	$ 137.70	$ -	$ -	$ -	$ -	$ -
Planning Commission																
5 City Council Members					$ 3,000.00					$ 3,000.00	$ 229.50					
2 Members					$ 600.00					$ 600.00	$ 45.90					
9411	100%	Plan/Zone			$ 3,600.00					$ 3,600.00	$ 275.40	$ -	$ -	$ -	$ -	$ -
Finance Committee																
2 City Council Members					$ 2,400.00					$ 2,400.00	$ 183.60					
	354577%									$ -	$ -					
9411	100%	Admin			$ 2,400.00					$ 2,400.00	$ 183.60	$ -	$ -	$ -	$ -	$ -
Personnel Committee	35792%															
2 City Council Members					$ 2,400.00					$ 2,400.00	$ 183.60					
										$ -	$ -					
9411	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								$ -	$ -					
9411	50%	Plan/Zone			$ 2,400.00					$ 2,400.00	$ 183.60	$ -	$ -	$ -	$ -	$ -
Police Committee																
2 City Council Members					$ 400.00					$ 400.00	$ 30.60					
										$ -	$ -					
9411	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								$ -	$ -					
9411	25%	Storm Water			$ 400.00					$ 400.00	$ 30.60	$ -	$ -	$ -	$ -	$ -
Liquor Committee																
2 City Council Members					$ 1,200.00					$ 1,200.00	$ 91.80					
										$ -	$ -					
9411	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								$ -	$ -					
9411	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					
r										$ -	$ -					
9411	100%	Council			$ 3,150.00					$ 3,150.00	$ 240.98	$ -	$ -	$ -	$ -	$ -

		By Department	Annual Hours	Hourly Rate	2019 Salary	2019 Sick Pay	2019 Holiday	2019 Certificates	2019 HINS	2019 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.95% Police Retirement	Assume +10% over 2018 Premiums Health	Assume +5% over 2018 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +5% over 2018 Rates adjust for EXP MOD Workers Comp
Administration Department																
Asst. City Admin / Speci	8810	74.2% Spec. Projects								$ 122,739.38	$ 9,389.56	$ 9,205.45	$ 22,230.91	$ 1,608.39	$ 69.00	$ 927.91
1/1/19	Step 7		2,080	$57.88	$120,395.15	$ 2,344.23										
		10.0% Liquor														
		9.0% Sewer														
		6.8% Water														
City Administrator	8810	69.0% Admin								$ 118,371.10	$ 9,055.39	$ 8,877.83	$ 22,230.91	$ -	$ 69.00	$ 894.89
1/1/19	Step 6	5.2% Bldg Insp	1,104	$56.05	$ 61,877.99											
7/11/19	Step 7	10.0% Liquor	976	$57.88	$ 56,493.11											
		9.0% Sewer														
		6.8% Water														
Finance Director	8810	71.7% Admin								$ 97,093.71	$ 7,427.67	$ 7,282.03	$ 22,230.91	$ 1,608.39	$ 69.00	$ 734.03
1/1/19	Step 4	2.5% Bldg Insp	896	$45.77	$ 41,007.98											
6/5/19	Step 5	10.0% Liquor	1,184	$47.37	$ 56,085.73											
		9.0% Sewer														
		6.8% Water														
HR Director / City Clerk	8810	74.2% Admin								$ 64,330.48	$ 4,921.28	$ 4,824.79	$ 10,117.80	$ 529.20	$ 69.00	$ 371.51
1/1/19	Step 2	10.0% Liquor	1,032	$30.35	$ 31,323.85											
6/30/19	Step 3	9.0% Sewer	1,048	$31.49	$ 33,006.63											
		6.8% Water														
Administrative Data Cler	8810	74.2% Admin								$ 23,966.49	$ 1,833.44	$ 1,797.49	$ -	$ -	$ -	$ 181.19
1/1/19	Step 5	10.0% Liquor	325	$17.98	$ 5,843.42											
est. 3/31/2019	Step 6	9.0% Sewer	975	$18.59	$ 18,123.07											
		6.8% Water														
EDA Director	8810	100.0% EDA	2,080	$42.42	$ 88,235.94					$ 88,235.94	$ 6,750.05	$ 6,617.70	$ 22,230.91	$ 1,608.39	$ 69.00	$ 667.06
1/1/19	Step 7															
Asst Finance Director	8810	69.0% Admin								$ 62,125.10	$ 4,752.57	$ 4,659.38	$ 10,117.80	$ 529.20	$ 69.00	$ 469.67
1/1/19	Step 7	5.2% Bldg Insp	2,080	$29.87	$ 62,125.10											
		10.0% Liquor														
		9.0% Sewer														
		6.8% Water														
Receptionist / Utility Bill	8810	5% Liquor								$ 46,776.46	$ 3,578.40	$ 3,508.23	$ 22,230.91	$ 1,608.39	$ 69.00	$ 353.63
1/1/19	Step 7	25% Sewer														
		25% Water	2,080	$22.49	$ 46,776.46											
		25% Admin														
		10% Bldg Insp														
		3.5% Plan/Zone														
		3.0% EDA														
		3.5% Parks/Rec/Cult														
Utility Billing / Accountii	8810	45.0% Water							WAIVE	$ 44,134.40	$ 3,763.29	$ 3,310.08	$ 5,058.90	$ 1,608.39	$ 69.00	$ 333.66
1/1/19	Step 2	45.0% Sewer	336	$20.57	$ 6,911.32											
2/27/19	Step 3	10.0% Storm Water	1,744	$21.34	$ 37,223.08											
TOTAL ADMINISTRATION DEPARTMENT										$ 667,773.06	$ 51,471.64	$ 50,082.98	$ 136,449.06	$ 9,100.35	$ 552.00	$ 4,933.53
Community Development Department																
Community Developmen	9410	80% Plan/Zone								$ 79,512.91	$ 6,082.74	$ 5,963.47	$ 10,117.80	$ 529.20	$ 69.00	$ 601.12
1/1/19	Step 3	10% Bldg Insp	864	$37.43	$ 32,342.66											
5/30/19	Step 4	10% Code Enforce	1,216	$38.79	$ 47,170.25											
Planner	9410	50% Code Enforce							WAIVE	$ 50,886.07	$ 4,279.79	$ 3,816.46	$ 5,058.90	$ 529.20	$ 69.00	$ 384.70
1/1/19	Step 2	50% Bldg Insp	284	$23.69	$ 6,729.23											
4/9/19	Step 3		1,796	$24.59	$ 44,156.84											
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT										$ 130,398.98	$ 10,362.53	$ 9,779.92	$ 15,176.70	$ 1,058.40	$ 138.00	$ 985.82

		By Department	Annual Hours	Hourly Rate	2019 Salary	2019 Sick Pay	2019 Holiday	2019 Certificates	2019 HINS	2019 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.95% Police Retirement	Assume +10% over 2018 Premiums Health	Assume +5% over 2018 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +5% over 2018 Rates adjust for EXP MOD Workers Comp
Police Department																
Chief	7720	100% Police								$ 100,954.64	$ 1,463.84	$ 17,111.81	$ 22,230.91	$ 1,608.39	$ 69.00	$ 4,685.30
1/1/19	Step 7		2,080	$47.44	$ 98,677.47	$ 2,277.17										
Lieutenant	7720	100% Police								$ 84,664.56	$ 1,227.64	$ 14,350.64	$ 22,230.91	$ 1,608.39	$ 69.00	$ 3,929.28
1/1/19	Step 1		2,080	$38.98	$ 81,078.40		$ 3,586.16									
Investigator	7720	100% Police							WAIVE	$ 79,742.00	$ 1,229.61	$ 13,516.27	$ 5,058.90	$ 1,608.39	$ 69.00	$ 3,700.83
1/1/19	Step 7		320	$35.78	$ 11,450.11											
2/25/19			1,760	$36.48	$ 64,210.43		$ 3,356.45	$ 725.00								
Officer	7720	100% Police							WAIVE	$ 68,237.60	$ 1,062.80	$ 11,566.27	$ 5,058.90	$ -	$ 69.00	$ 3,166.91
1/1/19	Step 2		552	$ 30.30	$ 16,725.60											
4/7/19	Step 3		1,528	$ 31.35	$ 47,902.80		$ 2,884.20	$ 725.00								
Officer	7720	100% Police							WAIVE	$ 80,385.27	$ 1,238.94	$ 13,625.30	$ 5,058.90	$ 1,608.39	$ 69.00	$ 3,730.68
1/1/19	Step 6		2,080	$ 36.68	$ 76,286.08	$ -	$ 3,374.19	$ 725.00								
Officer	7720	100% Police								$ 81,962.34	$ 1,188.45	$ 13,892.62	$ 22,230.91	$ 1,608.39	$ 69.00	$ 3,803.87
1/1/18	Step 6		2,080	$ 36.68	$ 76,286.08	$ 1,577.07	$ 3,374.19	$ 725.00								
Officer	7720	100% Police								$ 64,034.80	$ 928.50	$ 10,853.90	$ 10,117.80	$ 529.20	$ 69.00	$ 2,971.86
1/1/19	Start		248	$ 28.33	$ 7,025.84	$ -	$ 2,606.36	$ 725.00								
2/12/19	Step 1		1,832	$ 29.30	$ 53,677.60											
Officer	7720	100% Police								$ 78,882.25	$ 1,143.79	$ 13,370.54	$ 22,230.91	$ -	$ 69.00	$ 3,660.93
1/1/19	Step 6		2,080	$ 35.98	$ 74,846.72	$ -	$ 3,310.53	$ 725.00								
Officer	7720	100% Police								$ 79,073.24	$ 1,146.56	$ 13,402.91	$ 22,230.91	$ 1,608.39	$ 69.00	$ 3,669.79
1/1/19	Step 6		2,080	$ 35.29	$ 73,407.36	$ 1,694.02	$ 3,246.86	$ 725.00								
Police Secretary	8810	100% Police								$ 54,531.55	$ 4,171.66	$ 4,089.87	$ 22,230.91	$ 1,127.07	$ 69.00	$ 412.26
1/1/19	Step 7		2,080	$25.87	$ 53,807.22	$ 724.33										
PT Data Entry Clerk	8810	100% Police								$ 22,272.91	$ 1,703.88	$ 1,670.47	$ -	$ -	$ -	$ 168.38
1/1/19	Step 6		315	$20.94	$ 6,595.72											
4/15/19	Step 7		725	$21.62	$ 15,677.19											
TOTAL POLICE DEPARTMENT										$ 794,741.16	$ 16,505.69	$ 127,450.61	$ 158,679.97	$ 11,306.61	$ 690.00	$ 33,900.08

		By Department	Annual Hours	Hourly Rate	2019 Salary	2019 Sick Pay	2019 Holiday	2019 Certificates	2019 HINS	2019 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.95% Police Retirement	Assume +10% over 2018 Premiums Health	Assume +5% over 2018 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +5% over 2018 Rates adjust for EXP MOD Workers Comp
Public Services Department		21.2% Streets														
Public Services Director	5506	4.1% Gen Maint								$ 88,560.47	$ 6,774.88	$ 6,642.04	$ 22,230.91	$ 1,608.39	$ 69.00	$ 511.44
1/1/19	Step 3	1.0% Sanitation	2,080	$42.58	$ 88,560.47											
		25.0% Parks/Rec/Cult														
		4.3% Storm Water														
		18.6% Water														
		25.8% Sewer														
Mntc Tech II	5506	24.6% Streets								$ 61,388.32	$ 4,696.21	$ 4,604.12	$ 22,230.91	$ 1,608.39	$ 69.00	$ 1,533.33
1/1/19	Year 5	4.8% Gen Maint	2,080	$ 26.23	$ 54,566.93											$ 299.19
C/D Licenses, Utility Lead		1.1% Sanitation	2,080	$ 2.75	$ 5,720.00											$ 68.56
		13.1% Parks/Rec/Cult			$ 60,286.93	$ 1,101.40										$ 816.53
		5.0% Storm Water														$ 311.65
		21.5% Water														$ 1,340.11
		29.9% Sewer														$ 1,863.69
Mntc Tech II	5506	24.6% Streets								$ 59,427.27	$ 4,546.19	$ 4,457.05	$ 22,230.91	$ 1,127.07	$ 69.00	$ 1,484.35
1/1/19	Year 5	4.8% Gen Maint	2,080	$ 26.23	$ 54,566.93											$ 289.63
C/D, Pest Licenses		1.1% Sanitation	2,080	$ 2.20	$ 4,576.00											$ 66.37
		13.1% Parks/Rec/Cult			$ 59,142.93	$ 284.34										$ 790.45
		5.0% Storm Water														$ 301.70
		21.5% Water														$ 1,297.30
		29.9% Sewer														$ 1,804.15
Foreman	5506	24.6% Streets							WAIVE	$ 68,149.25	$ 5,600.42	$ 5,111.19	$ 5,058.90	$ 1,608.39	$ 69.00	$ 1,702.21
1/1/19	Year 3	4.8% Gen Maint	1,400	$ 30.24	$ 42,337.12											$ 332.14
9/2/19	Year 4	1.1% Sanitation	680	$ 31.23	$ 21,236.13											$ 76.11
C/D, Mech, Pest Licenses		13.1% Parks/Rec/Cult	2,080	$ 2.20	$ 4,576.00											$ 906.46
		5.0% Storm Water			$ 68,149.25											$ 345.98
		21.5% Water														$ 1,487.70
		29.9% Sewer														$ 2,068.94
Mntc Tech II	5506	24.6% Streets								$ 48,586.00	$ 3,716.83	$ 3,643.95	$ 22,230.91	$ 1,608.39	$ 69.00	$ 1,213.56
1/1/19	Start	4.8% Gen Maint	72	$ 21.25	$ 1,530.00											$ 236.79
1/11/19	6 months	1.1% Sanitation	1,040	$ 22.07	$ 22,952.80											$ 54.26
7/11/19	1 Year	13.1% Parks/Rec/Cult	968	$ 22.90	$ 22,167.20											$ 646.25
	C/D Licenses	5.0% Storm Water		$ 2.00	$ 1,936.00											$ 246.66
		21.5% Water			$ 48,586.00											$ 1,060.63
		29.9% Sewer														$ 1,475.02
Mntc Tech II	5506	24.6% Streets								$ 59,142.93	$ 4,524.43	$ 4,435.72	$ 22,230.91	$ 1,608.39	$ 69.00	$ 1,477.25
1/1/19	Year 5	4.8% Gen Maint	2,080	$ 26.23	$ 54,566.93											$ 288.24
C/D, Pest Licenses		1.1% Sanitation	2,080	$ 2.20	$ 4,576.00											$ 66.06
		13.1% Parks/Rec/Cult			$ 59,142.93											$ 786.67
		5.0% Storm Water														$ 300.25
		21.5% Water														$ 1,291.09
		29.9% Sewer														$ 1,795.52
Equipment Mechanic	7520	24.6% Streets								$ 59,187.10	$ 4,527.81	$ 4,439.03	$ 22,230.91	$ 1,127.07	$ 69.00	$ 1,478.35
1/1/19	Year 4	4.8% Gen Maint	632	$ 27.81	$ 17,575.92											$ 288.46
4/19/19	Year 5	1.1% Sanitation	1,448	$ 28.74	$ 41,611.18											$ 66.11
		13.1% Parks/Rec/Cult			$ 59,187.10											$ 787.25
		5.0% Storm Water														$ 300.48
		21.5% Water														$ 1,292.06
		29.9% Sewer														$ 1,796.86
Mntc Tech I	5506	50.0% Streets								$ 37,790.95	$ 2,891.01	$ 2,834.32	$ 10,117.80	$ 529.20	$ 69.00	$ 1,918.55
1/1/19	6 month	25.0% Parks/Rec/Cult	944	$ 17.81	$ 16,811.41											$ 959.28
6/13/19	1 Year	25.0% Storm Water	1,136	$ 18.47	$ 20,979.53											$ 959.28
			2,080	$ -	$ -											
					$ 37,790.95											
Parks, Recreation & Cult	9102	100.0% Parks/Rec/Cult								$ 60,154.61	$ 4,601.83	$ 4,511.60	$ 10,117.80	$ 529.20	$ 69.00	$ 3,322.34
1/1/19	Step 4		552	$28.20	$ 15,563.94											
4/6/19	Step 5		1,528	$29.18	$ 44,590.68											

		By Department	Annual Hours	Hourly Rate	2019 Salary	2019 Sick Pay	2019 Holiday	2019 Certificates	2019 HINS	2019 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.95% Police Retirement	Assume +10% over 2018 Premiums Health	Assume +5% over 2018 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +5% over 2018 Rates adjust for EXP MOD Workers Comp
Custodian	9102	100.0% Parks/Rec/Cult														
1/1/19	Step 1		624	$11.54	$ 7,200.89					$ 7,200.89	$ 550.87	$ 540.07	$ -	$ -	$ -	$ 405.28
MS4 TECH	9410	100.0% Storm Water														
1/1/19	Step 2		1,040	$17.79	$ 18,500.31					$ 18,500.31	$ 1,415.27	$ 1,387.52	$ -	$ -	$ -	$ 1,041.23
est. 8/1/2020	Step 3															
TOTAL PUBLIC SERVICES DEPARTMENT										$ 568,088.09	$ 43,845.75	$ 42,606.61	$ 158,679.97	$ 11,354.49	$ 621.00	$ 45,251.76
Liquor Store																
Manager	8017	100% Liquor								$ 76,436.15	$ 5,847.37	$ 5,732.71	$ 22,230.91	$ 1,608.39	$ 69.00	$ 3,523.32
1/1/19	Step 7		2,080	$36.75	$ 76,436.15											
Asst. Manger	8017	100% Liquor								$ 47,075.09	$ 3,601.24	$ 3,530.63	$ 10,117.80	$ 529.20	$ 69.00	$ 2,169.93
1/1/19	Step 2		1,152	$22.26	$ 25,641.81											
7/19/19	Step 3		928	$23.10	$ 21,433.28											
Clerk II	8017	100% Liquor								$ 24,965.80	$ 1,909.88	$ 1,872.43	$ 7,588.35	$ 396.90	$ 51.75	$ 1,150.80
1/1/19	Step 1		390	$15.55	$ 6,063.61											
4/1/19 Est.	Step 2		1,170	$16.16	$ 18,902.19											
Clerk III	8017	100% Liquor								$ 18,386.60	$ 1,406.57	$ 1,378.99	$ -	$ -	$ -	$ 847.53
1/1/19	Step 2		1,248	$14.73	$ 18,386.60											
Clerk III	8017	100% Liquor								$ 18,386.60	$ 1,406.57	$ 1,378.99	$ -	$ -	$ -	$ 847.53
1/1/19	Step 2		1,248	$14.73	$ 18,386.60											
	8017	100% Liquor								$ 55,100.52	$ 4,215.19	$ 4,132.54	$ -	$ -	$ -	$ 2,539.86
PT Clerk	Step 2		780	$12.00	$ 9,359.54											
PT Clerk	Step 1		780	$11.55	$ 9,007.30											
PT Clerk	Step 1		780	$11.55	$ 9,007.30											
PT Clerk	Step 1		780	$11.55	$ 9,007.30											
PT Clerk	Step 2		780	$12.00	$ 9,359.54											
PT Clerk	Step 2		780	$12.00	$ 9,359.54											
Total Part Time Clerks					$ 55,100.52											
TOTAL LIQUOR STORE										$ 240,350.76	$ 18,386.83	$ 18,026.31	$ 39,937.06	$ 2,534.49	$ 189.75	$ 11,078.97

Wages & Benefits By Dept

Total Wages and Benefts
Allocated by Department:

Mayor & Council	$	26,834
Finance/Adiministration	$	372,849
Special Projects	$	123,299
Municipal Building	$	215
Parks, Rec & Culture	$	224,653
Planning & Zoning	$	96,503
Building Inspections	$	70,285
EDA	$	137,996
Police	$	1,218,404
Code Enforcement	$	42,606
Liquor	$	399,480
Public Works:		
Streets	$	207,957
General Mntc	$	33,193
Sanitation	$	15,009
Storm Water	$	77,248
Water	$	249,584
Sewer	$	319,478
Total	**$**	**3,615,593**

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		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 24,927	$ 24,927	$ 24,927	$ 22,582	$ 22,141	$ 23,027	$ 15,277	$ 15,277
	Mayor	5,225								
	City Council Members	16,552								
	Other Commissions, Boards & Advisory Comm	3,150								
120	**Employer Contrib Ret General**		1,907	1,907	1,907	1,459	1,694	1,761	1,169	1,169
	FICA/Medicare - 7.65%									
151	**Worker's Comp Benefit**				-	21	88			
200	**Office Supplies (GENERAL)**		125	125	150	-	16	124	96	136
	Water/Name Plates									
208	**Training and Instruction**		4,750	4,750	4,750	919	400	2,294	610	1,163
	5 Members @ $750 Each	3,750								
	Goal Setting/Strategic Planning	1,000								
303	**Engineering Fees**		150	150	150	-	-	-	-	-
305	**Technology**		1,000	1,000	1,535	-	498	481	1,080	1,460
	Council Chambers Equip Maint & Support	1,000								
	Switch Sound Convertor Software									
351	**Legal Notices Publishing**		2,500	2,500	3,000	1,452	1,833	2,370	1,991	4,468
361	**General Liability Insurance**		160	144	139	150	138	170	126	112
	Property/Liability/Volunteer Insurance	150								
433	**Dues and Subscriptions**		6,137	5,820	5,994	7,753	-	9,088	5,185	5,519
	League of MN Cities	6,107								
	LMC MN Mayors Association	30								
437	**Other Miscellaneous**			-	-	101	94	-	-	-
439	**Election Expenses**			-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 41,656**	**$ 41,323**	**$ 42,553**	**$ 34,436**	**$ 26,901**	**$ 39,314**	**$ 25,533**	**$ 29,304**

Elections-41200

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**			$ 5,560	$ -	$ -	$ 4,863	$ -	$ 2,690	$ -
200	**Office Supplies (GENERAL)**		100	100	100	-	5	-	72	-
208	**Training and Instruction**			1,300	-	-	1,126	-	601	-
	Election Judge Training									
	Mileage									
303	**Engineering Fees**			-	-		-	94		
351	**Legal Notices Publishing**		250	200	250	-	111	-	164	-
361	**General Liability Insurance**			-	-	-	-	13	2	23
	Property/Liability/Volunteer Insurance									
439	**Election Expenses**		1,000	8,400	7,000	1,138	1,683	971	643	1,105
	Election Prep									
	Primary/General Meals									
	Misc Maint. Costs	1,000								
	1 Automark machine (50% - split w/county)									
	2 DS200 voting machines (50% - split w/Cty)									
	Ballot Cost									
	Voting Stands									
	Voting Signs									
TOTAL BUDGET/EXPENDITURES			**$ 1,350**	**$ 15,560**	**$ 7,350**	**$ 1,138**	**$ 7,788**	**$ 1,078**	**$ 4,172**	**$ 1,128**

AdminFin-41500

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		276,169	$ 272,678	$ 261,615	$ 274,277	$ 248,171	$ 220,807	$ 212,634	$ 206,347
	City Administrator	81,676								
	Finance Director	69,616								
	HR/City Clerk	47,733								
	Administrative Data Clerk	17,783								
	Asst Finance Director	42,866								
	Receptionist/Data Entry/Utility Clerk	11,694								
	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**		13,240	12,420	12,420	7,944	11,144	10,988	13,263	10,284
	Codification Maintenance Fee	1,000								
	Isantian Newsletter	8,000								
	BCBS Wellness Prog.	240								
	Code Update	4,000								
120	**Employer Contrib Ret General**		41,480	40,951	39,467	40,105	36,673	31,970	31,188	29,718
	PERA 7.5%									
	FICA/Medicare - 7.65%	-								
130	**Employer Paid Ins General**		53,852	50,760	41,517	51,949	30,348	25,053	39,544	34,603
142	**Unemployment Comp Benefit**			-	-	48	184	-	-	-
151	**Worker's Comp Benefit**		1,349	2,293	2,095	1,992	2,323	2,650	1,554	1,693
200	**Office Supplies (GENERAL)**		3,640	3,500	3,250	3,465	3,838	3,736	2,992	2,174
	Misc (Envelopes, Letterhead, Toner, Supplies, Etc)	7,000								
	12.5% to EDA, PRC, P/Z, Bldg Insp	(3,500)								
	Perch Stool Front Desk City Hall	140								
202	**Duplicating and Copying Supply**		2,240	2,440	2,240	1,752	2,011	2,176	1,960	1,988
	Paper & Supplies	2,500								
	Copy Machine Annual Lease Agreement	3,100								
	15% to EDA, PRC, P/Z, Bldg Insp	(3,360)								
207	**Computer Supplies**			-	-		-	-	-	-
		-								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
208	**Training and Instruction**		8,235	6,885	8,870	7,073	5,228	10,002	6,767	5,517
	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/Wood	2,200								
	MCMA Conference - C Mgr/Wood	600								
	League Conference - C Mgr/Wood	800								
	MNGFOA Conference - Fin Dir	600								
	MNGFOA Conference - Asst Fin Dir	600								
	Civic System Symposium - Recp/Util Clrk	850								
220	**General Supplies**					-	-	958		
300	**Professional Srvs (GENERAL)**		43,641	51,385	38,398	37,374	51,084	22,597	24,433	61,297
	24 Meetings @ $227 + 3% Increase	8,417		(7,744)						
	165 Hrs @ $136 + 3% Increase	23,113								
	12.5% to Bldg Insp	(2,889)								
	Mediation/arbitration	10,000								
	FMLA/Personnel Policy (6 mos. Benefits)									
	Labor attorney	5,000								
301	**Audit & Accounting Services**		14,683	14,425	16,150	39,792	56,896	16,395	10,415	14,677
	AEM Annual Audit	29,365								
	Interim Services/AUP Engagements									
	10% to Liquor, Water, Sewer, Storm Water, Bldg Insp	(14,683)								
303	**Engineering Fees**		90	90	900	(675)	63	-	54	429
	General Consulting Services	100								
	10% to Bldg Insp	(10)								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
305	**Technology**		5,350	5,056	3,292	5,137	4,900	3,105	1,577	1,808
	US Internet Anti-Spam Software	245								
	IT Solutions	28,940								
	Split IT solutions to other departments (85%)	(24,599)								
	Civic System support (7.09%)	764								
320	**Communications (GENERAL)**			4,750		-				
322	**Postage**		5,385	5,385	5,605	4,789	3,884	4,724	4,956	3,258
	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	2,953	1,487	2,719	2,847	2,916	2,983
	Mileage Allowance - $241.50/mth - Wood 69%	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	600	200	115	579	582	57	106
361	**General Liability Insurance**		3,367	2,561	2,609	2,301	2,577	3,726	3,526	3,359
	Property/Liability/Volunteer Insurance	3,367								
366	**Bonds/Life Insurance**			-	-	-	-	-	-	-
404	**Repairs/Maint Machinery/Equip**			-	-	-	-	-	-	-

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
433	**Dues and Subscriptions**		2,259	2,269	2,969	2,998	2,047	2,137	2,213	2,339
	MN City/Cty Management Assoc	130								
	MN Clerks & Finance Officers Assoc	35								
	SHRM Membership	185								
	ICMA	800								
	MN GFOA	50								
	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)**		4,984	1,484	-	-	17,498	150	-	-
	Document Imaging	1,000								
	Website	2,500								
	Standing Desks	1,484								
511	**Land Acquisition**			-	-	-	-	-	-	(1,250)
TOTAL BUDGET/EXPENDITURES			**$ 483,516**	**$ 475,141**	**$ 444,551**	**$ 481,922**	**$ 483,428**	**$ 364,956**	**$ 361,628**	**$ 381,531**

Account	Description		2019 Preliminary Budget
100	**Wages & Salaries**		91,073
	Asst. City Administrator / Special Projects	91,073	
112	**Contracted Services**		5,000
	Comp Plan Map Updates	5,000	
120	**Employer Contrib Ret General**		13,798
	PERA 7.5%		
	FICA/Medicare - 7.65%	-	
130	**Employer Paid Ins General**		17,740
142	**Unemployment Comp Benefit**		
151	**Worker's Comp Benefit**		689
200	**Office Supplies (GENERAL)**		
202	**Duplicating and Copying Supply**		600
	Comp Plan Binding/Printing	600	
207	**Computer Supplies**		
208	**Training and Instruction**		3,600
	ICMA Conference - Lorsung	2,200	
	MCMA Conference - Lorsung	600	
	League Conference - Lorsung	800	
220	**General Supplies**		
300	**Professional Srvs (GENERAL)**		-
303	**Engineering Fees**		-
305	**Technology**		-
320	**Communications (GENERAL)**		
322	**Postage**		-
335	**Auto Expense**		3,116
	Mileage Allowance - $350/mth - Lorsung 74.2%	3,116	
351	**Legal Notices Publishing**		600
361	**General Liability Insurance**		-
366	**Bonds/Life Insurance**		
404	**Repairs/Maint Machinery/Equip**		
433	**Dues and Subscriptions**		930
	MN City/Cty Management Assoc	130	
	ICMA	800	
437	**Other Miscellaneous**		
500	**Capital Outlay (GENERAL)**		
511	**Land Acquisition**		
TOTAL BUDGET/EXPENDITURES			**$ 137,145**

Muni Bldg-41941

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 200	$ 200	$ 200	$ -	$ -	$ -	$ -	$ -
	Bldg & Grounds Committee (50%)	200								
112	**Contracted Services**		1,242	1,350	1,161	1,230	1,393	1,035	711	547
	Alarm Monitoring (Simplex Grinnell)	650								
	Shred N Go	731								
	10% to Bldg Insp	(138)								
120	**Employer Contrib Ret General**		15	15	15	-	-	-	-	-
	FICA/Medicare - 7.65%									
210	**Operating Supplies (GENERAL)**		1,890	2,565	1,575	759	2,635	2,295	979	1,214
	Supplies	800								
	Flags	700								
	Furnace Filters	350								
	Ice Melt	150								
	Flourescent Bulb Replacement	100								
	10% to Bldg Insp	(210)								
300	**Professional Srvs (GENERAL)**					-	-	-	98	
303	**Engineering Fees**					-	-	(231)	4,402	
305	**Technology**		7,507	6,800	5,237	6,809	12,897	6,351	3,205	537
	Panic Button Monitoring	272								
	IT Solutions (25%)	7,235								
320	**Communications (GENERAL)**		3,843	3,642	3,720	3,773	4,824	3,511	3,836	3,329
	Long Distance ($20 per mth)	240								
	Monthly Billing ($315 per mth)	3,780								
	Maintenance Agreement (Marco)	2,225								
	10% to EDA, PRC, P/Z, Bldg Insp	(2,402)								

361	**General Liability Insurance**		2,115	2,054	2,009	2,074	1,986	2,367	2,175	1,514
	Property/Liability/Volunteer Insurance	2,115								
380	**Utilities**		12,707	9,018	9,018	9,493	8,181	8,019	8,963	8,397
	Connexus	8,203								
	Centerpoint	1,477								
	City of Isanti - Storm Water Utility	642								
	City of Isanti - Water & Sewer	3,797								
	10% to Bldg Insp	(1,412)								
401	**Maint & Repairs - Bldgs**		6,409	8,492	8,492	5,767	5,268	16,639	6,758	7,620
	Disposal Service $8/Mth	96								
	Equipment Service	1,250								
	Janitorial Service $298/Mth	3,576								
	Window Washing - 7 mths	175								
	Annual Sprinkler Inspection	250								
	Rug Service	824								
	Annual Carpet Cleaning	450								
	Misc.	500								
	Audio, Video, Wiring - Maint & Repair Est									
	10% to Bldg Insp	(712)								
410	**Rentals**			-	-	-	-	-	-	-
500	**Capital Outlay (GENERAL)**		18,350	6,125	3,500	3,801	-	12,367	-	-
	City Hall Handicap Sign Holders	350								
	City Hall North Door and Frame Replacement	10,000								
	City Hall Electronic Locks	8,000								
700	**Transfers (GENERAL)**			-	-		-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 54,279**	**$ 40,261**	**$ 34,927**	**$ 33,705**	**$ 37,184**	**$ 52,354**	**$ 31,127**	**$ 23,159**

Animal Ctrl-42700

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
112	**Contracted Services**		$ 4,600	$ 5,000	$ 5,200	$ 4,500	$ 4,590	$ 4,631	$ 4,384	$ 3,635
	Animal Control/Kennel Services	4,600								
210	**Operating Supplies (GENERAL)**		180	200	200	200	96	247	182	183
	Misc Supplies	180								
219	**Disposal-Animal**		90	90	300	-	-	-	-	163
	3@$30	90								
300	**Professional Srvs (GENERAL)**		-	-	-		-	-	-	-
322	**Postage**		-	-	-		-	-	-	-
	Misc Mailings	0								
361	**General Liability Insurance**		17	19	21	20	19	25	25	26
	Property/Liability/Volunteer Insurance	17								
417	**Uniform Rentals**						-	-	75	
TOTAL BUDGET/EXPENDITURES			**$ 4,887**	**$ 5,309**	**$ 5,721**	**$ 4,720**	**$ 4,705**	**$ 4,903**	**$ 4,665**	**$ 4,007**

	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 134,147	$ 130,727	$ 120,396	$ 129,830	$ 106,383	$ 96,885	$ 98,976	$ 59,757
	Community Events & Parks Manager	60,155								
	Receptionist/Data Entry/Utility Clerk (3.5%)	1,637								
	PS Director & 5 Main Tech's	61,007								
	PW Maint Tech	9,448								
	Parks Rec & Culture Board (100%)	1,800								
	Bldg & Grounds Committee	100								
101	**PT Salaries & Wages**		23,990	17,730	12,325	2,774	3,760	2,439	6,346	4,612
	PT Custodian	7,201								
	Seasonal	12,289								
	Intern	4,500								
102	**FT Employees OT**		-	-	-	789	7,966	3,541	2,897	96
103	**Health Stipend (HRA)**		-	-	-	-	-	-	5	2
112	**Contracted Services**		7,184	7,465	7,305	6,475	6,410	5,320	5,862	12,214
	Portable Restrooms	5,984								
	Quarterly Carpet Cleaning/Floor Waxing/Windows	1,200								
120	**Employer Contrib Ret General**		22,329	21,336	19,987	19,012	17,500	15,145	15,271	8,966
	PERA 7.5%									
	FICA/Medicare - 7.65%	1,527								
130	**Employer Paid Ins General**		34,628	29,846	26,315	25,307	23,475	31,381	29,256	10,394
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		9,561	4,502	6,000	3,419	4,393	3,878	3,322	2,572
200	**Office Supplies (GENERAL)**		1,175	1,175	1,113	940	1,014	1,039	2,023	1,629
	12.5% from Financial Administration	875								
	Misc Office Supplies	300								
202	**Duplicating and Copying Supply**		840	915	840	595	679	707	651	745
	15% from Financial Administration	840								

	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
208	**Training and Instruction**		1,850	1,650	1,350	1,082	1,749	2,388	1,973	523
	PW Technician Licensing	200								
	PRC Manager - Misc. Training	850								
	Public Services Director Misc Training	800								
210	**Operating Supplies (GENERAL)**		2,980	3,700	5,200	2,106	3,296	2,133	1,428	1,258
	Misc Operating Supplies - ICC	800								
	Misc Operating Supplies - Garden	980								
	Park Flags	800								
	Misc Operating Supplies - PRC	400								
212	**Motor Fuels**		2,200	1,800	2,500	1,339	1,104	1,188	2,658	2,458
220	**General Supplies**		3,850	3,700	3,900	1,636	2,170	2,636	1,584	885
	ICC Replacement Chairs	1200								
	Unity Ballfield Bases	150								
226	**Signs**		700	1,200	2,000	697	735	874		
240	**Small Tools and Minor Equip**		2,000	4,200	1,000	157	1,394	1,132	5,302	19
	Fridge/Microwave Shop (PRC/Sts/W/S/Stm)	400								
300	**Professional Srvs (GENERAL)**		1,719	1,493	1,493	1,149	2,097	1,980	1,231	1,692
	Safety Training	969								
	Attorney Fees	750								
303	**Engineering Fees**		1,500	1,500	1,500	4,204	658	1,987	9,304	332
305	**Technology**		2,231	2,315	1,000	1,316	3,403	740	705	1,212
	IT Solutions (5%)	1,447								
	Verizon Hotspot	432								
	Civic Systems (3.27%)	352								

	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
320	**Communications (GENERAL)**		2,712	2,847	2,860	2,434	2,377	2,515	3,017	1,824
	Monthly Billing	2,112								
	10% from Municipal Building	600								
322	**Postage**		25	25	50		6	-	21	
335	**Auto Expense**		-	-	-	-	-	-	-	-
340	**Advertising**		5,000	2,983	2,483	1,907	1,151	1,553	435	
	2019 Event Calendar	2,600								
	Park Brochure	1,700								
	Misc	700								
351	**Legal Notices Publishing**		200	200	200	198	48	211	169	227
361	**General Liability Insurance**		21,171	20,844	19,900	18,929	17,520	14,837	16,318	18,319
	Property/Liability/Volunteer Insurance	21,171								
380	**Utilities**		18,351	17,974	17,974	17,507	16,442	18,945	12,769	11,445
	Centerpoint	1,600								
	Connexus Energy	8,400								
	City of Isanti - Storm Water Utility	2,900								
	City of Isanti - Water & Sewer	5,451								
400	**Ground Maintenance**		21,000	27,000	21,000	21,519	9,223	6,336	20,910	18,805
	Special Assessments	-								
	Fertilizer, Grass Seed, Mulch, Weed Killer, LimeAgg, Etc.	20,667								
	Snow Removal ICC/IIA Retainer	333								
	Legacy Park Trails									

	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
401	**Maint & Repairs - Bldgs**		6,634	10,760	10,343	11,624	7,796	5,695	5,728	2,888
	Disposal Service $120/Mth	2,574								
	Rug Service $30/Mth	360								
	Annual Sprinkler Inspection/Alarm Notification	770								
	Ansol Fire Suppression Semi-Annual Service	400								
	Misc Maint & Repairs	2,000								
	Shop Roof Repair (20% Streets, Parks, Water, Sewer, Storm)	330								
	Fire Extinguisher Inspections - IIA & ICC	200								
404	**Repairs/Maint Machinery/Equip**		11,000	14,500	19,200	13,620	12,288	8,790	9,627	7,696
	Repairs/Maint Park Maint Equipment	4,500								
	Repairs/Replacement Park Structures/Equip	6,500								
410	**Rentals**		450	450	450	81	1,185	288	83	481
417	**Uniform Rentals**		739	739	739	702	680	717	671	516
	Cleaning $40 per month	480								
	Allowance	259								
433	**Dues and Subscriptions**		1,679	1,989	1,364	1,243	507	75	150	75
	TCALMC (25%)	75								
	MFMA	70								
	MRPA	280								
	NRPA	200								
	Storyblocks subscription (stock images)	150								
	Amazon Prime	179								
	Adobe suite annual dues (InDesign, Illust, etc.)	600								
	APWA (25%)	125								

PRC-45300

	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
437	**Other Miscellaneous**		3,340	3,340	4,500	3,340	3,340	3,890	3,340	3,340
	C-I Bike/Walk Trail Agreement	3,340								
491	**Recreation Program**		3,550	3,550	4,983	2,943	1,443	5,030	4,461	1,433
	City Rec programs	1,050								
	Movies at ICC	1,500								
	Misc Program Supplies	1,000								
494	**Property Management**					-	-	-	596	
497	**Summer Events**		9,200	9,200	6,475	4,924				
	Celebrate Isanti / Scavenger Hunt	9,200								
498	**Farmers Market**		6,500	3,000	3,000	2,930	2,929	1,960	2,504	-
	Curb Cut and Apron	3,500								
499	**Street Dance**		16,150	16,150	16,150	13,868	13,740	13,060	12,023	-
500	**Capital Outlay (GENERAL)**		12,000	53,770	60,990	43,831	2,993	574	30,203	490
	Kabota Lawn Mowers	1,500								
	Bulk Fuel Tank and Pump (Split x 5, Str, PRC, W, Sw, Stm)	1,200								
	Air Compressor (Split x 5, Str, PRC, W, Sw, Stm)	900								
	ICC North Patio Doors	4,400								
	River Bluff Privacy Fence	1,500								
	Website	2,500								
700	**Transfers (GENERAL)**			-	-		-	-	-	-
	TOTAL BUDGET/EXPENDITURES		**$ 392,584**	**$ 424,575**	**$ 406,884**	**$ 364,424**	**$ 281,854**	**$ 259,868**	**$ 311,818**	**$ 176,905**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 70,048	$ 65,054	$ 69,894	$ 56,976	$ 65,631	$ 57,380	$ 46,159	$ 56,034
	Community Development Director	63,610								
	Receptionist/Data Entry/Utility Clerk	1,637								
	Planning Commission	3,600								
	Development & Operations Advisory Committee	1,200								
101	**PT Salaries & Wages (intern)**		$ 6,300							
103	**Health Stipend (HRA)**		-	-	-		-	-	2	2
112	**Contracted Services**		-	-	-	28,443	-	-	-	-
120	**Employer Contrib Ret General**		10,252	9,563	10,296	7,900	9,864	8,425	6,456	7,898
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	**Employer Paid Ins General**		9,410	8,609	7,566	5,428	6,878	7,019	6,256	11,258
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		493	504	440	568	434	552	744	671
200	**Office Supplies (GENERAL)**		1,200	1,100	1,288	1,862	966	973	770	765
	12.5% from Financial Administration	875								
	Misc Office Supplies	325								
202	**Duplicating and Copying Supply**		840	915	840	601	679	707	651	745
	15% from Financial Admioistration	840								
208	**Training and Instruction**		1,130	1,130	2,050	623	939	1,167	3,103	1,565
	APA Membership & JAPA Subscription	430								
	MN APA Conference	700								
	Continuing Ed for CDD									
300	**Professional Srvs (GENERAL)**		5,000	5,000	4,000	3,188	4,765	3,659	3,355	3,264
	Attorney Fees	5,000								
	Comp Plan work									

303	**Engineering Fees**		3,000	4,500	4,000	15,644	4,687	3,240	1,803	5,495
	Engineering Fees	3,000								
305	**Technology**		3,526	2,830	1,250	2,147	1,741	-	741	310
	IT Solutions (10%)	2,894								
	ZoningHub App	456								
	Civic System support permits (1.63%)	176								
310	**Annexation Payments**		41,187	17,592	-	-	-	-	-	-
	Annexation Payments to Township - 2017-118	485								
	Annexation Payments to Township - 2017-118	4								
	Annexation Payments to Township - Docket 8081	33								
	Annexation Payments to Township - Docket 8098	847								
	Annexation Payments to Township - A-2457(OA)-32	24,907								
	Annexation Payments to Residents - A-2457(OA)-33	14,911								
320	**Communications (GENERAL)**		800	817	830	584	770	599	551	528
	10% from Municipal Bldg	600								
	Other Misc. Communications	200								
322	**Postage**		50	-	-	158	54	-	-	10
335	**Auto Expense**		55	55	55	38	84	68	152	85
	10% from Financial Administration	55								
351	**Legal Notices Publishing**		300	300	400	304	199	148	207	374
	Newpaper Publications	300								
361	**General Liability Insurance**		411	372	316	389	311	371	310	346
	Property/Liability/Volunteer Insurance	411								
437	**Other Miscellaneous**		950	920	920	1,217	915	187	942	625
	Isanti County Recorder	950								
500	**Capital Outlay (GENERAL)**		2,500	2,472	7,412	8,577	2,540			
	Website	2,500								
	Comprehensive Plan Update	-								
	TOTAL BUDGET/EXPENDITURES		**$ 157,452**	**$ 121,733**	**$ 111,557**	**$ 134,645**	**$ 101,457**	**$ 84,495**	**$ 72,202**	**$ 89,975**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 94,439	$ 91,828	$ 88,469	$ 87,442	$ 85,527	$ 70,310	$ 67,325	$ 65,271
	Economic Dev Director (100%)	88,236								
	Receptionist/Data Entry/Utility Clerk (3%)	1,403								
	EDA Board	3,600								
	Development & Operations Advisory Committee (50%)	1,200								
101	**PT Wages & Salaries**		4,000	4,000	4,000	3,930	$ 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**		14,254	13,858	13,349	12,917	12,968	9,955	9,766	9,597
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	**Employer Paid Ins General**		24,626	22,551	19,859	17,806	15,717	16,741	16,982	16,727
142	**Unemployment Comp Benefit**		-	-	-		-	-	-	-
151	**Worker's Comp Benefit**		678	745	734	639	697	793	496	527
200	**Office Supplies (GENERAL)**		875	875	813	865	844	915	705	579
	12.5% from Financial Administration	875								
202	**Duplicating and Copying Supply**		840	915	840	605	679	707	651	745
	15% from Financial Administration	840								
208	**Training and Instruction**		1,500	1,500	1,450	1,643	851	1,982	937	641
	EDAM Conference	850								
	Professional Development	600								
	Miscellaneous Luncheons	50								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
300	**Professional Srvs (GENERAL)**		5,000	5,000	3,000	34,272	3,513	3,128	4,992	2,375
	Attorney	4,000								
	TIF/Tax Abatement Consultant	1,000								
303	**Engineering Fees**		600	1,000	1,000	561	250	873	206	1,213
305	**Technology**		1,681	1,581	300	1,203	285	450	1,679	734
	IT Solutions (5%)	1,447								
	Civic Systems (2.17%)	234								
320	**Communications (GENERAL)**		1,224	1,191	1,840	1,201	1,387	1,513	1,657	1,286
	10% from Municipal Building	600								
	Cell Phone	624								
335	**Auto Expense**		-	-	-	-	-	-	-	-
351	**Legal Notices Publishing**		100	100	100	399	111	184	66	282
361	**General Liability Insurance**		596	565	396	583	391	397	414	361
	Property/Liability/Volunteer Insurance	596								
380	**Utilities**		1,145	1,079	1,079	1,112	1,054	1,083	1,079	
	City of Isanti - Storm Water Utility	1,145								
433	**Dues and Subscriptions**		1,145	1,145	1,000	850	545	-	650	500
	EDAM Membership	295								
	GPS 45:93	850								
437	**Other Miscellaneous**		-	-	-	-	-	15	-	-
494	**Property Management**		-	-	-	35	3,450	-	1	1,672

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
495	**Marketing**		13,550	12,604	11,625	11,648	12,307	15,697	10,832	7,117
	Initiative Foundation	825								
	Direct Mail to Manufacturers	250								
	Mayor's Employer Luncheon	1,200								
	Isanti Promo Bags	1,500								
	Misc Signs & Sponsorships	275								
	MN Economic Development Magazine	-								
	Fam Tour	-								
	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)	500								
	Tourism (Hotel Contingent)	2,000								
	Website	2,500								
498	**Farmers Market**			-	-		-	-	-	1,647
499	**Street Dance**			-	-		-	-	-	12,929
511	**Land Acquisition**			-	-	11,798	-	-	14,000	
531	**Improvement-Land**			-	-		-	-	-	-
602	**Loan Payment**			-	-		-	-	-	-
700	**Transfers (GENERAL)**		19,150	19,150	19,150	19,150	16,150	16,150	16,150	-
	Contribution to PRC (Farm Mkt/Street Dance)	19,150								
	TOTAL BUDGET/EXPENDITURES		**$ 185,403**	**$ 179,687**	**$ 169,004**	**$ 208,659**	**$ 158,932**	**$ 140,891**	**$ 151,981**	**$ 127,536**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
	REVENUES									
31000	Property Taxes		62,565	56,327						
33601	Regional Grants			-	-		-	-	-	-
33621	Cable Franchise Fee (60%)		20,880	18,000	18,000	20,127	19,195	18,229	16,009	16,235
34110	Land Rent		6,920	6,920						
34901	Assign & Assum Agreement		-	-	-		-	-	-	-
36200	Contribution from General Fund						-	-	-	-
36201	Refunds & Reimbursements			-	-	53	4,695	1,595	68	215
36210	Interest Earnings		750	600	600	(237)	587	438	1,226	310
36220	Farmer's Market Sponsorships/Vendor Fees		1,500	1,500	2,000	2,310	1,510	2,140	2,455	1,855
36225	Street Dance Sponsorships/Vendor Fees		4,000	4,000	4,000	4,010	3,600	4,150	3,635	1,085
36230	Contributions and Donations			-	-	5,725	-	-	411	11
39102	Sale of Property			-	-		-	-	-	-
39203	Transfer from Other Fund		87,288	92,340	147,400	147,400	146,563	92,767	98,140	117,775
	Lodging Tax (5% of 3% gross Hotel Receipt)		1,500							
	Carryover of Marketing Funds			-	-		-	-	-	-
	TOTAL REVENUES		**$ 185,403**	**$ 179,687**	**$ 172,000**	**$ 179,388**	**$ 176,150**	**$ 119,319**	**$ 121,944**	**$ 137,486**

Bldg Inspec-42401

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 53,116	$ 84,372	$ 77,245	$ 73,406	$ 81,418	$ 97,272	$ 81,372	$ 76,664
	Community Development Director (10%)	7,951								
	Planner (50%)	25,443								
	Receptionist/Data Entry/Utility Clerk (10%)	4,678								
	City Administrator (5.2%)	6,155								
	Accounting Clerk (5.2%)	3,231								
	Asst Finance Director (5.2%)	3,231								
	Finance Director (2.5%)	2,427								
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**		-	-	-		-	-	-	-
112	**Contracted Services**		149,738	9,750	9,729	17,211	17,073	8,842	25	57
	Electrical Inspector (80% of Revenues-32219)	9,600								
	Building Official Transition	-								
	MNSpect	140,000								
	10% from Municipal Building	138								
120	**Employer Contrib Ret General**		8,047	12,966	11,717	10,826	12,231	14,406	11,963	11,334
	PERA 7.5%									
	FICA/Medicare - 7.65%	-								
130	**Employer Paid Ins General**		8,606	26,778	23,312	19,838	23,179	11,480	13,059	18,016
142	**Unemployment Comp Benefit**		-	-	-	2	6	-	-	-
151	**Worker's Comp Benefit**		517	700	541	657	629	1,123	1,134	932
200	**Office Supplies (GENERAL)**		1,265	1,565	1,013	829	1,196	1,857	696	625
	12.5% from Financial Administration	875								
	Misc Office Supplies	390								
202	**Duplicating and Copying Supply**		840	915	840	595	679	707	651	745
	15% from Financial Administration	840								

Bldg Inspec-42401

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
207	**Computer Supplies**		-	-	300	110	-	-	-	-
208	**Training and Instruction**		500	1,600	1,900	698	1,099	779	585	569
	Misc Training	500								
210	**Operating Supplies (GENERAL)**		210	285	175	84	270	321	137	76
	10% from Municipal Building	210								
300	**Professional Srvs (GENERAL)**		4,319	4,500	3,559	3,870	4,337	4,155	4,280	4,103
	City Attorney - 12.5% from Fin Admin	2,889								
	Miscellaneous	450								
	Safety Training	980								
301	**Auditing and Acctg Services**		2,937	2,885	3,230	7,958	11,379	3,279	2,083	2,446
	10% from Financial Administration	2,937								
303	**Engineering Fees**		10	10	100	235	-	-	-	40
	10% from Financial Administration	10								
305	**Technology**		2,562	3,325	1,539	2,839	5,256	1,608	1,198	1,399
	PSN Annual Sec Compliance & Monthly eBill (20%)	120								
	Civic Sytems Bldg Permit Support (22.66%)	2,442								
	WiFi service	-								
320	**Communications (GENERAL)**		600	1,215	1,655	1,178	1,388	872	740	730
	10% from Municipal Building	600								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
335	**Auto Expense**		2,110	2,110	2,810	1,178	894	2,035	2,423	1,963
	Mileage Allowance - $350/mth - Wood 5.2%	218								
	20% from Financial Administration	110								
	Fuel	1,300								
	General Maintenance	482								
351	**Legal Notices Publishing**		50	50	-	359	15	9	168	-
361	**General Liability Insurance**		785	670	647	698	639	835	743	687
	Property/Liability/Volunteer Insurance	785								
380	**Street Lighting**		1,412	1,002	1,002	995	849	831	936	933
	10% from Municipal Building	1,412								
401	**Maint & Repairs - Bldgs**		712	944	944	641	585	792	751	893
	10% from Municipal Building	712								
433	**Dues and Subscriptions**		-	235	135	-	-	135	235	125
437	**Other Miscellaneous**		-				-	14		
500	**Capital Outlay (GENERAL)**		2,500	-	20,000	18,455	22,059	60	-	-
	Website	2,500								
700	**Transfers (GENERAL)**			-	-		-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 240,835**	**$ 158,277**	**$ 162,392**	**$ 162,663**	**$ 185,276**	**$ 151,435**	**$ 123,354**	**$ 122,344**

Police-42110

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 795,241	$ 784,377	$ 708,880	$ 730,294	$ 695,877	$ 639,208	$ 589,789	$ 582,557
	Wages & Salaries	794,741								
	Police Committee	400								
	Bldg & Grounds Committee (25%)	100								
101	**PT Officers Salaries & Wages**		40,000	35,000	32,109	58,523	34,398	28,257	40,432	34,592
102	**FT Employees OT**		30,000	31,000	31,000	21,484	29,113	34,088	19,807	26,890
102.1	**S&S Reimburseable OT**		(7,000)	(7,000)	(7,000)					
103	**Health Stipend (HRA)**		-	-	-		-	-	115	-
112	**Contracted Services**		-	-	-	345	-	-	1,995	-
113	**Uniform Pay**		12,861	12,780	11,780	11,992	13,114	12,201	11,373	11,536
	$1,029/Officer x 9	9,261								
	Firearm Maint Stipend	800								
	Admin Asst./Misc/Repair/Vest Replacement	2,800								
114	**Crime Prevention**		300	300	500	334	210	259	375	370
120	**Employer Contrib Ret General**		155,587	147,154	133,370	135,789	131,621	117,260	101,250	98,365
	PERA 16.95%									
	FICA/Medicare - 1.45%									
130	**Employer Paid Ins General**		170,677	159,537	140,871	120,960	108,886	110,674	92,192	89,085
151	**Worker's Comp Benefit**		33,900	31,977	38,485	31,760	32,635	41,078	37,955	26,892
200	**Office Supplies (GENERAL)**		4,000	4,000	4,000	3,250	3,074	4,811	3,930	6,620
207	**Computer Supplies**		100	100	250	79	-	-	-	757
	Misc Computer Supplies	100								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
208	**Training and Instruction**		12,500	16,500	18,500	14,110	16,626	9,967	7,817	7,073
	Ammunition	4,000								
	MN Chiefs Annual Conference	700								
	Jubiliee Days Meeting	350								
	Misc Training/Courses	7,450								
	Tuition Reimbursement									
240	**Small Tools and Minor Equip**		3,256	2,960	4,000	5,458	2,634	1,571	4,520	2,212
	Copy Machine Lease	1,656								
	Misc Small Tools/Equipment	800								
	Misc Investigator Equipment	800								
300	**Professional Srvs (GENERAL)**		45,537	42,493	41,701	44,480	61,527	42,523	41,817	2,478
	Prosecution ($3,534/month)	42,407								
	Safety Training	980								
	Admin Citation Payment	2,000								
	Random Testing ($30x5)	150								
305	**Technology**		12,859	12,646	8,300	13,708	9,599	15,451	7,913	4,171
	LETG Software Maintenance and Support	7,625								
	IT Solutions (10%)	2,894								
	Civic Systems Support (19.06%)	2,054								
	Anti-Spam Software	286								

Police-42110

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
320	**Communications (GENERAL)**		6,360	6,344	5,496	5,522	5,886	5,804	3,414	3,455
	Radar Calibration	200								
	CenturyLink	1,716								
	5 Aircards	2,100								
	Verizon - Investigator Cell	624								
	Squad Cell Phone	840								
	BCA Connection	180								
	Dennison Tech Group	700								
321	**Cell Phone Reimbursement**			-	-	60	720	720	570	720
	Cell Phone x2 (Chief, Lt)									
335	**Auto Expense**		35,200	38,400	50,000	26,496	25,203	30,595	37,028	43,539
	Fuel/Washes	19,200								
	PW Labor	1,000								
	Repairs	15,000								
336	**PD Reserves**		2,000	2,000	2,420	2,681	1,924	756	1,396	1,307
	MN Police Reserve Membership	200								
	Uniforms	1,000								
	Fuel/Washes	300								
	Taser Refresher Annual Training	500								
351	**Legal Notices Publishing**		-	-	-	106	1,332	219	8	
361	**General Liability Insurance**		31,057	22,543	20,312	25,749	25,071	21,923	20,847	15,716
	LMCIT Property/Liability/Volunteer Insurance	31,057								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
380	**Utilities**		7,550	6,780	6,780	6,294	5,630	6,350	6,724	6,345
	Connexus	4,100								
	Centerpoint	1,650								
	City of Isanti - Water & Sewer	1,220								
	City of Isanti - Storm Water Utility	580								
401	**Maint & Repairs - Bldgs**	-	6,435	4,000	4,000	4,250	4,314	3,304	4,823	4,026
	Disposal Service $8.35/Mth	100								
	Janitorial Service $148.20/Mth	1,778								
	Window Washing $25 / 7months	175								
	Annual Sprinkler Inspection	150								
	Rug Service	431								
	Annual Carpet Cleaning	500								
	Misc Bldg Repairs/Maintenance	700								
	Exterior Painting	2,300								
	Water Heater Replacement (25/75 - PD/FD)	300								
404	**Repairs/Maint equipment**		1,500	-	1,500	1,520				
410	**Rentals**		-	-	-	-	-	-	-	-
433	**Dues and Subscriptions**		1,485	1,485	1,085	1,485	1,603	1,255	740	500
	Post License $90 every 3 years ('17-2,'18-5,'19-2)	180								
	Tri County Law Enforcement	75								
	MN Chiefs of Police Assoc	230								
	Range Dues/Special Response Team	1,000								
440	**Prisoner Expense**			-	-	-	-	-	-	223
442	**Forfeitures**			-	-	-	-	-	-	103
500	**Capital Outlay (GENERAL)**		53,700	4,000	42,000	44,068	36,000	-	-	-
	Squad Car Replacement / Equip / Graphics	44,700								
	LETG Licensing for Reserve Squad Computer	4,500								
	Standing Desks	2,000								
	Website	2,500								
721	**Contingency Fund**			-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 1,455,103**	**$ 1,359,376**	**$ 1,300,339**	**$ 1,310,798**	**$ 1,246,995**	**$ 1,128,273**	**$ 1,036,830**	**$ 969,531**

Code-42402

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 33,394	$ 7,446	$ 8,059	$ 6,857	$ 7,951	$ 6,605	$ 5,334	$ 7,978
	Community Development Director (10%)	7,951								
	Planner (50%)	25,443								
101	**PT Salaries & Wages**		$ -	$ 17,982	16,642	15,454	$ 14,305	$ 14,342	$ 11,996	$ 3,526
120	**Employer Contrib Ret General**		5,059	3,852	3,742	3,336	3,446	3,159	2,516	1,633
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	**Employer Paid Ins General**		3,900	980	861	677	851	803	806	-
151	**Worker's Comp Benefit**		252	209	163	217	180	223	380	225
200	**Office Supplies (GENERAL)**		200	300	300	33	72	7	60	336
	Toner, Etc.	200								
207	**Computer Supplies**		200	300	300	116	-	-	-	-
208	**Training and Instruction**		250	250	250	-	-	530	638	-
300	**Professional Srvs (GENERAL)**		2,750	4,000	4,000	593	1,704	1,428	1,283	2,720
	Attorney/Nuisance Abatement/Admin Hearings									
305	**Technology**		1,186	1,186	1,400	1,125	1,122	240	372	1,018
	Verizon WiFi	420								
	Civic System support permits (7.11%)	766								
320	**Communications**		1,092	450	450	-	-	-	-	-
	Cell Phone	1,092								
322	**Postage**		125	50	50	82	-	-	-	-
335	**Auto Expense**		800	800	800	4,216	772	466	1,768	757
	Fuel/Maintenance	800								
351	**Legal Notices Publishing**		250	270	270	76	-	120	12	245
361	**General Liability Insurance**		415	255	275	263	271	306	569	464
	Property/Liability/Volunteer Insurance	415								
494	**Property Management**		-	400	400	-	175	404	404	
500	**Capital Outlay (GENERAL)**		2,500	-	-	-	8,607			
	Website	2,500								
		-								
TOTAL BUDGET/EXPENDITURES			**$ 52,375**	**$ 38,730**	**$ 37,962**	**$ 33,045**	**$ 39,456**	**$ 28,634**	**$ 26,138**	**$ 18,903**

Civil Def-42500

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
112	**Contracted Services**		$ 2,300	$ 2,300	$ 2,500	$ 2,140	$ 2,140	$ 2,140	$ 1,386	$ 1,386
	Siren Maintenance	2,140								
	Miscellaneous	160								
220	**General Supplies**			-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 2,300**	**$ 2,300**	**$ 2,500**	**$ 2,140**	**$ 2,140**	**$ 2,140**	**$ 1,386**	**$ 1,386**

Genl Maint-43010

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 20,713	$ 17,999	$ 17,199	$ 20,483	$ 17,133	$ 16,303	$ 15,680	$ 15,151
	PS Director (4.1%) & 6 PW Staff (4.8%)	20,713								
102	**FT Employees OT**		500	500	500	2	194	85	282	929
103	**Health Stipend (HRA)**		-	-	-		-	-	-	-
120	**Employer Contrib Ret General**		3,229	2,817	2,695	2,995	2,607	2,382	2,316	2,303
	PERA 7.5%									
	FICA/Medicare - 7.65%	192								
130	**Employer Paid Ins General**		6,995	5,380	4,742	5,038	4,119	3,480	3,651	2,654
142	**Unemployment Comp Benefit**			-	-		-	-	-	-
151	**Worker's Comp Benefit**		1,755	720	90	465	731	-	(1,141)	362
208	**Training & Instruction**		200	200	100	15	249	81	30	
220	**General Supplies**		500	500	450	137	488	809	199	911
	Misc General Supplies	500								
222	**Gen I Operating Expense**		5,325	5,325	7,500	3,537	5,311	5,207	2,348	4,323
	Torch Gases	225								
	Rugs/Towels Cleaning	600								
	Parts/Oil/Supplies/Hardware	4,500								
240	**Small Tools and Minor Equip**		1,500	900	900	872	798	996	(48)	538
	Spill Containment for oil drums	600								
300	**Professional Srvs (GENERAL)**		-	-	-	-	-	77	220	-
303	**Engineering Fees**		-	-	-	-	-	-	31,189	504
305	**Technology**		58	66	100	53	175	249	9	58
	Civic Systems Support (0.54%)	58								
320	**Communications (GENERAL)**		12	424	24	8	8	13	22	21
	CenturyLink Long Distance	12								

351	**Legal Notices**					456	-	3		
361	**General Liability Insurance**		1,214	1,152	1,110	1,166	1,097	1,385	1,301	1,162
	Property/Liability/Volunteer Insurance	1,214								
380	**Utilities**		12,753	13,500	15,000	10,941	8,163	11,963	15,819	13,772
	Connexus	4,620								
	Centerpoint	7,500								
	City of Isanti - Water & Sewer	633								
400	**Ground Maintenance**		-	-	2,000	725	-	-	-	-
401	**Maint & Repairs - Bldgs**		2,916	3,100	2,000	3,128	4,041	2,948	3,145	2,084
	Disposal Service $118/Month	1,416								
	Misc Maint & Repairs - Bldgs	1,500								
404	**Repairs/Maint Machinery/Equip**		500	500	250	630	122	1,555	751	953
	Annual Lift Inspection	250								
410	**Rentals**		675	675	-	-	-	184	-	-
417	**Uniform Rentals**		264	252	252	245	229	245	320	218
	Cleaning ($15 per mth)	180								
	Allowance	84								
500	**Capital Outlay (GENERAL)**			-	-	-	-	50,391	-	-
501	**Replacement Fund**			-	-	-	-	-	-	-
530	**ImprovsOtherThanBldgs**			-	-	-	-	31,195	153,968	
700	**Transfers (GENERAL)**			-	-	-	-	-	-	-
701	**Equipment/Bldg Payments**			-	-	-	-	-	-	-
720	**Operating Transfers**			-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 59,110**	**$ 54,010**	**$ 54,912**	**$ 50,898**	**$ 45,465**	**$ 129,553**	**$ 230,060**	**$ 45,943**

Streets-43100

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 125,317	$ 120,945	$ 113,332	$ 125,246	$ 109,745	$ 108,477	$ 93,786	$ 94,802
	PS Director (21.2%) & 6 PW Staff (24.6%)	125,217								
	Public Works Committee (25%)	100								
101	**PT Salaries & Wages**		4,096	3,621	1,207	16	-	-	-	-
102	**FT Employees OT**		6,000	9,000	9,000	3,778	8,022	1,979	13,260	6,243
103	**Health Stipend (HRA)**		-	-	-	-	-	-	-	-
105	**Labor Credit - Work for Others**		(1,750)	(1,500)	(1,500)	(3,250)	(848)	(1,493)	(2,350)	(1,153)
112	**Contracted Services**		-	-	-	-	-	-	-	427
120	**Employer Contrib Ret General**		19,970	20,185	18,826	18,797	17,921	15,879	15,564	14,269
	PERA 7.5%									
	FICA/Medicare - 7.65%	2,990								
130	**Employer Paid Ins General**		41,254	30,754	27,182	27,930	21,796	18,563	19,250	16,350
142	**Unemployment Comp Benefit**			-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		11,319	18,208	19,169	19,327	20,365	24,198	20,508	12,788
208	**Training and Instruction**		800	800	500	82	887	1,183	30	165
212	**Motor Fuels**		20,000	15,000	25,000	10,622	10,983	11,050	26,737	24,580
220	**General Supplies**		12,000	12,000	14,000	8,879	3,136	12,848	12,224	13,843
226	**Signs**		500	3,000	9,500	9,617	9,190	4,907	-	-
229	**Gravel**		7,800	7,800	3,900	3,860	4,067	3,505	32	1,591
230	**Salt/Sand**		43,000	40,000	40,000	27,228	35,431	31,447	25,899	40,066

231	**Street Maintenance**		10,052	10,500	12,500	6,821	9,418	7,453	9,208	5,677
	Special Assessments	852								
	Misc Patching/Street repair	6,700								
	Sidewalk repair	2,500								
240	**Small Tools and Minor Equip**		1,900	2,650	1,000	711	883	711	1,340	716
	Fridge/Microwave Shop (PRC/Sts/W/S/Stm)	400								
	Pallet Jacks	500								
300	**Professional Srvs (GENERAL)**		1,500	1,500	1,500	1,281	1,429	2,249	1,483	1,100
	Safety Training	980								
	CDL Drug Testing	520								
303	**Engineering Fees**		30,000	30,000	10,000	47,654	29,365	23,196	47,301	25,325
305	**Technology**		352	458	1,000	403	918	476	133	471
	Civic Systems (3.27%)	352								
320	**Communications (GENERAL)**		2,783	3,180	1,752	2,673	3,058	2,381	1,828	1,611
	PW Cell Phones (1/3) On-Call Phone	1,774								
	Verizon HotSpot	643								
	PW Building Land Line	367								
351	**Legal Notices Publishing**		-	-	-	120	10	17	52	
361	**General Liability Insurance**		6,863	6,441	6,626	6,561	6,547	8,432	6,747	6,798
	Property/Liability/Volunteer Insurance	6,863								
380	**Utilities**		-	200	275	1,092	-	-	372	-

400	**Grounds Maintenance**		1,000	1,000	1,000	940	-	-	-	-
401	**Maint & Repairs - Bldgs**		1,630	2,700	1,500	907	531	1,772	1,488	976
	Disposal Service $45/Month	540								
	Misc Repairs	760								
	Shop Roof Repair (20% Streets, Parks, Water, Sewer, Storm)	330								
404	**Repairs/Maint Machinery/Equip**		24,000	27,000	24,000	12,730	40,484	17,210	24,642	24,746
410	**Rentals**		300	350	1,000	221	336	83	-	42
417	**Uniform Rentals**		1,559	1,530	1,529	1,483	1,438	1,500	1,409	1,166
	Cleaning ($80 per mth)	989								
	Allowance	570								
433	**Dues and Subscriptions**		200	175	150	100	65	75	75	75
	TCALMC (25%)	75								
	APWA (25%)	125								
494	**Property Management**		-	1,500	1,500	-	-	1,460	1,322	705
500	**Capital Outlay (GENERAL)**		25,450	21,730	21,834	19,335	11,110	463	42,807	490
	Bobcat Buyback Program	4,400								
	4-ton Hotpatch Trailer (Split x 4, Str, W, Sw, Stm)	7,500								
	Bulk Fuel Tank and Pump (Split x 5, Str, PRC, W, Sw, Stm)	1,200								
	Pro-Tech Sno Pusher	5,000								
	Air Compressor (Split x 5, Str, PRC, W, Sw, Stm)	900								
	Vibrating Asphalt Roller (Split x 4, Str, W, Sw, Stm)	3,950								
	Website	2,500								
511	**Land Acquisition**			-	-		-	-	-	
531	**Improvement-Land**			-	-		-	-	8,307	
	TOTAL BUDGET/EXPENDITURES		**$ 397,895**	**$ 390,727**	**$ 367,282**	**$ 355,163**	**$ 346,287**	**$ 300,022**	**$ 373,452**	**$ 293,871**

Str Light-43160

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
303	**Engineering Fees**		$ -	$ -	$ -	$ -	$ -	$ 59	$ -	$ -
361	**General Liability Insurance**		-	-	-	-	-	1	8	189
	Property/Liability/Volunteer Insurance	-								
380	**Utilities**		60,000	60,000	63,125	49,299	59,132	63,753	58,810	59,684
	Street Lighting	60,000								
500	**Capital Outlay (GENERAL)**		-	20,000	20,000	11,258	12,634	22,517	-	-
	Street Lighting Infill	-								
TOTAL BUDGET/EXPENDITURES			**$ 60,000**	**$ 80,000**	**$ 83,125**	**$ 60,557**	**$ 71,766**	**$ 86,329**	**$ 58,818**	**$ 59,873**

Sanitation-43210

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	Wages & Salaries		$ 4,800	$ 4,181	$ 3,994	$ 10,165	$ 9,392	$ 3,753	$ 3,600	$ 3,466
	PS Director (1.0%) & 6 PW Staff (1.1%)	4,800								
101	PT Salaries & Wages (seasonal)		6,730	6671	6,671	199	-	-	-	-
102	FT Employees OT		250	250	250	426	250	219	46	168
103	Health Stipend (HRA)		-	-	-	-	-	-	-	-
112	Contracted Services		-	-	-	-	-	-	-	-
120	Employer Contrib Ret General		1,280	1,185	1,156	1,190	1,050	578	528	521
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	Employer Paid Ins General		1,618	1,246	1,098	1,180	954	798	832	607
142	Unemployment Comp Benefit		-	-	-	-	-	-	-	-
151	Worker's Comp Benefit		331	165	21	-	-	-	-	-
208	Training & Instruction		-	50	-	-	-	12	-	-
212	Motor Fuels		900	900	1,500	721	675	679	1,519	1,404
220	General Supplies		-	-	-	45	0	1	-	3
300	Professional Srvs (GENERAL)		300	150	300	424	55	133	140	223
	Clean-Up Day	300								
303	Engineering Fees		-	-	-	-	63	180	-	21
305	Technology		-	-	-	-	39	17	2	13
351	Legal Notices		-	-	-	-	-	1	-	-
361	General Liability Insurance		63	62	142	71	141	30	29	28
	Property/Liability/Volunteer Insurance	63								
400	Ground Maintenance		3,500	3,500	3,500	2,061	20,351	7	-	-
	Compost screening	3,500								
417	Uniform Rentals		18	17	17	16	14	19	19	14
	Allowance	18								
TOTAL BUDGET/EXPENDITURES			**$ 19,790**	**$ 18,377**	**$ 18,649**	**$ 16,498**	**$ 32,983**	**$ 6,426**	**$ 6,714**	**$ 6,468**

Fire-42280

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
300	Professional Srvs (GENERAL)						-	-	23,639	
380	Utilities		2,540							
390	Public Safety Expense		231,249	233,593	233,593	209,043	203,125	180,256	163,983	151,688
401	Maint & Repairs - Bldgs						-	-	75	
TOTAL BUDGET/EXPENDITURES			$ 233,789	$ 233,593	$ 233,593	$ 209,043	$ 203,125	$ 180,256	$ 187,697	$ 151,688

Water-601-49400

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 112,947	$ 127,314	$ 129,662	$ 105,590	$ 113,687	$ 116,845	$ 104,324	$ 93,219
	PSD (18.6%) & 6 PW Staff (21.5%)	92,987								
	Utility Billing Clerk (45%)	19,860								
	Public Works Committee (25%)	100								
102	**FT Employees OT**		11,000	10,000	10,000	13,112	10,814	10,764	11,321	9,910
103	**Health Stipend (HRA)**		-	-	-		-	-	97	20
108	**Wages & Salaries Admin**		44,921	35,926	34,448	21,877	29,430	29,362	33,975	27,733
	Receptionist/Data Entry/Utility Clerk (25%)	11,694								
	Administrator, Finance Director, Asst Finance Director, City Clerk, Admin Data Clerk (6.8%)	24,880								
	Asst. City Administrator / Special Projects (6.8%)	8,346								
112	**Contracted Services**		18,400	15,250	15,250	17,097	2,017	2,096	6,868	16,071
	Annual Svc Agreement (Generator)	2,000								
	Watermain Breaks	7,000								
	Misc Leak/Curb Stop Repairs	6,000								
	Annual Backflow Device Testing	3,150								
	Code Updates	250								
120	**Employer Contrib Ret General**		18,974	21,000	21,211	20,844	19,336	18,514	17,397	14,577
	PERA 7.5%									
	FICA/Medicare - 7.65%	2,665								
128	**Employer Contrib Ret Admin**		6,805	5,462	5,238	-	4,270	4,350	4,247	4,004
	PERA 7.5%									
	FICA/Medicare - 7.65%									
129	**Pension Expense (GASB 68)**		-	1,200	1,200	6,787	4,069	1,173		
130	**Employer Paid Ins General**		34,421	37,683	34,803	26,257	31,555	28,546	26,720	20,578
138	**Employer Paid Ins Admin**		12,202	9,825	8,341	3,381	6,781	6,188	11,895	8,234
142	**Unemployment Comp Benefit**		-	-	-	5	17	-	-	-
151	**Worker's Comp Benefit**		8,313	5,141	5,212	5,427	5,282	6,922	6,593	6,037
208	**Training and Instruction**		3,182	2,800	2,500	2,216	2,751	3,227	1,948	649
	Registration/Lodging/Meals Expense	2,514								
	Mileage Allowance - $350/mth - Wood 6.8%	286								
	Civic System Symposium - Util Clrk	383								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
211	**S/W Billing Supplies**		1,743	1,788	1,788	1,300	1,210	1,596	3,520	1,495
	Post Card Paper	808								
	Printer Toner	225								
	Window Envelopes	260								
	Misc Supplies	450								
212	**Motor Fuels**		3,360	3,110	4,110	1,993	1,693	1,731	3,881	3,554
	20% from Financial Administration	110								
	Maintenance / Fuel	3,250								
220	**General Supplies**		9,250	9,000	9,000	10,142	10,123	7,474	8,923	7,198
221	**Chemicals**		32,000	32,000	32,000	32,370	30,969	13,988	30,128	27,217
	Water Treatment Chemicals	32,000								
232	**Water Meters**		20,000	15,000	25,318	36,767	23,168	13,486	16,339	1,694
240	**Small Tools and Minor Equip**		1,400	2,000	1,000	752	1,548	(19)	775	1,120
	Fridge/Microwave Shop (PRC/Sts/W/S/Stm)	400								
300	**Professional Srvs (GENERAL)**		3,555	4,200	5,243	3,506	1,431	1,749	1,148	1,993
	City Attorney	1,500								
	Safety Training	980								
	CDL Drug Testing	500								
	Northland Securities Cont Disc Report	575								
301	**Auditing and Acctg Services**		2,937	2,885	3,230	7,958	15,567	3,279	2,083	2,446
	10% from Financial Administration	2,937								
303	**Engineering Fees**		24,000	24,000	24,000	12,959	6,164	28,117	11,636	31,650

Water-601-49400

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
305	**Technology**		4,531	4,361	3,960	4,061	3,434	2,317	2,586	2,122
	Civic System support (12.38%)	1,334								
	IT Solutions (10%)	2,894								
	PSN Annual Sec Compliance & Monthly eBill (35%)	210								
	Anit-Spam Software	36								
	Microsoft Office for PW tablet	58								
320	**Communications (GENERAL)**		3,672	4,296	3,360	3,668	3,997	3,189	3,003	2,502
	PW Cell Phones (1/3)	1,740								
	PW wifi hotspot	624								
	Century Link Services	1,308								
322	**Postage**		3,532	4,501	4,411	3,418	2,396	3,991	1,947	1,184
	PO Box Fee (45%)	54								
	Monthly Statement Mailing (45%)	2,250								
	Pre-Stamped Window Envelopes (45%)	1,103								
	Annual Mailing Fee (45%)	75								
	Water Samples	50								
351	**Legal Notices Publishing**		200	200	200	130	548	167	252	169
361	**General Liability Insurance**		18,073	16,953	16,507	17,138	16,311	18,625	18,033	16,944
	Property/Liability/Volunteer Insurance	18,073								
380	**Utilities**		60,520	46,030	48,313	57,900	41,042	43,344	47,428	44,203
	Connexus	51,373								
	Centerpoint	6,408								
	City of Isanti - Water & Sewer	1,795								
	City of Isanti - Storm Water Utility	945								
400	**Ground Maintenance**		1,000	8,000	12,500	473	977	7,766	13,936	6,828
401	**Maint & Repairs - Bldgs**		5,530	4,850	6,050	6,491	2,976	2,378	4,372	2,491
	Dehumidifiers	1,200								
	Shop Roof Repair (20% Streets, Parks, Water, Sewer, Storm)	330								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
404	**Repairs/Maint Machinery/Equip**		10,000	10,000	10,000	16,923	5,744	12,556	9,830	6,900
405	**Depreciation (GENERAL)**		380,000	370,500	370,500	379,418	378,946	370,245	358,817	357,343
415	**Other Equipment Rentals**		-	-	500	-	-	-	-	-
417	**Uniform Rentals**		1,174	1,294	1,294	1,140	1,089	1,323	1,172	1,135
	Cleaning ($65 per mth)	780								
	Allowance	394								
433	**Dues and Subscriptions**		3,470	3,745	3,720	4,261	3,667	3,175	3,218	1,307
	Gopher State One-Call Locates	1,240								
	American Water Works Assocation (AWWA)	180								
	WTF Hazardous Chemical	25								
	Well Monitoring Permits	-								
	Annual Water Use Report	1,700								
	MN Rurual Water Assn (50%)	125								
	TCALMC (25%)	75								
	APWA (25%)	125								
437	**Other Miscellaneous**		450	350	325	389	446	322	292	266
	Railroad Mgmt Pipeline	450								
438	**Bank Charges**		-			20	5	35	5	
492	**Testing-Waste/Water**		2,000	2,500	1,500	1,649	1,776	1,009	431	655
494	**Property Management**		-	800	800	-	-	823	745	397
500	**Capital Outlay (GENERAL)**		55,716	19,230	47,826	56,592	2,992	60	-	-
	Computer Replacement	2,380								
	Document Imaging	1,000								
	Website	2,500								
	Standing Desks	586								
	4-ton Hotpatch Trailer (Split x 4, Str, W, Sw, Stm)	7,500								
	Bulk Fuel Tank and Pump (Split x 5, Str, PRC, W, Sw, Stm)	1,200								
	Air Compressor (Split x 5, Str, PRC, W, Sw, Stm)	900								
	Vibrating Asphalt Roller (Split x 4, Str, W, Sw, Stm)	3,950								
	WTP PVC Replacement	8,200								
	SCADA Hardware & Software	27,500								
530	**Improvements Other Than Bldg**			-	-		-	-	-	-
535	**2011 Water Impr Projects**			-	-		-	-	-	-
536	**2011 Water Meters**			-	-		-	-	-	-

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
	BOND PAYMENTS									
	2005A GO Improv Bonds (2013A)									
22510	**Principal (45%)**			-	-		-	261,000	258,750	(205,023)
611	**Interest (45%)**			-	-		-	1,436	2,600	17,026
	2007 MFPA									
22530	**Principal**		53,000	52,000	51,000	51,000	49,000	48,000	47,000	46,000
611	**Interest**		12,308	13,676	15,017	15,017	16,306	17,568	18,805	20,014
	2009 MFPA									
22530	**Principal**		257,000	249,000	242,000	242,000	235,000	228,000	221,000	215,000
611	**Interest**		89,741	97,315	104,677	104,677	111,826	118,761	125,484	132,025
	2008B GO Water Rev Bonds (2013A)									
22530	**Principal**		35,000	30,000	35,000	35,000	425,000	25,000	20,000	20,000
611	**Interest**		7,340	7,640	7,990	7,990	20,700	29,753	22,613	23,263
	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**		4,920	5,520	6,120	6,120	6,620	7,120	7,520	7,920
	2011 MPFA									
22530	**Principal**		33,000	32,000	32,000	32,000	32,000	31,000	31,000	30,125
611	**Interest**		7,205	7,696	8,186	8,186	8,677	9,152	9,627	9,867
	2013A GO Refunding									
22530	**Principal**						-			
611	**Interest**						7,990			
611	**Interest Accrual Adjustment**		-	-	-		(4,742)	(3,140)	4,977	(4,008)
620	**Fiscal Agent Fees**		684	190	190	683	684	189	190	163
621	**Bond Discount**		-	-	-		-	-	-	27,382
630	**Amortization of Bond Discount**		-	-	-		-	-	-	
700	**Operating Transfers**		4,333	4,333	4,333	4,333	4,333	4,377	4,398	
	GO Improv Bond 2011 A - Fund 930	4,333								
	TOTAL BUDGET/EXPENDITURES		**$ 1,443,810**	**$ 1,382,564**	**$ 1,431,833**	**$ 1,411,019**	**$ 1,721,623**	**$ 1,568,926**	**$ 1,563,849**	**$ 1,083,599**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
	REVENUES									
	Water Sales		$ 998,957	$ 1,045,835	$ 906,923	$ 883,909	$ 980,455	$ 916,942	$ 906,923	$ 918,563
	Water Connection Fees (WAC)		130,656	36,770	55,155	360,115	299,161	165,093	145,853	(7,314)
	Miscellaneous		12,500	30,000	-	10,887	16,108	9,762	14,462	11,646
	Contributions			-	-		-	-	-	-
	Special Assessments			-	-	365	-	(1,619)	864	1,119
	Interest Income		21,000	16,800	24,864	18,195	23,088	22,987	47,238	(3,613)
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	-
13100	Hotel Project		28,330							
	TOTAL REVENUES		**$ 1,193,032**	**$ 1,130,995**	**$ 988,532**	**$ 1,275,061**	**$ 1,320,401**	**$ 1,129,106**	**$ 1,146,151**	**$ 921,991**
	PROFIT(LOSS)		**$ 173,018**	**$ 149,071**	**$ (17,065)**	**$ 299,044**	**$ 361,181**	**$ 157,298**	**$ 149,241**	**$ (37,096)**
	CASH FLOW		**$ 129,222**	**$ 118,931**	**$ (72,801)**	**$ 243,460**	**$ (22,275)**	**$ (69,575)**	**$ (58,881)**	**$ 195,734**

Sewer-602-49450

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 149,217	$ 158,835	$ 159,782	$ 140,649	$ 144,651	$ 145,336	$ 130,764	$ 119,814
	PSD (25.8%) & 6 PW Staff (29.9%)	129,257								
	Utility Billing Clerk (45%)	19,860								
	Public Works Committee (25%)	100								
102	**FT Employees OT**		11,000	10,000	10,000	13,336	11,130	9,901	9,881	9,612
103	**Health Stipend (HRA)**		-	-	-		-	-	117	22
108	**Wages & Salaries Admin**		55,670	43,876	42,072	28,653	36,652	35,637	41,605	33,738
	Receptionist/Utility Clerk (25%)	11,694								
	Administrator, Finance Director, Asst Finance Director, City Clerk, Admin Data Clerk (9%)	30,773								
	Administrative Data Clerk (9%)	2,157								
	Asst. City Administrator / Special Projects (9%)	11,047								
112	**Contracted Services**		5,950	5,750	4,750	5,297	3,600	9,088	8,141	16,997
	Annual Svc Agreement (Generator)	3,200								
	Code Updates	250								
	WWTP Meter Calibrations	1,000								
	Sewer Repair Services	1,500								
120	**Employer Contrib Ret General**		24,495	25,801	25,798	27,147	24,032	22,538	21,170	18,330
	PERA 7.5%									
	FICA/Medicare - 7.65%	3,002								
128	**Employer Contrib Ret Admin**		8,434	6,647	6,399	-	5,195	5,283	5,171	4,871
	PERA 7.5%									
	FICA/Medicare - 7.65%	-								
129	**Pension Expense (GASB 68)**		-	1,500	1,500	15,789	7,933	1,481		
130	**Employer Paid Ins General**		46,669	47,103	43,106	35,054	38,788	34,633	33,173	25,257
138	**Employer Paid Ins Admin**		14,216	11,233	9,480	4,400	7,548	6,758	12,770	9,207
142	**Unemployment Comp Benefit**		-	-	-	6	23	-	-	-
151	**Worker's Comp Benefit**		9,776	6963	7,190	7,509	7,711	9,965	9,115	8,238

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
208	**Training and Instruction**		4,183	3,800	3,500	2,409	3,979	2,654	2,069	3,927
	Registration/Lodging/Meals Expense	3,422								
	Mileage Allowance - $350/mth - Wood 9%	378								
	Civic System Symposium - Util Clrk	383								
211	**S/W Billing Services**		1,743	1,788	1,788	1,300	1,210	1,596	3,520	1,578
	Post Card Paper	808								
	Printer Toner	225								
	Window Envelopes	260								
	Misc Supplies	450								
212	**Motor Fuels**		3,360	3,110	4,110	1,772	1,688	1,561	3,493	3,339
	20% from Financial Administration	110								
	Maintenance / Fuel	3,250								
220	**General Supplies**		7,500	7,500	10,000	5,550	5,934	6,863	5,400	7,465
221	**Chemicals**		100,000	100,000	92,300	62,616	88,589	77,717	24,776	119,839
240	**Small Tools and Minor Equip**		1,400	2,000	1,000	856	870	607	704	899
	Fridge/Microwave Shop (PRC/Sts/W/S/Stm)	400								
260	**Hauling**		-	-	-		-	-	-	-
300	**Professional Srvs (GENERAL)**		2,196	2,243	3,243	2,075	1,018	1,764	1,032	1,310
	Safety Training	980								
	Northland Securities Cont Disc Report	716								
	City Attorney	500								
301	**Auditing and Acctg Services**		2,937	2,885	3,230	7,958	14,072	3,279	2,083	2,446
	10% from Financial Administration	2,937								
303	**Engineering Fees**		3,500	4,000	4,000	964	2,819	2,262	10,185	1,186

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
305	**Technology**		4,590	4,427	2,842	3,704	3,004	2,180	2,290	2,261
	Civic Systems support (12.92%)	1,392								
	IT Solutions (10%)	2,894								
	PSN Annual Sec Compliance & Monthly eBill (35%)	210								
	Anit-Spam Software	36								
	Microsoft Office for PW tablet	58								
320	**Communications (GENERAL)**		3,288	3,360	3,240	3,075	3,066	3,024	3,626	3,097
	PW Cell Phones (1/3)	1,740								
	PW wifi hotspot	624								
	Century Link Services	924								
322	**Postage**		3,532	4,501	4,501	3,273	2,396	3,991	1,947	1,159
	PO Box Fee (45%)	54								
	Monthly Statement Mailing (45%)	2,250								
	Pre-Stamped Window Envelopes (45%)	1,103								
	Annual Mailing Fee (45%)	75								
	Miscellaneous Postage	50								
351	**Legal Notices Publishing**		150	200	100	19	290	62	304	27
361	**General Liability Insurance**		17,751	17,262	17,405	17,506	17,197	19,321	18,975	21,086
	Property/Liability/Volunteer Insurance	17,751								
380	**Utilities**		100,014	86,025	92,210	78,524	76,691	83,875	87,041	89,519
	Connexus	78,411								
	Centerpoint	7,665								
	Lakes Gas	1,593								
	City of Isanti - Water & Sewer	11,300								
	City of Isanti - Storm Water Utility	1,045								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
400	**Ground Maintenance**		1,000	1,000	1,500	1,198	-	214	1,104	-
401	**Maint & Repairs - Bldgs**		10,930	11,700	10,200	1,080	1,181	3,159	3,536	52,843
	Dehumidifiers	600								
	Shop Roof Repair (20% Streets, Parks, Water, Sewer, Storm)	330								
404	**Repairs/Maint Machinery/Equip**		20,000	20,000	20,000	20,401	17,972	18,149	20,445	8,214
405	**Depreciation (GENERAL)**		477,000	461,000	461,000	477,075	477,425	460,958	449,077	457,792
410	**Rentals**		-	-	-	-	-	35	5,132	-
415	**Other Equipment Rentals**		-	-	-	-	-	-	-	-
417	**Uniform Rentals**		1,560	1,560	1,399	1,465	1,481	1,698	1,548	1,466
	Cleaning ($80 per month)	960								
	Allowance	600								
433	**Dues and Subscriptions**		1,875	1,850	1,825	1,784	2,977	1,675	1,643	1,550
	WWTF Hazardous Chemical	25								
	WWTP Annual Permit Fee	1,500								
	MN Rurual Water Assn (50%)	125								
	MWOA	25								
	TCALMC (25%)	75								
	APWA (25%)	125								
437	**Other Miscellaneous**		-	-	-	4	-	46	-	-
438	**Bank Charges**		-	-	-		-	-	-	-
492	**Testing-Waste/Water**		8,000	8,000	10,000	7,139	4,862	5,535	7,935	5,354
494	**Property Management**		-	800	800	-	-	857	776	414
500	**Capital Outlay (GENERAL)**		46,360	131,744	43,526	8,050	2,992	60	-	-
	Computer Replacement	1,180								
	Document Imaging	1,000								
	Website	2,500								
	Standing Desks	630								
	4-ton Hotpatch Trailer (Split x 4, Str, W, Sw, Stm)	7,500								
	Bulk Fuel Tank and Pump (Split x 5, Str, PRC, W, Sw, Stm)	1,200								
	Air Compressor (Split x 5, Str, PRC, W, Sw, Stm)	900								
	Vibrating Asphalt Roller (Split x 4, Str, W, Sw, Stm)	3,950								
	SCADA Hardware & Software	27,500								
530	**Improvements Other Than Bldg**		-	-	-		-	(1)	-	-

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
	BOND PAYMENTS									
	1997 MFPA									
22530	**Principal**		-	-	261,862	261,862	255,661	249,068	242,644	236,386
611	**Interest**		-	-	5,173	5,173	11,941	18,534	24,958	31,216
	2005A GO Improv Bonds (2013A)									
22510	**Principal (55%)**		-	-	-	-	-	319,000	316,250	304,698
611	**Interest (55%)**		-	-	-	-	-	1,755	3,178	12,671
	2009A GO Crossover Refund Bonds									
22530	**Principal**		55,000	55,000	55,000	55,000	50,000	50,000	50,000	50,000
611	**Interest**		1,925	3,850	5,555	5,555	7,005	8,355	9,605	10,730
	2010A GO Utility Rev Bonds									
22530	**Principal**		35,000	35,000	35,000	35,000	30,000	30,000	30,000	30,000
611	**Interest**		7,895	8,945	9,995	9,995	10,745	11,495	12,095	12,695
	2014B GO Bonds									
22530	**Principal**		100,000	100,000	95,000	95,000	90,000	-	-	-
611	**Interest**		13,493	14,568	15,375	15,375	15,933	13,465	-	-
	2016A GO Bonds									
22530	**Principal**		70,000	65,000	-	-	-	-	-	-
611	**Interest**		49,200	50,500	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
611	**Interest Accrual Adjustment**			-	-	5,274	1,747	(1,159)	(2,400)	(4,657)
620	**Fiscal Agent Fees (2009A/2010A)**		505	575	575	501	-	504	19,621	510
621	**Bond Discount**		-	-	-	-	71,498	-	9,391	21,448
630	**Amortization of Bond Discount**		-	-	-	(6,018)	(3,009)	-	-	-
700	**Operating Transfers**		39,190	34,668	34,668	34,668	34,668	35,013	35,185	-
	GO Improv Bond 2011 A - Fund 930	39,190								
	TOTAL BUDGET/EXPENDITURES		**1,520,503**	**1,740,461**	**1,846,391**	**1,729,416**	**1,788,135**	**1,907,148**	**1,854,967**	**1,912,444**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
	REVENUES									
	Sewer Sales		$ 1,221,000	$ 1,379,000	$ 1,379,000	$ 1,100,705	$ 1,398,803	$ 1,375,982	$ 1,341,517	$ 1,321,607
	Sewer Connection Fees (SAC)		164,028	64,590	64,590	430,248	361,336	193,703	166,673	(8,570)
	Miscellaneous		4,000	8,000	-	1,621	8,209	2,703	6,623	6,155
	Special Assessments		-	-	-	(53)	-	(1,520)	1,659	2,179
	Contributions		-	-	-		-	-	-	-
	Interest Income		40,000	30,000	16,029	37,538	37,140	27,370	28,086	(2,849)
	Loan Forgiveness		-	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
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		10,487	9,525	9,542	9,542	9,241	8,951	8,669	8,396
13300	2013 RR Ave & Walk Improv end 2015			-	-		-	14,352	29,221	-
36210	3rd Ave Improv - Interest 2010-2019		341	650	960	960	1,261	1,552	1,833	2,106
13100	Hotel Project		56,670							
	TOTAL REVENUES		**$ 1,498,115**	**$ 1,667,248**	**$ 1,645,604**	**$ 1,756,044**	**$ 1,991,473**	**$ 1,847,826**	**$ 1,809,019**	**$ 1,553,761**
	PROFIT(LOSS)		**$ 145,225**	**$ 411,309**	**$ 452,363**	**$ 644,302**	**$ 705,053**	**$ 688,553**	**$ 678,104**	**$ 377,054**
	CASH FLOW		**$ 454,612**	**$ 387,787**	**$ 260,213**	**$ 497,686**	**$ 677,754**	**$ 401,635**	**$ 403,129**	**$ 99,110**

Storm-603-49500

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 49,650	$ 44,701	$ 36,193	$ 35,184	$ 33,787	$ 36,981	$ 32,912	$ -
	PSD (4.3%) & 6 PW Staff (5%)	21,602								
	MS4 Tech	18,500								
	Main Tech I (25.0%)	9,448								
	Public Works Committee (25%)	100								
102	**FT Employees OT**		350	350	350	68	71	115	288	-
103	**Health Stipend (HRA)**		-	-	-		-	-	-	-
108	**Wages & Salaries Admin**		4,413	-	-		-	-	-	-
	Utility Billing Clerk (10%)	4,413								
112	**Contracted Services**		250	250	250	149	181	-	552	-
	Code Updates	250								
120	**Employer Contrib Ret General**		7,690	6940	5,612	5,015	4,887	5,378	4,263	-
	PERA 7.5%									
	FICA/Medicare - 7.65%	1,603								
128	**Employer Contrib Ret Admin**		669	-	-	-	-	-	-	-
	PERA 7.5%									
	FICA/Medicare - 7.65%									

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
129	**Pension Expense (GASB 68)**		-	5,000	5,000	216	(3,225)	5,409	-	-
130	**Employer Paid Ins General**		9,973	7,810	7,228	6,537	5,499	4,743	4,054	-
138	**Employer Paid Ins Admin**		674	-	-	-	-	-	1,138	-
151	**Worker's Comp Benefit**		3,829	1,199	891	42	38	44	30	-
208	**Training and Instruction**		1,085	1,000	500	60	958	1,043		
	Civic System Symposium - Util Clrk	85								
211	**S/W Billing Supplies**		387	397	397	289	269	355	787	-
	Post Card Paper	179								
	Printer Toner	50								
	Window Envelopes	58								
	Misc Supplies	100								
212	**Motor Fuels**		1,444	1,250	1,250	901	843	849	-	-
	Maintenance / Fuel	1,444								
220	**General Supplies**		400	500	1,000	125	220	230	406	-
230	**Salt/Sand/Sweepings**		5,500	5,500	3,500	2,053	10,398	3,754	3,128	-
231	**Street Maintenance**		-			112	312			
240	**Small Tools and Minor Equip**		1,150	1,750	1,000	488	737	459	-	-
	Fridge/Microwave Shop (PRC/Sts/W/S/Stm)	400								
300	**Professional Srvs (GENERAL)**		12,250	39,460	500	1,919	176	119	-	-
	City Attorney	250								
	Bolton & Menk - MS4 Application Assistance	6,000								
	Bolton & Menk - MS4 Misc. Assistance	6,000								
301	**Auditing and Acctg Services**		2,937	2,885	3,230	7,958	11,379	3,279	2,083	-
	10% from Financial Administration	2,937								

Storm-603-49500

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
303	**Engineering Fees**		35,000	40,000	40,000	17,724	36,842	21,717	4,143	-
305	**Technology**		420	379	1,111	420	606	538	4,774	-
	Civic System support (2.47%)	266								
	PSN Annual Sec Compliance & Monthly eBill (10%)	60								
	Anit-Spam Software	36								
	Microsoft Office for PW tablet	58								
322	**Postage**		774	989	989	786	533	887	445	-
	PO Box Fee (10%)	12								
	Monthly Statement Mailing (10%)	500								
	Pre-Stamped Window Envelopes (10%)	245								
	Annual Mailing Fee (10%)	17								
351	**Legal Notices Publishing**		200	250	500	-	48	283	41	-
361	**General Liability Insurance**		842	1,119	948	1,146	936	711	194	-
	Property/Liability/Volunteer Insurance	842								
380	**Utilities**		4,159	3,800	3,105	3,653	3,587	3,746	3,008	-
	City of Isanti - Storm Water Utility	4,159								
400	**Ground Maintenance**		15,000	15,000	40,000	3,999	7,740	-	145	-
	Rain Garden Incentive Program	5,000								
	Misc storm pond maintenance	10,000								
404	**Repairs/Maint Machinery/Equip**		5,330	6,200	8,000	5,822	2,650	2,902	5,265	-
	Shop Roof Repair (20% Streets, Parks, Water, Sewer, Storm)	330								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
405	**Depreciation**		40,500	20,500	20,500	40,416	36,991	20,409	5,872	-
410	**Rentals**		1,000	1,000	250	-	587	-	-	-
417	**Uniform Rentals**		250	250	350	194	203	217	170	-
	G&K Services ($6.77 per month)	84								
	Allowance	166								
433	**Dues & Subscriptions**		1,040	1,015	915	30	-	400		
	MS4 Stormwater Permit	400								
	MCSC Membership	515								
	APWA (25%)	125								
437	**Other Miscellaneous**		-	-	-	(583)	-	188		
500	**Capital Outlay (GENERAL)**		143,230	148,980	15,293	15,090	2,992	59	-	-
	Computer Replacement	1,180								
	Document Imaging	1,000								
	Website	2,500								
	4-ton Hotpatch Trailer (Split x 4, Str, W, Sw, Stm)	7,500								
	Bulk Fuel Tank and Pump (Split x 5, Str, PRC, W, Sw, Stm)	1,200								
	Air Compressor (Split x 5, Str, PRC, W, Sw, Stm)	900								
	Vibrating Asphalt Roller (Split x 4, Str, W, Sw, Stm)	3,950								
	Storm Pond Maintenance Plan	125,000								
700	**Operating Transfers**			-	-		-	94,367	-	-
	TOTAL BUDGET/EXPENDITURES		**$ 350,396**	**$ 358,474**	**$ 198,863**	**$ 149,812**	**$ 160,244**	**$ 209,182**	**$ 73,699**	**$ -**
	REVENUES									
	Storm Water Sales		$ 297,452	$ 262,540	$ 262,540	$ 272,806	$ 266,632	$ 262,741	$ 240,275	$ -
	Other Sales		$ -	$ -	$ -	$ 105	90,731.01	18,173.55	5,070.43	-
	Interest Income		1,000	250	250	888	(804)	(417)	(266)	-
	TOTAL REVENUES		**$ 298,452**	**$ 262,790**	**$ 262,790**	**$ 273,799**	**$ 356,559**	**$ 280,498**	**$ 245,080**	**$ -**
	PROFIT(LOSS)		**$ 91,286**	**$ 53,296**	**$ 63,927**	**$ 123,987**	**$ 196,315**	**$ 71,315**	**$ 171,381**	**$ -**
	CASH FLOW		**$ (11,444)**	**$ (75,184)**	**$ 84,427**	**$ 164,403**	**$ 233,306**	**$ 91,724**	**$ 177,253**	

Liquor-609-49750

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 186,450	$ 171,771	$ 130,377	$ 152,812	$ 127,370	$ 116,789	$ 116,093	$ 113,526	$ 114,763
	Liquor Store Manager	76,436									
	Asst. Manager	47,075									
	Clerk II, Clerk III x2	61,739									
	Liquor Committee	1,200									
101	**PT Salaries & Wages**		55,101	36,029	47,229	46,903	46,303	60,873	48,601	41,706	41,258
102	**FT Employees OT**		-	-	-	-	-	179	48	129	-
103	**Health Stipend (HRA)**		-	-	-	-	-	-	-	98	130
105	**Labor Credit - Work for Others**		-	-	-	-	-	-	-	-	-
108	**Wages & Salaries Admin**		51,201	38,407	36,831	31,837	37,302	32,735	30,443	36,831	29,129
112	**Contracted Services**		-	-	-	-	-	3	-	-	102
120	**Employer Contrib Ret General**		36,505	31,392	26,817	33,189	26,221	26,674	23,853	22,559	21,950
	PERA 7.5%										
	FICA/Medicare - 7.65%										
128	**Employer Contrib Ret Admin**		7,757	5,819	5,608	-	5,651	4,484	4,539	4,480	4,217
	PERA 7.5%										
	FICA/Medicare - 7.65%	-									
129	**Pension Expense (GASB 68)**		-	550	550	35,648		15,883	581		
130	**Employer Paid Ins General**		42,661	60,209	34,143	32,769	34,196	31,284	31,481	32,345	33,731
138	**Employer Paid Ins Admin**		10,350	7,494	6,142	4,834	4,031	4,329	3,492	5,410	5,142
142	**Unemployment Comp Benefit**		-	-	-	2,769	-	93	83	993	13
151	**Worker's Comp Benefit**		9,455	7,182	9,658	7,019	8,005	8,595	8,130	7,322	6,245
200	**Office Supplies (GENERAL)**		5,500	6,000	7,000	4,482	7,000	4,771	5,690	7,825	6,272

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual
208	**Training and Instruction**		2,200	2,700	2,700	392	2,710	1,622	1,109	1,730	1,854
	20% of City Car (from Finance)	110									
	Mileage Allowance - $350/mth - Wood 10%	420									
	MMBA Conference	700									
	Alcohol Server Training	350									
	Food/Wine Pairing Training	200									
	Regional Meeting/Misc Training	420									
251	**Liquor for Resale**		629,664	600,459	567,318	614,306	539,407	585,813	553,481	526,250	505,569
252	**Beer for Resale**		1,127,465	1,042,697	1,013,139	1,099,966	1,004,176	1,017,266	988,429	979,684	965,745
253	**Wine for Resale**		184,643	169,135	151,658	180,139	143,699	165,010	147,959	140,194	141,266
257	**Ice for Resale**		8,665	8,592	8,292	8,453	7,437	8,383	8,090	7,255	6,894
259	**Other for Resale**		111,537	119,384	104,101	108,816	93,702	116,472	101,562	91,416	82,723
260	**Hauling**		9,708	7,904	7,294	9,471	7,317	7,712	7,116	7,139	6,743
300	**Professional Srvs (GENERAL)**		1,080	1,200	1,943	951	1,943	942	932	743	743
	Safety Training	980									
	Misc Attorney, Engineering, Etc.	100									
301	**Auditing and Acctg Services**		2,937	2,885	3,230	7,958	3,089	11,379	3,279	2,083	2,446
	10% from Financial Administration	2,937									
305	**Technology**		5,060	5,890	3,709	4,556	694	2,068	1,170	349	531
	Civic System support (5.44%)	586									
	Battery backup for register	250									
	IT Solutions (10%)	2,894									
	Zabinski - Firewall, Software Updates	1,330									

Liquor-609-49750

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual
320	**Communications (GENERAL)**		1,730	1,680	1,800	1,676	1,800	1,722	1,569	1,777	1,600
	CenturyLink	1,730									
322	**Postage**			-	-		-	-	-	-	-
340	**Advertising**		7,000	7,000	7,000	6,438	7,000	7,003	6,395	7,740	6,533
	Tastings	2,000									
351	**Legal Notices Publishing**		500	500	500	685	500	664	252	356	204
361	**General Liability Insurance**		4,410	3,954	3,818	4,036	4,735	3,773	4,553	4,446	4,622
	Property/Liability/Volunteer Insurance	4,410									
364	**Dram Shop**		3,041	2,914	2,715	2,756	2,881	2,649	2,619	2,619	3,710
	Insurance	3,041									
380	**Utilities**		15,348	13,300	12,520	12,506	13,776	12,905	13,319	13,955	12,877
	Connexus	12,575									
	Centerpoint	694									
	City of Isanti - Water & Sewer	1,606									
	City of Isanti - Storm Water Utility	473									
400	**Ground Maintenance**		375	1,700	1,700	303	367	154	167	-	271
	Snow Removal Retainer	175									
	Outdoor Sprinkler System	200									
401	**Maint & Repairs - Bldgs**		5,037	4,988	4,976	1,896	4,976	15,937	1,395	2,091	2,927
	Disposal Service $41/Month	486									
	Window Washing Services $25/Month	175									
	Rug Service $33/Month	576									
	Floor Waxing 2x per Year	650									
	Misc Main & Repairs	3,150									
404	**Repairs/Maint Machinery/Equip**		3,400	3,550	3,550	1,099	3,550	2,485	933	3,393	1,797
	Logivision Dial Up Card - Every 3 yrs										
	Register Equipment Repairs Fee/Misc	1,650									
	General Maint	1,750									

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual
405	Depreciation (GENERAL)		20,700	14,900	14,900	20,662	13,976	20,078	14,895	13,683	13,373
431	Over/Short		-	-	-	(5)	-	18	17	95	(95)
433	Dues and Subscriptions		2,010	2,010	1,992	1,970	1,894	1,870	1,905	1,788	1,630
	MMBA	1,700									
	Buyer's Card MOOFSL	20									
	Tobacco License	150									
	Other	140									
437	Other Miscellaneous		-	-	-		-	-	-	1	10,000
438	Bank Charges		37,451	31,000	28,000	34,046	27,000	30,545	28,146	27,345	25,713
443	Check Recovery Fee			-	-		-	-	-	-	-
490	Donations-Organizations			-	-	273	-	(273)	-	-	-
493	Alarm System		1,144	1,130	1,092	871	1,090	1,196	1,283	1,090	1,090
	Monitoring Service	1,144									
500	Capital Outlay (GENERAL)		5,000	300	-		-	-	30	-	-
	Computer Replacement	1,200									
	Document Imaging	1,000									
	Website	2,500									
	Standing Desks	300									
501	Replacement Fund			-	-		-	-	-	-	-
520	Building Structures			-	-		-	-	-	-	-
720	Operating Transfers		350,000	350,000	350,000	350,000	330,360	330,360	300,000	200,000	150,000
TOTAL BUDGET/EXPENDITURES			$ 2,945,083	$ 2,764,625	$ 2,602,302	$ 2,826,481	$ 2,514,157	$ 2,654,447	$ 2,463,639	$ 2,310,445	$ 2,213,720
REVENUES											
	Sales		$ 2,856,808	$ 2,679,523	$ 2,537,815	$ 2,787,130	$ 2,475,760	$ 2,614,169	$ 2,475,917	$ 2,415,375	$ 2,314,308
	Interest Income		7,000	5,400	5,400	5,796	5,400	$ 5,041	$ 7,972	$ 14,087	$ (4,338)
	Hotel Project - Land		53,619								
TOTAL REVENUES			$ 2,917,427	$ 2,684,923	$ 2,543,215	$ 2,792,926	$ 2,481,160	$ 2,619,210	$ 2,483,889	$ 2,429,463	$ 2,309,970
PROFIT(LOSS)			$ (81,275)	$ (79,702)	$ (59,087)	$ (33,555)	$ (32,997)	$ (35,237)	$ 20,251	$ 119,018	$ 96,250
CASH FLOW			$ (6,957)	$ (64,252)	$ (43,637)	$ 22,755	$ (19,021)	$ 724	$ 35,727	$ 132,701	$ 109,623

Transfers

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
303	**Engineering Fees**			-	-		-	-	-	-
320	**Communications (GENERAL)**			-	-		-	-	-	-
380	**Utilities**			-	-		-	238	(881)	327
437	**Other Miscellaneous**			-	-		-	237	(511)	(789)
490	**Donations-Organizations**			-	-		-	-	-	-
604	**TIF-Pay as You Go (101-49110-604)**		-	1,231	9,920	4,960	10,399	10,877	11,630	12,349
612	**Interest Expense**		341	-	-		-	1,552	1,833	2,106
700	**Transfers (GENERAL)**		123,788	119,840	143,525	147,400	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
	(10 year loan - 1st Installment 2006)									
	Transfer to Sewer Fund - 3rd Avenue		10,487	9,525	10,502	10,502	9,241	10,502	8,669	8,395
	(10 year loan - 1st Installment 2010)									
	Transfer to Water Fund - Hotel Project		28,330							
	10 year term 2019 thru 2028									
	Transfer to Sewer Fund - Hotel Project		56,670							
	10 year term 2019 thru 2028									
	Transfer to Liquor Fund - Hotel Project		53,619							
	2 year term 2019 thru 2020									
	TOTAL BUDGET/EXPENDITURES		**$ 276,413**	**$ 133,776**	**$ 167,127**	**$ 166,042**	**$ 169,383**	**$ 426,403**	**$ 73,174**	**$ 74,822**

Remaining Balances	**12/31/2019**
Deer Haven - Water	3,179.03
Deer Haven - Sewer	3,179.03
3rd Avenue - Sewer	-
Hotel Project - Water	254,970.00
Hotel Project - Sewer	510,030.00
Hotel Project - Liquor	53,618.50

Capital Outlay and Replacement

Account	Description		2019 Preliminary Budget	2018 Original Budget	2017 Final Budget	2016 Final Budget	2015 Final Budget	2014 Original Budget	2013 Original Budget
500	**Capital Outlay (GENERAL)**								
	41000-Capital Outlay		$ -	$ -	$ -	$ -	$ -	$ 13,000	$ -
	41110-City Council		-	-	-	-	-	-	-
	41200-Elections		-	-	-	-	-	-	-
	41500-Administration		4,984	1,484	-	-	-	-	-
	41910-Planning/Zoning		2,500	2,472	7,412	3,000	-	-	-
	41941-Muni Bldg		18,350	6,125	3,500	-	-	-	-
	42000-Public Safety		-	-	-	-	-	-	-
	42110-Police		53,700	4,000	42,000	36,000	-	29,000	-
	42401-Building Inspection		2,500	-	20,000	19,000	-	-	-
	42402-Code Enforcement		2,500	-	-	10,000	-	-	-
	45186-Community Ctr		-	-	-	-	27,000	-	-
	46500-EDA		-	-	-	-	-	-	-
	43010-General Maint		-	-	-	-	-	-	-
	43100-Streets		25,450	21,730	21,834	13,900	257,000	375,000	130,000
	43160-Street Lighting		-	20,000	20,000	14,536	-	-	-
	43210-Sanitation/Waste		-	-	-	-	-	-	-
	45200-Park Mnt Equip and Structures		-	-	-	-	7,000	10,000	-
	45300-Parks, Rec, Culture		12,000	53,770	69,190	12,900	7,000	10,000	-
Total Capital Outlay			**$ 121,984**	**$ 109,581**	**$ 183,936**	**$ 109,336**	**$ 298,000**	**$ 437,000**	**$ 130,000**

Capital Outlay and Replacement

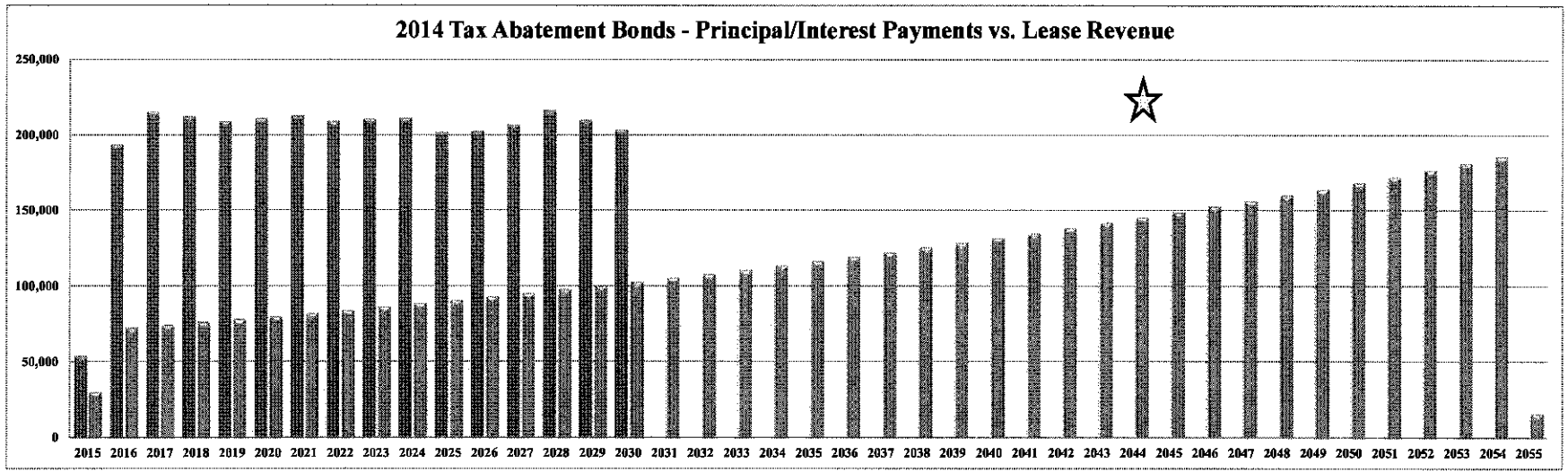
Account	Description		2019 Preliminary Budget	2018 Original Budget	2017 Final Budget	2016 Final Budget	2015 Final Budget	2014 Original Budget	2013 Original Budget
501	**Replacement Fund**								
	Underfunded		$ -	$ -	$ -	$ -	$ -	$ -	$ -
	City Council Reserves (56738)		-	-	-	-	-	-	-
	Elections Reserve (56739)		-	-	-	-	-	-	-
	Admin Reserves (56740)		-	-	-	-	-	-	-
	Police Reserves (56741)		-	-	-	-	-	-	-
	Streets Reserves (56742)		-	-	-	-	150,000	-	-
	Maintenance Reserves (56743)		-	-	-	-	-	-	-
	Park Reserves (56744) (920-45300-501)		36,500	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		**$ 36,500**	**$ 27,500**	**$ 7,500**	**$ 7,500**	**$ 157,500**	**$ -**	**$ -**

COL requests

2019 Capital Outlay Requests									
				101	614	601	602	603	609
Expenditure	Primary Dept.	Allocation Method	Est. Cost	General	Tech	Water	Sewer	Storm	Liquor
Computer Replacement	CITY WIDE	SPLIT	$ 12,000		$ 6,060	$ 2,380	$ 1,180	$ 1,180	$ 1,200
Document imaging	CITY WIDE	SPLIT x 5	$ 5,000	$ 1,000		$ 1,000	$ 1,000	$ 1,000	$ 1,000
Website	CITY WIDE	SPLIT x 12	$ 30,000	$ 20,000		$ 2,500	$ 2,500	$ 2,500	$ 2,500
Standing Desk - D. Lorsung	ADMIN	SPLIT x 4	$ 1,000	$ 742		$ 68	$ 90		$ 100
Standing Desk - K. Brooks	ADMIN	SPLIT x 4	$ 1,000	$ 742		$ 68	$ 90		$ 100
City Hall Handicap Sign Holders	City Hall	41941-Muni Bldg	$ 350	$ 350					
City Hall North Door and Frame Replacement	City Hall	41941-Muni Bldg	$ 10,000	$ 10,000					
City Hall Electronic Locks	City Hall	41941-Muni Bldg	$ 8,000	$ 8,000					
Squad Car Replacement	PD	42110-Police	$ 44,700	$ 44,700					
LETG Licensing for Reserve Squad Computer	PD	42110-Police	$ 4,500	$ 4,500					
Standing Desk - P. Anderson	PD	42110-Police	$ 1,000	$ 1,000					
Standing Desk - L. Goldben	PD	42110-Police	$ 1,000	$ 1,000					
4-ton Hotpatch Trailer	Street	SPLIT x 4	$ 30,000	$ 7,500		$ 7,500	$ 7,500	$ 7,500	
Bulk Fuel Tank and Pump	Street	SPLIT x 5	$ 6,000	$ 2,400		$ 1,200	$ 1,200	$ 1,200	
Pro-Tech Sno Pusher	Street	43100-Streets	$ 5,000	$ 5,000					
Air Compressor	Street	SPLIT x 5	$ 4,500	$ 1,800		$ 900	$ 900	$ 900	
Vibrating Asphalt Roller	Street	SPLIT x 4	$ 15,800	$ 3,950		$ 3,950	$ 3,950	$ 3,950	
CURB CUT	PRC	45300-PRC	$ 3,500	$ 3,500					
ICC North Patio Doors	PRC	45300-PRC	$ 4,400	$ 4,400					
Dog Park Development	PRC	45300-PRC	$ 15,000	$ 15,000					
Playground Refurbish - Bluebird Park	PRC	45300-PRC	$ 14,000	$ 14,000					
River Bluff Privacy Fence	PRC	45300-PRC	$ 1,500	$ 1,500					
WTP PVC Replacement	Water	49400-Water	$ 8,200			$ 8,200			
SCADA Hardware and Software	Water/Sewer	SPLIT x 2	$ 55,000			$ 27,500	$ 27,500		
Standing Desk - T. Peltier	Water/Sewer	SPLIT x 3	$ 1,000			$ 450	$ 450		$ 100
Storm Pond Maintenance Plan	Storm	Storm	$ 125,000					$ 125,000	
			$ 407,450	$ 151,084	$ 6,060	$ 55,716	$ 46,360	$ 143,230	$ 5,000
			$ 407,450						

Tax Abatement Bonds

Year	P&I Pmts	105% Levy	Lease Revenue
2015	54,052.08	227,307.50	30,000.00
2016	193,562.50	228,125.63	72,750.00
2017	215,712.50	224,870.63	74,568.75
2018	212,612.50	221,615.63	76,434.50
2019	209,512.50	223,610.63	78,345.59
2020	211,362.50	225,500.63	80,302.39
2021	213,112.50	222,035.63	82,309.95
2022	209,812.50	223,820.63	84,367.70
2023	211,037.50	224,608.13	86,476.89
2024	211,725.00	214,764.38	88,638.81
2025	202,200.00	215,105.63	90,854.79
2026	202,456.25	220,552.50	93,126.15
2027	207,275.00	230,475.00	95,454.31
2028	216,500.00	224,175.00	97,840.67
2029	210,250.00	217,350.00	100,286.68
2030	203,500.00	-	102,793.85
2031		-	105,363.70
2032		-	107,997.79
2033		-	110,697.73
2034		-	113,465.18
2035		-	116,301.81
2036		-	119,209.35
2037		-	122,189.59
2038		-	125,244.32
2039		-	128,375.43
2040		-	131,584.82
2041		-	134,874.44
2042		-	138,246.30
2043		-	141,702.46
2044		-	145,245.02
2045		-	148,876.14
2046		-	152,598.05
2047		-	156,413.00
2048		-	160,323.32
2049		-	164,331.41
2050		-	168,439.69
2051		-	172,650.69
2052		-	176,966.95
2053		-	181,391.13
2054		-	185,925.90
2055		-	15,717.45
	3,184,683.33	3,343,917.55	4,758,682.70


2014 Tax Abatement Bonds - Principal/Interest Payments vs. Lease Revenue
250,000
200,000
150,000
100,000
50,000
0
2015 2016 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049 2050 2051 2052 2053 2054 2055

AGENDA

CITY OF ISANTI
CANVASS BOARD OF THE CITY COUNCIL
8:00 A.M. - FRIDAY, AUGUST 17, 2018
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Business Items
1. Resolution 2018-XXX Canvassing Returns for the Municipal Primary Election

Adjournment

RESOLUTION NO. 2018-XXX

1.

A RESOLUTION CANVASSING RETURNS FOR THE MUNICIPAL PRIMARY ELECTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it is hereby found and determined and declared that the primary municipal election held in and for said City on August 14, 2018 was in all respects duly and legally held and the returns thereof have been duly canvassed, and the votes cast at said election were as follows:

For Mayor-at-large, (one) four year term:

City of Isanti Primary Election 8/14/2018			
Unofficial Totals			
	P-1	**P-2**	**Total**
Jeffrey Johnson	231	104	**335**
George Wimmer	145	174	**319**
Angela Kersting	97	62	**159**
Rodrick Barrows	18	8	**26**
Jeffrey Allen Otten	6	4	**10**
Total Votes Cast	**497**	**352**	**849**

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA that the Abstract of Votes Cast attached as Exhibit 'A' is hereby approved; and

FURTHERMORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA that the two candidates receiving the highest number of votes for the open Mayor seat is Jeffrey Johnson and George Wimmer and shall be placed on the ballot to be voted on at the general election to be held on November 6, 2018.

This resolution is duly adopted by the Isanti City Council this 17th day of August 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

Abstract of Votes Cast
In the Precincts of the City of Isanti
State of Minnesota
at the STATE PRIMARY
Held Tuesday, August 14, 2018

as compiled from the official returns.

Summary of Totals
City of Isanti
Tuesday, August 14, 2018 STATE PRIMARY

Number of persons registered as of 7 a.m.	3135
Number of persons registered on Election Day	115
Number of accepted regular, military, and overseas absentee ballots and mail ballots	38
Number of federal office only absentee ballots	0
Number of presidential absentee ballots	0
Total number of persons voting	875

Summary of Totals
City of Isanti
Tuesday, August 14, 2018 STATE PRIMARY

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

NP - Nonpartisan

Mayor (Isanti)

NP	NP	NP	NP	NP
Jeffrey Allen Otten	George Wimmer	Rodrick Barrows	Jeffrey Johnson	Angela Kersting
10	319	26	335	159

Detail of Election Results
City of Isanti
Tuesday, August 14, 2018 STATE PRIMARY

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
30 0035 : ISANTI P-1	1764	67	506
30 0037 : ISANTI P-2	1371	48	369
City of Isanti Total:	3135	115	875

Detail of Election Results
City of Isanti
Tuesday, August 14, 2018 STATE PRIMARY

Office Title: Mayor (Isanti)

Precinct	NP Jeffrey Allen Otten	NP George Wimmer	NP Rodrick Barrows	NP Jeffrey Johnson	NP Angela Kersting
30 0035 : ISANTI P-1	6	145	18	231	97
30 0037 : ISANTI P-2	4	174	8	104	62
Total:	**10**	**319**	**26**	**335**	**159**

We certify that we have herein specified the names of the candidates receiving votes and the number of votes received by each candidate, and have specified the number of votes for and against any question voted on, at the STATE PRIMARY held on Tuesday, August 14, 2018.

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the City of Isanti Clerk. Witness our official signature at _____ in _____ County this _____ day of _____ 2018.

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

State of Minnesota
City of Isanti

I, _____, Clerk of the City of Isanti do hereby certify the within and foregoing _____ pages to be a full and correct copy of the original abstract and return of the votes cast in the City of Isanti STATE PRIMARY held on Tuesday, August 14, 2018.

Witness my hand and official seal of office this _____ day of _____, 2018.

_____

Polling Place
Precinct Summary Statement

Precin _____ Da

PRIMARY ELECTION
AUGUST 14, 2018
ISANTI CITY P1

_____ , Minnesota

Number of Election Judges who worked in this precinct: * 8

Number of Voting Booths in this precinct: * 9

Registration Statistics:

Number of Persons Registered at 7:00 AM: *1. 1764

Number of ***New Registrants*** on Election Day: *2. 65

Ballots Delivered to the Precinct:

Ballots Delivered as Certified by Election Administrator. 3. 700

Ballot Count Adjustments from Ballot Count Log (+/-) 4. 0

Number of Unofficial Ballots made 5. 0

Total Number of Ballots Delivered to Precinct (3 + 4 + 5) = A **A** 700

Ballots Not in Ballot Box:

Number of Spoiled Ballots *6. 13

Number of Originals for which Duplicates have been made *7. 0

Number of Unused Ballots 8. 202

Total Number of Ballots NOT in the ballot box(6 + 7 + 8) = B **B** 215

Ballots Cast in the Ballot Box:

Total Number of ***Signatures*** on Roster
Include Election Day Registrations
Do Not Include AB Notations on Roster 9. 485

Total Number of Ballots in the Ballot Box = C (same as line 9) **C** 485

Ballots Returned to Election Administrator:

Ballots Returned to Election Officials from the Precinct (B + C = D) **D** 700

Difference for Election Administrator Notation on Delivery Record (A - D = E) **E** 0

PIKE PRW - GOVERNMENT FORMS AND SUPPLIES

Polling Place
Precinct Summary Statement

Precinc _____ Minnesota

PRIMARY ELECTION
AUGUST 14, 2018
ISANTI CITY P2

Dat _____

Number of Election Judges who worked in this precinct: * 11

Number of Voting Booths in this precinct: * 9

Registration Statistics:

Number of Persons Registered at 7:00 AM: *1. 1371

Number of ***New Registrants*** on Election Day: *2. 47

Ballots Delivered to the Precinct:

Ballots Delivered as Certified by Election Administrator. 3. 550

Ballot Count Adjustments from Ballot Count Log (+/-) 4. 0

Number of Unofficial Ballots made 5. 0

Total Number of Ballots Delivered to Precinct (3 + 4 + 5) = A **A** 550

Ballots Not in Ballot Box:

Number of Spoiled Ballots *6. 20

Number of Originals for which Duplicates have been made *7. 0

Number of Unused Ballots 8. 178

Total Number of Ballots NOT in the ballot box(6 + 7 + 8) = B **B** 198

Ballots Cast in the Ballot Box:

Total Number of ***Signatures*** on Roster
Include Election Day Registrations
Do Not Include AB Notations on Roster 9. 352

Total Number of Ballots in the Ballot Box = C (same as line 9) **C** 352

Ballots Returned to Election Administrator:

Ballots Returned to Election Officials from the Precinct (B + C = D) **D** 550

Difference for Election Administrator Notation on Delivery Record (A - D = E) **E** 0

Absentee/Mail Ballot Board

Precinct Summary Statement

Check One: ☑ Absentee Ballots
☐ Mail Ballot Precinct

Precinct _____

Date ___

PRIMARY ELECTION
AUGUST 14, 2018
ISANTI CITY P1

Minnesota

Registration Statistics:

Number of Persons Registered at 7:00 AM: (Mail Ballot Precincts only) *1. —

Number of ***New Registrants*** on Election Day: *2. 2

Ballots Delivered to the Absentee/Mail Ballot Board:

Number of Absentee/Mail Ballots Delivered (Line 4 + 5 + 6 + 7 + 8) 3. 21

Total Number of Ballots Delivered to Precinct (Line 3) = A **A** 21

Ballots Not in Ballot Box:

Number of Spoiled Ballots *4. 0

Number of Originals for which Duplicates have been made *5. 0

Number of Rejected Absentee/Mail Ballots *6. 0

Total Number of Ballots NOT in the ballot box (4 + 5 + 6) = B **B** 0

Ballot Cast in the Ballot Box:

Number of Accepted Absentee/Mail Ballots: (Regular, Military & Overseas) *7 21

Number of Accepted Absentee Ballots: (Federal Offices Only) *8 0

Total Number of Ballots in the Ballot Box: (= Persons Voting) (Line 7 + 8 = C) **C** 21

Ballots Returned to Election Administrator:

Ballots Returned to Election Officials from the Absentee/Mail Ballot Board (B + C = D) **D** 21

Difference for Election Administrator Notation on Delivery Record (A - D = E) **E** 0

P. 1

Total Votes	7

Mayor City of Isanti
Number to Vote For 1

Jeffrey Johnson	0
Jeffrey Allen Otten	1
Angela Kersting	3
George Wimmer	2
Rodrick Barrows	1
Over Votes	0
Under Votes	0
Total Votes	7

****

****

Total Votes	14

Mayor City of Isanti
Number to Vote For 1

Jeffrey Johnson	2
Jeffrey Allen Otten	0
Angela Kersting	1
George Wimmer	10
Rodrick Barrows	0
Over Votes	1
Under Votes	0
Total Votes	14

****

****

Absentee/Mail Ballot Board

Precinct Summary Statement

Check One: ☐ Absentee Ballots
☐ Mail Ballot Precinct

Precinct _____

Date ___

PRIMARY ELECTION
AUGUST 14, 2018
ISANTI CITY P2

Minnesota

Registration Statistics:

Number of Persons Registered at 7:00 AM: (Mail Ballot Precincts only) *1. —

Number of ***New Registrants*** on Election Day: *2. 1

Ballots Delivered to the Absentee/Mail Ballot Board:

Number of Absentee/Mail Ballots Delivered (Line 4 + 5 + 6 + 7 + 8) 3. 18

Total Number of Ballots Delivered to Precinct (Line 3) = A **A** 18

Ballots Not in Ballot Box:

Number of Spoiled Ballots *4. 0

Number of Originals for which Duplicates have been made *5. 1

Number of Rejected Absentee/Mail Ballots *6. 0

Total Number of Ballots NOT in the ballot box (4 + 5 + 6) = B **B** 1

Ballot Cast in the Ballot Box:

Number of Accepted Absentee/Mail Ballots: (Regular, Military & Overseas) *7 17

Number of Accepted Absentee Ballots: (Federal Offices Only) *8 0

Total Number of Ballots in the Ballot Box: (= Persons Voting) (Line 7 + 8 = C) **C** 17

Ballots Returned to Election Administrator:

Ballots Returned to Election Officials from the Absentee/Mail Ballot Board (B + C = D) **D** 18

Difference for Election Administrator Notation on Delivery Record (A - D = E) **E** 0

P 2

Total Votes	6

Mayor City of Isanti
Number to Vote For 1

Jeffrey Allen Otten	0
Angela Kersting	1
George Wimmer	5
Rodrick Barrows	0
Jeffrey Johnson	0
Over Votes	0
Under Votes	0
Total Votes	6

****

Total Votes	11

Mayor City of Isanti
Number to Vote For 1

Jeffrey Allen Otten	0
Angela Kersting	2
George Wimmer	4
Rodrick Barrows	1
Jeffrey Johnson	3
Over Votes	0
Under Votes	1
Total Votes	11

****
****

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, AUGUST 21, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards
1. Commendation to Sean Sullivan, Economic Development Director

F. Approve City Council Minutes
1. August 8, 2018 – Regular Meeting of the City Council
2. August 8, 2018 – City Council Budget Work Session

G. Announcements

1. Parks, Recreation and Culture Board Meeting	Tuesday, August 28, 2018 @ 6:00 p.m.
2. City Offices Closed for Labor Day	Monday, September 3, 2018 *(In observance of Labor Day)*
3. City Council Meeting	Tuesday, September 4, 2018 @ 7:00 p.m.
4. EDA Meeting	Tuesday, September 4, 2018 *(Immediately following the City Council Meeting)*

H. Council Committee Reports

I. Public Hearings

J. Business Items

City Administrator Don Lorsung
1. Ordinance No. XXX City Code Amendments: Water and Sewer Service Line Placement

Economic Development Director Sean Sullivan
2. Resolution 2018 – XXX Accepting Donation of Real Property

K. Approve Consent Agenda
1. Consider Accounts Payable in the amount of $402,352.37 and Payroll in the amount of $100,039.29
2. Final Meeting Minutes for the July 3, 2018 Economic Development Authority Meeting
3. Final Meeting Minutes for the July 17, 2018 Planning Commission Meeting
4. Contractor Pay Request No. 1- 2018 Pavement Management Project in the Amount of $181,230.24
5. Resolution 2018-XXX Approving Acceptance of a 2019 Public Works Vehicle
6. Resolution 2018-XXX Approving Snow Plowing Policy and Resolution 2018-XXX Approving Exempt Sidewalks from Snow Removal

L. Other Communications

1. Draft Minutes of the August 8, 2018 Economic Development Authority Meeting
2. July Police Department Report
3. July Code Enforcement Report
4. July Building Inspector Report
5. August Engineering Report

Adjournment

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, AUGUST 8, 2018 – 7:00 P.M.
CITY HALL

F.1.

Citizens Input
None.

II. Agenda
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

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

Members Absent: None.

Others Present: Jesse J Jennissen, Amy Campbell-Davis, Sean Wilson, Trent Pepper, Landon Pepper, Lily Pepper, Lydia pepper, LeAnn Snidarich, Shelby Snidarich, Jamison Snidarich, Angela Kersting, Stacey Boettener, Brooks Boettener, Wyatt Boettener, Melissa Andrys, Jerry Andrys, Sophia Andrys and Joe Andrys

D. Adopt Agenda
No Agenda Modifications.
Motion to approve agenda by Lundeen, Second by Lorinser. Motion carried.

E. Proclamations/Commendations/Certificate Awards
1. 2018 Jubilee Parade Mayor's Choice Trophy- Mayor Wimmer Presented award to 4-H's Mini Horse Project and a picture was taken with the 4-H Members and the Mayor.

F. Approve City Council Minutes
1. July 17, 2018 – Regular Meeting of the City Council
2. July 17, 2018 – Budget Work Session of the City Council

Motion by Lundeen, Second by Lorinser to approve minutes as presented. Motion carried.

G. Announcements

1. City of Isanti Primary Elections	Tuesday, August 14, 2018 from 7:00 am - 8:00 pm
2. Canvass Board Meeting	Friday, August 17, 2018 at 8:00 a.m.
3. City Council Meeting	Tuesday, August 21, 2018 at 7:00 p.m.
4. Planning Commission Meeting	Tuesday, August 21, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*
5. Park, Recreation, and Culture Board Meeting	Tuesday, August 28, 2018 at 6:00 p.m.

H. Council Committee Reports

Mayor Wimmer shared that the City of Isanti was chosen as the recipient of the 2018 Conservation Award for preserving natural resources dating back to 2011.

I. Public Hearings

None.

J. Business Items

1. **Resolution 2018-172** Approving a Special Event Permit Application for the Bluejacket 5K
   Raises scholarships for students who graduate from Cambridge-Isanti High School. Mayor Wimmer added that it is a great event.

Motion by Lundeen, Second by Bergley to approve request. Motion carried.

2. **Resolution 2018-173** Approving MOU Between the City of Isanti and Cambridge-Isanti School District #911 for the School Resource Officer Program
   School Resource Officer to a Full-Time school year position.

Motion by Collison, Second by Bergley to approve request. Motion carried.

3. **Resolution 2018-174** Authorizing the Application to Enter into an Agreement with the Minnesota Office of Traffic Safety Grant for Safe and Sober High Visibility Enforcement

Motion by Lorinser, second by Collison to approve request. Motion carried.

4. **Resolution 2018-175** Amending the Lease Agreement with Rum River BMX to Include Exhibit G – Special Event Paid Parking Agreement
   Fee that can be charged for when parking is not in designated parking lot areas.

Motion by Bergley, second by Lorinser to approve request. Motion carried.

5. **A Resolution 2018-176** Approving a Special Event Permit Application for the 2018 MN State Series Finals Race (Larry Merchlewitz)
   This is part of the combination series that starts in May and is expected to bring people into the city. Mayor Wimmer added that it is usually several thousand people that come to the city to spectate and ride. Rum River BMX holds the number one track in the Country for the third year running. Additionally, Mayor Wimmer added that it is a great accomplishment to be the number one track in the Nation for a town much smaller than the competing tracks in the Nation.

Motion by Lorinser, second by Collison to approve request. Motion carried.

6. **Resolution 2018-177** Approving a Special Event Permit Application for the 2018 Summer Spectacular Car Show (Amy Campbell-Davis)
   Eighth Annual Summer Spectacular Car Show with an expectation of hundreds of spectators. Mayor Wimmer added that the Car Show is also part of the celebrate Isanti.

Motion by Lorinser, second by Bergley to approve request. Motion carried.

<u>City Administrator Don Lorsung</u>

7. Regulation of Public Right of Ways
   a. **Ordinance No. 693** to Enact City Code Chapter 257, Right of Way Management

City Administrator Don Lorsung reminded the council that last fall a moratorium was put in place on Right of Way and a new ordinance was put together and will accommodate small cell.

Mayor Wimmer added that this will help with it being regulated appropriately and communities that have not put forth this in place have run into issues.

   b. **Resolution 2018-178** Approving an Agreement Template for Small Wireless Facility Collocation
   c. **Ordinance No. 694** Amending City Code Chapter 160, Fees
   d. **Resolution 2018-179** Adopting Fees with the City of Isanti

Motion by Lorinser, second by Collison to approve request. Motion carried

8. **Resolution 2018-180** Request from La Cross Sign Co on Behalf of Kwik Trip Inc for a Conditional Use Permit to Install Dynamic Signage at 400 E Dual Blvd NE

Motion by Lundeen, second by Lorinser to approve request. Motion carried.

Assistant City Engineer Jason Cook

9. **Resolution 2018-181** Bid Award Recommendation- 2018 Street Utility & Improvement Project Received nine bids with the lowest bid from Dressel Contracting with below than the budgeted amount and slightly lower than the engineers estimated amount $283,225.26.

Motion by Lorinser, second by Collison. Motion carried

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $1,012,791.97 and Payroll in the amount of $95,841.05
2. Contractor Pay Request No. 4 - Palomino Road Improvements Project Payment to C & L Excavating in the Amount of $65,489.96
3. Final Minutes of the July 3, 2018 Planning Commission Meeting
4. Final Minutes of the June 26, 2018 Park, Recreation and Culture Board Meeting
5. **Resolution 2018-182** Approving the New Part-time Position of Municipal Separate Storm Sewer System Technician (MS4 Tech)
6. **Resolution 2018-183** Accepting Resignation of Part-Time Administrative Data Clerk Jeannifer Anderson
7. **Resolution 2018-184** Accepting Resignation of Full-Time Economic Development Director Sean Sullivan
8. **Resolution 2018-185** Accepting Resignation of Part-time Police Officer Jacob Isaacson
9. **Resolution 2018-186** Offering the Position of Part Time Administrative Data Clerk to Jaden Moore
10. **Resolution 2018-187** Accepting Donation for Isanti Redbirds and Authorizing Expenditure of Same
11. **Resolution 2018-188** Approving Heartland Payment Services Proposal for Credit Card Processing Services
12. **Resolution 2018-189** Approving Gambling Permit for FOSS- St. Scholastica
13. **Resolution 2018-190** Accepting Quote for Driveway Repairs as a result of a water line leak at 808 Marion St. SW
14. **Resolution 2018-191** Accepting Donations for the 2018 Passport to Parks Grand Prize Drawings

Motion by Lorinser, second by Collison. Motion carried

L. Other Communications

1. Draft Minutes of the July 17, 2018 Planning Commission Meeting
2. Draft Minutes of the July 24, 2018 Meeting of the Park, Recreation and Culture Board

Adjournment

Motion to adjourn by Lundeen, second by Lorinser. The meeting was adjourned at 7:14 p.m.

Respectfully Submitted,

Jaden Moore
Administrative Data Clerk

F.2.

AGENDA

CITY OF ISANTI

CITY COUNCIL WORK SESSION

WEDNESDAY, AUGUST 8, 2018

CITY HALL

Mayor Wimmer called the meeting to order at 7:15 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 if there are any questions about any aspect of the budget even if it is otherwise off topic please feel free to interrupt. He continued by saying 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 that the Councilmembers had in front of them.

Regarding General Fund Budget Updates:

Mr. Betker said the only General Fund Budget updates related to the recently filled Maintenance Tech II position and a downward revision in the total number of linear feet of fencing to be installed at River Bluff Preserve.

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 we reviewed at the last budget workshop.

Mr. Betker added that within the Water Fund there are no major changes from the 2018 budget. The year over year increase in operating expenses is budgeted at 1.82%

Mr. Betker reported that within the Sewer Fund the most significant change is the end of a PFA forgivable loan. The loan obligation and the loan forgiveness were represented as both an expense and revenue in previous budgets. For 2019 both sides of that transaction have been eliminated. Leading to reduced revenues and expenditures in 2019 compared to 2018.

Mr. Betker explained that within the Storm Water Fund, year over year operating expenses are budgeted to decrease by 1.11%

Liquor fund again has budgeted transfer of 350k. This helps to reduce the tax levy.

Regarding Capital Outlay Requests:

Mr. Betker acknowledged that the proposed list of capital outlay expenditures is the result of many meetings with department heads and the Finance Committee. In addition to a 10% drop in the tax rate nearly every capital outlay request was funded.

Mr. Betker continued on Regarding Reserve funding we will be putting 29k aside in 2019. 15k for future dog park development and 14k for playground equipment improvements at Bluebird Park.

Mr. Betker concluded that the council had a complete copy of the 2019 Preliminary budget in your packet for your review. The Council may choose to make changes to the budget between now and December and the Preliminary Levy will be set at the Council's first meeting in September

With that, I would be happy to field any questions that you may have.

Mayor Wimmer added that the Tuesday, August 21st, 2018 Work Session meeting was not necessary.

Adjournment

Motion by Lorinser, second by Bergley to adjourn. Motion carried unanimously. The Budget Work Session adjourned at 7:19 p.m.

Respectfully submitted.

Jaden Moore

Administrative Data Clerk

J.1.

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: August 13, 2018

Subject: City Code Amendments – Water and Sewer Service Line Placement

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As per direction of the Development and Advisory Committee, staff has prepared an Ordinance Amendment to City Code Chapters 325, Water and 260, Sewer, to no longer allow city service lines and water shut off valves (curb stops) to be placed under driveways. The amendment also addresses prior authorized placement of services and curb stops under driveways (per existing agreements). Per those agreements, responsibility for those service lines and curb stops remains with the property owner.

As a part of amendment of this City Code section, staff is also recommending deleting a line from the first paragraph of Section 325-12 regarding City responsibility for the water meter and horn. This conflicts with another portion of the Water Code, where it is intended that if meter equipment are damaged, it is the owner's responsibility to repair (see attached Section 325-8).

The Development and Advisory Committee recommends consideration of the proposed Ordinance revisions.

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 325, ARTICLE II, WATERLINE CONNECTIONS, SECTION 325-5, PLACEMENT OF WATER SHUTOFFS, CHAPTER 325-12, RESPONSIBILITY FOR REPAIRS, CHAPTER 260, ARTICLE II, 260-13 RESPONSIBILITY FOR REPAIRS

The City Council of the City of Isanti hereby ordains as follows:

The Code of the City of Isanti, Chapter 325, Article II, Waterline Connections, Section 325-5 and Responsibility for repairs, Section 325-12 are hereby amended to read as follows:

325-5. Waterline Connections.

A. Separate connection and location of water shutoff valve. Every premises served by a water hookup shall have a separate connection and separate meter. The outside water shutoff valve shall be located in boulevard areas accessible to be serviced if necessary~~. Unless as provided by agreement by the City and the owner, s~~ Shutoff valves shall not be placed in driveway or sidewalk areas. A setback of 10 feet shall be maintained from any improved driveway.

Except as provided herein, all remaining provisions of said Chapter 325-5 shall remain unchanged and in full force and effect.

325-12. Responsibility for repairs.

It is the responsibility of the owner to assure that the repairs are made and to maintain all plumbing service lines, systems and fixtures from the curb box/gate valve up to and through the building.~~, with the exception of the water meter and meter horn, which are the responsibility of the City.~~

C. Service Line Repair – Driveways – New service lines and shutoff valves shall not be placed under a driveway. If the service line was ~~is to be~~ previously extended under a driveway, and the owner ~~shall~~ entered into agreement with the City ~~and~~, the owner assumes all responsibility and costs for maintenance and repair of the service line from the watermain to the premises. This includes the water shut off valve (curb box/gate valve). This also includes all costs of restoration including driveway surfacing.

The Code of the City of Isanti, Chapter 260, Article II, Responsibility for Repairs, Chapter 260-13 is hereby amended to read as follows:

260-13 Responsibility for repairs

The cost of all repairs and replacement of any plumbing between the main sewer line and the curb stop, including the thawing of frozen lines, shall be borne entirely by the owner of the premise affected, and if such repair or replacement work is performed by the City, the cost of time and material shall be assessed against the owner of the affected premises. No service lines shall be extended under driveways. If the service line ~~is to be~~ was

extended under a driveway, and the owner ~~shall~~ entered into agreement with the City the Owner assumes all responsibility and costs for maintenance and repair of the service line from the main sewer line to the premises.

Effective Date. This Amending Ordinance shall become effective upon its adoption and publication in the City's official newspaper.

Adopted by the City Council of Isanti, Minnesota, this 21st day of August, 2018.

Mayor George A. Wimmer

ATTEST:

Katie Brooks
Human Resources/City Clerk

Posting Date: 8-10-18
Reading Date: 8-21-18
Publication Date:
Effective Date:

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 21, 2018

Subject: Consider Resolution 2018 – XXX Accepting Donation of Real Property

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Background:

The City was donated the property at 100 Dahlin Avenue NE in 2016 and demolished the substandard structure. The City was approached by ownership of vacant Babinski Foundation property regarding its interest in accepting the donation of the property identified as Tax ID Parcels 16.040.0230 and 16.040.0240 (the "Property"). The City will be responsible for the cost of filing the transfer document which should be nominal. The Property is adjacent to 100 Dahlin Avenue NE. The item was reviewed at DOAC on June 7, 2018 and direction was given to work with the owner to see if terms of a deal could be agreed upon. On July 17, 2018 the City Council authorized Staff to continue working toward acquisition of the Property and to conduct a Phase One Environmental Investigation on the site. A few items relating to offsite releases and the existence of an onsite unsealed well were identified in the Phase One. The proposed use for the property is a future parking lot or green space. Based on the proposed use, the Phase One items reported were not of serious concern for the immediate use and City ownership. Staff has received an executed Quit Claim Deed from the Babinski Foundation for the donation of the Property and has prepared the attached Resolution for the City Council to consider.

It should be noted that if the City were to ultimately sell the property to a private party in the future a No-Association Letter should be obtained to protect the City from potential liability from offsite releases. Staff obtained a quote for conducting a Phase Two Environmental site investigation and obtaining a No Association Letter which is attached to this memo. The cost is approximately $5,000. Performing the Phase Two now would be the safest course of action but it could delay the acquisition and increase immediate project costs that are not budgeted. This could be done at a later date prior to a potential land sale and could be incorporated into the cost. Staff has not identified a funding source for this item but if the City Council does decide to move forward with a Phase Two Environmental it would suggest utilizing EDA funds.

DOAC Recommendation:

At the August 9th DOAC meeting a recommendation to move forward with the acceptance of the donation based on the identified use of a parking lot for the Property and not to conduct a Phase Two Environmental Investigation at this time.

Request for Action:

1) Consider Adoption of Resolution 2018 – XXX Accepting Donation of Real Property.

Or

2) Refer back to Finance Committee to identify a funding source for the Phase Two Environmental and to bring back to City Council for future consideration.

Attachments:

1) Map of Property
2) Resolution 2018 – XXX Accepting Donation of Real Property
3) Quote for Phase 2 Environmental Investigation

N

A Community For Generations.
Isanti

Babinski Foundation Properties

MAP 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.

RESOLUTION 2018-XXX

ACCEPTING DONATION OF REAL PROPERTY

WHEREAS, the City of Isanti is authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts; and,

WHEREAS, Tax Identification Parcel Nos. 16.040.0230 and 16.040.0240 (the "Property") are vacant parcels located in Redevelopment TIF District No. 9 adjacent to City of Isanti owned land; and,

WHEREAS, Staff has been in contact with legal counsel from the Babinski Foundation, the owner of the Property, has presented the City of Isanti with an executed Quit Claim Deed attached hereto as Exhibit **A** with the intent to donate the Property to the City of Isanti with no terms or conditions; and,

WHEREAS, the City of Isanti has conducted a Phase One Environmental Investigation of the Property and has determined that the proposed use of a future parking lot or green space would be acceptable; and,

WHEREAS, the City Attorney has conducted a tract check to verify that there are no outstanding liens or mortgages filed on the Property; and

WHEREAS, There are outstanding special assessments and property taxes on the property that must be paid or waived in order to file the deed of transfer, and,

WHEREAS, the City Council finds that it is appropriate to accept the donation offered; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize:

1) City Staff to work with the City Attorney and land owner to complete the donation and of the Property and to record the Quit Claim Deed attached hereto as Exhibit A at the Isanti County Recorder.
2) Authorize the waiver of all outstanding City of Isanti special assessments or the issuance of a check to pay the City of Isanti outstanding assessments for Tax ID Nos. 16.040.0230 and 16.040.0240 contingent on the transfer of the Property to the City of Isanti.

This Resolution hereby approved by the Isanti City Council this 21st day of August, 2018.

Attest: _____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

Exhibit A

(Top 3 inches reserved for recording data)

QUIT CLAIM DEED
Business Entity to Municipal Corporation

eCRV number: N/A

DEED TAX DUE: $1.65

DATE: Aug 14, 2018

FOR VALUABLE CONSIDERATION, **The Babinski Foundation,** a nonprofit corporation under the laws of Minnesota ("**Grantor**"), hereby conveys and quitclaims to **City of Isanti,** ("**Grantee**"), real property in Isanti County, Minnesota, legally described as follows:

See Exhibit A, attached hereto,

This transfer is for less than $500.00.

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto.

Check applicable box:

☐ The Seller certifies that the Seller does not know of any wells on the described real property.

☐ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: [...].)

☒ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

The Babinski Foundation

By: Gary E. Persian

Gary E. Persian
Its: Secretary

State of Minnesota, County of Hennepin

This instrument was acknowledged before me on May 14, 2018, by Gary E. Persian, as Secretary of The Babinski Foundation.

(Stamp)
NED E. OSTENSO
NOTARY PUBLIC - MINNESOTA
My Commission Expires Jan. 31, 2020

_____
(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
Merrigan, Brandt, Ostenso & Cambre, PA
Ned E. Ostenso, #0250387
25 9th Avenue North
Hopkins, MN 55343
952-933-2390
nostenso@merriganlaw.com

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:
City of Isanti
110 First Avenue NW, Box 428
Isanti, MN 55040

EXHIBIT A
LEGAL DESCRIPTION

Lots Thirty-nine (39) and Forty (40), Auditor's Subdivision No. 10, in the Village (now City) of Isanti;

and

Commencing at a point 40 feet West of the Southwest corner of Block 3 of Lindberg's Addition to Isanti; thence North 50 feet; thence West to the right-of-way of the Eastern Railway Company of Minnesota; thence South 50 feet; thence East to the point of commencement; said parcel of land being situated in the Northwest Quarter of Southwest Quarter (NW ¼ of SW ¼), Section 29, Township 35, Range 23. All that part of a triangular piece of tract of land in the Southeast corner of the Northeast Quarter of Southeast Quarter (NE ¼ of SE ¼) of Section 30, Township 35, Range 23, being all that part of said Northeast Quarter of Southeast Quarter (NE ¼ of SE ¼) of Section 30, lying Southeasterly of a line parallel to and distant Southeasterly 200 feet, measured at right angles from the center line of the main tract of the railway of Great Northern Railway Company, as now located and established, lying North and adjacent to Main Street in the Village of Isanti, said tract being a part of Lot 41 of Auditor's Subdivision No. 10 in said Village of Isanti.

Said Parcels together constitute Lot 41, Auditor's Subdivision No. 10 in the (Village) now City of Isanti.

Carlson McCain

ENVIRONMENTAL • ENGINEERING • LAND SURVEYING

August 14, 2018

Mr. Sean Sullivan
City of Isanti
110 First Avenue NW
Box 428
Isanti, MN 55040

Sent via email to SSullivan@cityofisanti.com

Re: Scope of Work and Cost Estimate
Limited Phase II Investigation
Babinski Lots
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). The Phase I ESA identified the following Recognized Environmental Conditions (RECs), as that term is defined by ASTM 1527-13, at the Property:

- The Isanti Oil Co. site located adjacent to the western Property boundary was considered a REC. The site was formerly used to store oil in several above-ground storage tanks (ASTs). According to the documentation, five monitoring wells and test holes were located on the site and surrounding area to the west and south. Groundwater contamination (benzene) is reported and the site is listed as closed. Based on the proximity of this site to the Property, there was a potential for migrating groundwater and/or soil vapor to impact the Property.
- The Isanti Farmers Creamery/Isanti Solvent Site was also considered a REC for the Property since it is listed as active and is in close proximity to the Property.
- According to the Minnesota Well Index, one registered well is located on the Property. It is listed as Anoka Electric Cooperation unique ID# 228377 and is listed as an active domestic well. No wells were identified during the site reconnaissance. If the well is present, it is required to be sealed in accordance with State Rules.

Scope of Work

The following 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 two direct push soil boring to a depth of up to 20 feet below ground for collection of soil and groundwater samples to identify if contamination is migrating onto the Property from

an off-site source. Samples will be analyzed for gasoline range organics (GRO), diesel range organics (DRO), volatile organic compounds (VOCs), and lead. The samples will be collected near the western boundary of the Property. If groundwater is not encountered, a second, deeper, soil sample will be collected.

- Soil vapor samples will be collected from two bore hole at an approximate depth of eight-feet below ground surface to assess the likelihood of vapor intrusion issues on the Property.
- Preparation of a Limited Phase II Investigation Letter Report.

Subsurface Drilling

Drilling activities will be completed using direct push technology. Soil samples will be continuously collected from the test holes using a MacroCore™ sampler and screened on-site with a photoionization detector (PID) for the presence of contamination. An attempt will be made to recover adequate groundwater from the test holes for analytical testing. If encountered, a groundwater sample will be collected through temporary groundwater monitoring well installed in the borehole; if groundwater is not encountered within 20 feet of the surface, drilling efforts will continue to a depth of 40 feet in an effort to obtain water and the second borehole will not be advanced.

Analytical samples will be submitted to a State of Minnesota certified laboratory using a 5-day turn-around time. The soil vapor samples 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.

**Enrollment into MPCA Voluntary Programs*

The MPCA established the Voluntary Brownfield Program (VBP) to assist voluntary parties in addressing environmental concerns and in exchange they can issue Letters of Assurance (such as a No Association Letter, No Further Action Letter, etc.). Assuming contamination is detected, we will assist you with preparation of the application for enrollment and required affidavits and proposed actions letters necessary to obtain liability protection. We anticipate requesting a No Association Determination for contaminants found in groundwater and soil vapor. Please note that MPCA VBP staff will bill you for their time at a rate of $125/hour and will submit invoices directly to you.

Cost Estimate

The following summarizes the Cost Estimate:

Limited Phase II Investigation

Scheduling and Coordination, HASP	$ 250
Drilling Oversight, Equipment and Expenses	$ 860
Drilling Contractor (Assuming a private locator is not necessary)	$ 720
Analytical Fees	$ 928
Letter Report	$ 985
Total Project Estimate	**$3,743**

*If needed, Enrollment into MPCA VIC Program $750 to 1,000

Closing

Once authorized, Carlson McCain would be able to initiate work as soon as next week depending driller availability and utility clearances. 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) 458-8339. Thank you for your time and consideration.

Sincerely,
Carlson McCain, Inc.

Jill Keefe
Environmental Hydrogeologist

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 necessaty 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 rhe 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 marter 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.

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 8/10/2018 - 8/10/2018

Aug 10, 2018 01:45PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/18	08/10/2018	49361	127	ABDO, EICK & MEYERS, LLP	411-20200	1,500.00
08/18	08/10/2018	49362	2343	ADVANTAGE SIGNS	101-20200	127.50
08/18	08/10/2018	49363	9	BERNICKS PEPSI-COLA	609-20200	1,068.59
08/18	08/10/2018	49364	1387	BJORKLUND COMPANIES	101-20200	2,281.92
08/18	08/10/2018	49365	1500	BOLTON & MENK INC	602-20200	1,305.00
08/18	08/10/2018	49366	2221	C & L DISTRIBUTING	609-20200	59.60
08/18	08/10/2018	49367	1198	CENTER POINT ENERGY	601-20200	516.29
08/18	08/10/2018	49368	2114	CENTRA HOMES, LLC	505-20200	12,000.00
08/18	08/10/2018	49369	918	CRYSTAL SPRINGS ICE	609-20200	325.75
08/18	08/10/2018	49370	8	DAHLHEIMER DISTRIBUTING CO	609-20200	6,061.60
08/18	08/10/2018	49371	55	ECM PUBLISHERS INC	101-20200	30.79
08/18	08/10/2018	49372	255	ESS BROTHERS & SONS	603-20200	326.00
08/18	08/10/2018	49373	2028	FURTHER	861-20200	90.00
08/18	08/10/2018	49374	134	GOPHER STATE ONE-CALL INC	601-20200	243.00
08/18	08/10/2018	49375	739	HACH COMPANY	601-20200	624.20
08/18	08/10/2018	49376	1534	J. J. TAYLOR	609-20200	1,278.80
08/18	08/10/2018	49377	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,063.54
08/18	08/10/2018	49378	5	KAWALEK TRUCKING	609-20200	222.00
08/18	08/10/2018	49379	136	LEAGUE OF MN CITIES	101-20200	61.20
08/18	08/10/2018	49380	131	MACQUEEN EQUIPMENT INC	101-20200	373.70
08/18	08/10/2018	49381	1789	MADDEN GALANTER HANSEN, LLP	101-20200	2,249.97
08/18	08/10/2018	49382	17	MCDONALD DISTRIBUTING CO	609-20200	10,469.03
08/18	08/10/2018	49383	275	MCFOA	101-20200	45.00
08/18	08/10/2018	49384	1044	MINNEAPOLIS FINANCE	101-20200	116.10
08/18	08/10/2018	49385	1996	MN GFOA	101-20200	495.00
08/18	08/10/2018	49386	2597	MNSPECT, LLC.	101-20200	32,066.80
08/18	08/10/2018	49387	279	NORTHLAND LANDSCAPING	101-20200	1,392.10
08/18	08/10/2018	49388	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,929.35
08/18	08/10/2018	49389	2031	RESOURCE TRAINING	861-20200	34,909.50
08/18	08/10/2018	49390	2396	SOUTHERN GLAZERS OF MN	609-20200	12,689.89
08/18	08/10/2018	49391	1290	THE AMBLE GROUP	601-20200	217.01
08/18	08/10/2018	49392	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
08/18	08/10/2018	49393	686	VERIZON WIRELESS	609-20200	795.61
08/18	08/10/2018	49394	42	VIKING COCA-COLA BOTTLING CO	609-20200	239.10
08/18	08/10/2018	49395	4	WATSON CO INC	609-20200	1,641.86
08/18	08/10/2018	49396	1381	ZEMAN, VALERIE	101-20200	1,756.90
Grand Totals:						136,635.70

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
08/18	08/16/2018	49397	714	ALLIED BLACKTOP CO	442-20200	181,230.24
08/18	08/16/2018	49398	494	ALLINA HEALTH SYSTEM	609-20200	616.50
08/18	08/16/2018	49399	9	BERNICKS PEPSI-COLA	609-20200	643.30
08/18	08/16/2018	49400	368	BILLS QUALITY CLEANING	101-20200	821.00
08/18	08/16/2018	49401	2487	CAPITOL BEVERAGE SALES	609-20200	217.50
08/18	08/16/2018	49402	1241	CENTRAL WOOD PRODUCTS	101-20200	4,845.00
08/18	08/16/2018	49403	1822	CENTURYLINK BUSINESS SERVICES	101-20200	33.54
08/18	08/16/2018	49404	2610	CINTAS	101-20200	511.63
08/18	08/16/2018	49405	1985	CIVIC SYSTEMS, LLC	603-20200	220.00
08/18	08/16/2018	49406	918	CRYSTAL SPRINGS ICE	609-20200	242.19
08/18	08/16/2018	49407	8	DAHLHEIMER DISTRIBUTING CO	609-20200	9,553.50
08/18	08/16/2018	49408	2637	DEGGENDORF, BEN	601-20200	3,580.00
08/18	08/16/2018	49409	385	FEDERATED CO-OPS INC	101-20200	1,035.86
08/18	08/16/2018	49410	1048	HENRYS WATERWORKS,INC.	601-20200	4,750.63
08/18	08/16/2018	49411	1684	ISANTI COUNTY AUDITOR-	101-20200	4,554.96
08/18	08/16/2018	49412	188	ISANTI COUNTY SHERIFF	101-20200	316.28
08/18	08/16/2018	49413	1563	ISANTI ELECTRIC INC	609-20200	120.00
08/18	08/16/2018	49414	270	ISANTI READY-MIX INC	101-20200	224.00
08/18	08/16/2018	49415	7	JOHNSON BROTHERS LIQUOR CO	609-20200	12,588.26
08/18	08/16/2018	49416	1857	JOSLIN & MOORE	601-20200	5,217.80
08/18	08/16/2018	49417	5	KAWALEK TRUCKING	609-20200	183.00
08/18	08/16/2018	49418	131	MACQUEEN EQUIPMENT INC	101-20200	122.55
08/18	08/16/2018	49419	17	MCDONALD DISTRIBUTING CO	609-20200	19,730.60
08/18	08/16/2018	49420	281	MINNCO CREDIT UNION	101-20200	1,704.02
08/18	08/16/2018	49421	1945	MN DEPT OF LABOR	601-20200	10.00
08/18	08/16/2018	49422	196	MN STATE TREASURER	220-20200	60.30
08/18	08/16/2018	49423	617	PAUSTIS & SONS	609-20200	874.50
08/18	08/16/2018	49424	2495	PELTIER, TABITHA	101-20200	60.86
08/18	08/16/2018	49425	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,674.30
08/18	08/16/2018	49426	2341	RED BULL DISTRIBUTION	609-20200	366.00
08/18	08/16/2018	49427	1361	STAPLES ADVANTAGE	602-20200	444.87
08/18	08/16/2018	49428	2156	SUMMIT COMPANIES	101-20200	14.00
08/18	08/16/2018	49429	1290	THE AMBLE GROUP	101-20200	41.59
08/18	08/16/2018	49430	1820	URBANS HARDWARE	101-20200	178.52
08/18	08/16/2018	49431	2027	US INTERNET	603-20200	57.80
08/18	08/16/2018	49432	1286	VINOCOPIA INC	609-20200	773.33
08/18	08/16/2018	49433	380	WAL MART	101-20200	85.70
08/18	08/16/2018	49434	1922	WEX BANK	101-20200	2,561.29
08/18	08/16/2018	49435	2475	White Bear IT Solutions, LLC	101-20200	2,302.00
08/18	08/16/2018	49436	2067	ZABINSKI BUSINESS	609-20200	149.25
Grand Totals:						265,716.67

City of Isanti

Gross Payroll	87,052.27
Social Security & Medicare	4,900.46
Public Employees Retirement	8,086.56
Total City Expense	100,039.29

Pay Date 8/10/2018

Pay Period 16 (7/22-8/4/18)

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
July 3, 2018
Isanti City Hall

1. Call To Order

The meeting was called to order by President George Wimmer at 7:11 p.m.

a. Pledge of Allegiance

b. Roll Call

Members Present:	Paul Bergley, Steve Lundeen, Ross Lorinser, Dan Collison, Jill Reller and George Wimmer
Members Absent:	Tara Hallberg (Excused)
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

2. Approval of Agenda

Motion by Commissioner Lundeen, seconded by Comissioner Collison to approve agenda as presented. Motion carried unanimously.

3. Approve Minutes of June 5, 2018 Regular Economic Development Meeting

Motion by Commissioner Collison seconded by Commissioner Bergley to approve the minutes for June 5, 2018. Motion carried unanimously.

4. Consider Resolutions 2018-2 and 2018-3 Awarding Quote for Lease of City of Isanti EDA Owned Crop Land

Economic Development Director Sullivan read aloud the bids received for Parcel A (82.7 acres "more or less") and Parcel B (4 acres "More or less"). The bids received were as follows:

Parcel A

Wayne Calander, Calander Farms	$5,561.00
Craig Bjorklund, Bjorlund Farms	$2,915.00

Parcel B

Craig Bjorklund, Bjorklund Farms	$141.00 / year contingent on access from "Johnson Property"

Sullivan asked the EDA to consider adoption of Resolution 2018-2 awarding the lease to Wayne, Calander, Calander Farms for $5,561.00 and Resolution 2018-3 awarding lease to Craig Bjorklund, Bjorklund Farms for $141.00.

Commissioner Lorinser asked if the City has had issues recently with farmers.

President Wimmer stated that the City has not had any issues recently with farmers.

Motion by Commissioner Lundeen seconded by Commissioner Collison to adopt Resolution 2018-2 and Resolution 2018-3 and to direct Staff to execute crop leases. Motion carried unanimously.

5. Other Business / Updates

Economic Development Director Sullivan highlighted the Staff Memo. He stated that there were two new businesses not listed on the Staff memo. They included: Rum River Mallards (USPHL Hockey Team) and CMK Financial Services LLC (Tax preparation). Sullivan updated the information on housing starts to 48 new permits pulled with 6 more in process which is ahead of last year's pace.

a. Business Prospects
b. EDAM Summer Conference
c. GPS 45:93
d. Mayor's Employer Celebration Day
e. 2018 New Resident Survey
f. Welcome Brochure
g. Housing Starts in 2018
h. Business Arrivals and Departures in Isanti 2018

6. Adjournment

Motion by Commissioner Lundeen, seconded by Commissioner Collison to adjourn at 7:16 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 3rd day of July, 2018.

Respectively Submitted,

Sean M. Sullivan, Economic Development Director

CITY OF ISANTI
PLANNING COMMISSION
JULY 17, 2018

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:20 p.m.

B. Pledge of Allegiance.

The Pledge of Allegiance was recited.

C. Roll Call.

Members Present: George Wimmer, Steve Lundeen, Dan Collison, Ross Lorinser, Paul Bergley.

Members Absent: Joey Lemay, excused.

Staff Present: Ryan Kernosky, Community Development Director.

1D. Agenda Modifications.

Motion by Lundeen, seconded by Collison to adopted the agenda, approved unanimously.

2. Approval of the Minutes from the July 3, 2018 Planning Commission

Motion by Collison, seconded by Lundeen to approve the minutes from the July 3, 2018 Special Planning Commission meeting, approved unanimously.

3. Public Hearings

A. Request from La Crosse Sign Co. on behalf of Kwik Trip Inc. for a Conditional Use Permit to install dynamic signage at 400 E Dual Blvd NE (Legally Described as Lot 1, Block 1, Kwik Trip 1019)

Chairman Wimmer opened the public hearing at 7:21 p.m.

No one spoke during the public hearing.

Chairman Wimmer closed the public hearing at 7:22 p.m.

Motion by Lundeen, seconded by Collison to recommend approval of the Conditional Use Permit for La Crosse Sign Co. for the installation of dynamic signage at 400 E Dual Blvd NE (legally described as Lot 1, Block 1, Kwik Trip 1019). Motion passed unanimously.

4. Discussion Items

A. No discussion items.

5. Adjournment

Motion by Bergley, second by to Lundeen to adjourn the July 17, 2018 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:22 p.m.

Dated at Isanti, Minnesota this 20th day of July, 2018.

Respectfully submitted,

Ryan Kernosky
Community Development Director

CONTRACTOR'S PAY REQUEST 1 2018 PAVEMENT MANAGEMENT PROJECT CITY OF ISANTI, MINNESOTA BMI PROJECT NO. R13.115873	DISTRIBUTION: CONTRACTOR (1) OWNER (1) ENGINEER (1) BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	$222,082.00
TOTAL, COMPLETED WORK TO DATE	$190,768.67
TOTAL, STORED MATERIALS TO DATE	$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	$190,768.67
RETAINED PERCENTAGE (5%)	$9,538.43
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$181,230.24
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$0.00
PAY CONTRACTOR AS ESTIMATE NO. 1	$181,230.24

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: Allied Blacktop
10503 89th Avenue N
Maple Grove, MN 55369

By Pat M Capistat President
Name Title

Date 8/13/18

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 8/10/2018

APPROVED FOR PAYMENT:
OWNER: CITY OF ISANTI, MINNESOTA

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.: 1

2018 PAVEMENT MANAGEMENT PROJECT

CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.115873
WORK COMPLETED THROUGH JULY 31, 2018

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	MOBILIZATION	$7,350.00	1	LS	$7,350.00	LS	$0.00	1	LS	$7,350.00
2	TRAFFIC CONTROL	$4,500.00	1	LS	$4,500.00	LS	$0.00	1	LS	$4,500.00
3	REMOVE CONCRETE PAVEMENT	$22.50	20	SY	$450.00	SY	$0.00	0	SY	$0.00
4	REMOVE BITUMINOUS PAVEMENT	$8.25	490	SY	$4,042.50	SY	$0.00	472	SY	$3,894.00
5	REMOVE & REPLACE CURB & GUTTER	$35.00	1055	LF	$36,925.00	LF	$0.00	1,032.5	LF	$36,137.50
6	SAWCUT PAVEMENT FULL DEPTH	$3.75	1425	LF	$5,343.75	LF	$0.00	1,267	LF	$4,751.25
7	BITUMINOUS PATCH	$32.00	470	SY	$15,040.00	SY	$0.00	458	SY	$14,656.00
8	BITUMINOUS MATERIAL FOR SEAL COAT	$0.05	31600	GAL	$1,580.00	GAL	$0.00	19,572	GAL	$978.60
9	SEAL COAT AGGREGATE	$1.36	79500	SY	$108,120.00	SY	$0.00	78,577	SY	$106,864.72
10	ADJUST CASTING	$400.00	4	EA	$1,600.00	EA	$0.00	2	EA	$800.00
11	6" CONCRETE PAVEMENT	$95.00	65	SY	$6,175.00	SY	$0.00	30	SY	$2,850.00
12	TRUNCATED DOMES	$50.00	24	SF	$1,200.00	SF	$0.00	0	SF	$0.00
13	SIGN, POST AND ASSEMBLY	$300.00	1	EA	$300.00	EA	$0.00	0	EA	$0.00
14	SODDING	$22.00	450	SY	$9,900.00	SY	$0.00	240	SY	$5,280.00
15	LOAM TOPSOIL BORROW	$60.00	75	CY	$4,500.00	CY	$0.00	20	CY	$1,200.00
16	4" SOLID LINE WHITE - EPOXY	$1.55	1078	LF	$1,666.25	LF	$0.00	972	LF	$1,506.60
17	24" SOLID LINE WHITE - EPOXY	$7.55	380	LF	$2,869.00	LF	$0.00	0	LF	$0.00
18	CROSSWALK MARKING - EPOXY	$3.85	2730	SF	$10,510.50	SF	$0.00	0	SF	$0.00
	TOTAL AMOUNT:				*$222,092.00*		*$0.00*			*$190,768.67*

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: August 21, 2018
Subject: Consider Resolution Approving Acceptance of a 2019 Public Works Vehicle

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Background:
The City Council authorized the purchase of a Public Works Service Vehicle as was budgeted, Resolution 2018-038, in the amount of $27,563.06. The dealership ordered and sent a vehicle with incorrect specifications. The remedy to the situtation is to accept a 2019 double cab ¾ ton truck in place of the 2018 truck. The cost to the City will remain the same as the dealership will absorb the increase in cost.

Finance Committee Recommendation:
The Finance Committee recommends accepting the 2019 truck in place of the 2018 truck which was approved prior.

Request:
Staff is requesting action on this item.

Attachment:
- Resolution 2018-XXX

RESOLUTION NO. 2018-XXX

RESOLUTION APPROVING ACCEPTANCE OF A 2019 PUBLIC WORKS SERVICE VEHICLE

WHEREAS, the 2018 Budget included funds for replacement of a Public Works Service Vehicle and accessories; and,

WHEREAS, City Council approved such vehicle per Resolution 2018-038; and;

WHEREAS, Due to an error at the dealership, the City is to receive a 2019 Double Cab Chevrolet ¾ Ton truck instead of a 2018 at no extra cost to the City; and,

WHEREAS, Finance Committee recommends approval of receiving a 2019 truck;

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 2019 Chevy 3/4 ton 4x4 in the amount of $27,563.06, plus any applicable fees.
2. Funding source identified as ¼ PRC (500), Streets (500), Water (500) and Sewer (500).
3. Authorize the Public Services Director and City Clerk to sign the required documentation for the purchase of vehicle and accessories.
4. 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 the 21st day of August, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
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: August 21st, 2018
Subject: Consider Resolution Approving Snow Plowing Policy and Resolution Approving Exempt Sidewalks from Snow Removal

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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 Exempt Sidewalks Policy and has the following underlined recommended changes for the Snow Plowing Policy:

Add Section F.

Snow Plowing Cul-de-Sacs

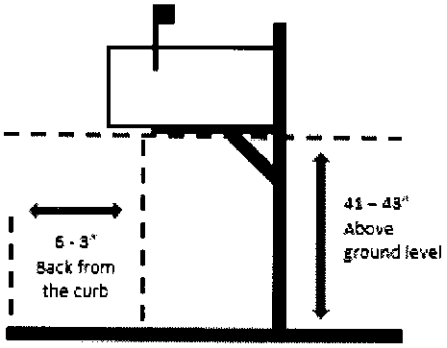
During snow events, the snowplow may complete only a portion of the cul-de-sacs during the first pass. The major portion of the cul-de-sacs shall be plowed during the usual time guidelines for snowplowing but specialized equipment will return for further clearing. Main city streets are cleared first with large snowplows before the smaller equipment begins clearing cul-de-sacs. There will be an effort made to distribute the snow evenly as the snowplow clears snow.

Add Language Section I. #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. Per USPS guidelines, mailboxes, as well as any accessory paper boxes, must be mounted at a minimum height of 41 inches above the street level to reduce the possibility of damage during winter snowplowing operations. USPS guidelines also state the post be installed 6-8 inches behind the grass/concrete curb edge and the front of the mailbox should be installed behind the back edge of the concrete curb. If the mailbox was built according to these

USPS guidelines or as directed by the Post Master, and was struck directly by the plow, the City will repair or replace the mailbox in kind, not to exceed $100.00.



Add Language Section H. #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/ irrigation systems, landscaping or other structures in the boulevard or right-of-way area.

Add Language Section H. #5

Garbage Receptacles – Garbage receptacles are not to be placed in the street section, beyond the grass/concrete curb edge or on the sidewalk. The City is not responsible for damage of receptacles or clean-up of waste.

Request:

It is requested that City Council review and take action on this item.

Attachments:

- Res 2018-XXX – Resolution Approving Snow Plowing Policy and Operational Guidelines
- Res 2018-XXX – Resolution Approving Exempt Sidewalks From Snow Removal

RESOLUTION NO. 2018-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. Snow Plowing Cul-de-Sacs

During snow events, the snowplow may complete only a portion of the cul-de-sacs during the first pass. The major portion of the cul-de-sacs shall be plowed during the usual time guidelines for snowplowing but specialized equipment will return for further clearing. Main city streets are cleared first with large snowplows before the smaller equipment begins clearing cul-de-sacs. There will be an effort made to distribute the snow evenly as the snowplow clears snow.

G. 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.

H. 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.

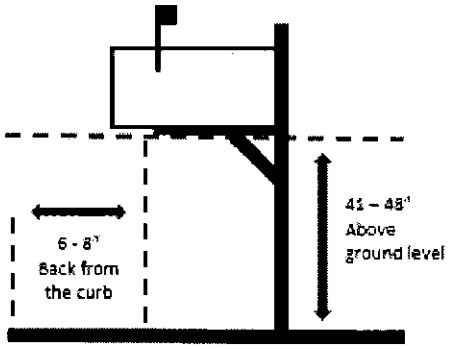
I. Property Damage

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. Per USPS guidelines, mailboxes, as well as any accessory paper boxes, must be mounted at a minimum height of 41 inches above the street level to reduce the possibility of damage during winter snowplowing operations. USPS guidelines also state the post be installed 6-8 inches behind the grass/concrete curb edge and the front of the mailbox should be installed behind the back edge of the concrete curb. If the mailbox was built according to ~~Isanti County~~ these USPS ~~specifications~~guidelines or as directed by the Post Master, 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/ irrigation systems, landscaping or other structures in the boulevard or right-of-way area.

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 or beyond the grass/concrete curb edge. The City is not responsible for damage of receptacles or clean-up of waste.

J. **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

K. <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 Services 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 plowing policies.

This Resolution was duly adopted by the Isanti City Council this 21st day of August, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2018-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 exempt from the sidewalk snow removal requirement for the 2018-2019 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 2018-2019.

This Resolution was duly adopted by the Isanti City Council this 21st day of August, 2018.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
August 8, 2018
Isanti City Hall

1. Call To Order

The meeting was called to order by President George Wimmer at 7:22 p.m.

a. Pledge of Allegiance

b. Roll Call

Members Present:	Paul Bergley, Steve Lundeen, Ross Lorinser, Dan Collison, Jill Reller, Tara Hallberg and George Wimmer
Members Absent:	None
Staff Present:	Economic Development Director Sean Sullivan, Economic Development / Marketing Intern Ben Hylen

c. Agenda Modifications

2. Approval of Agenda

Motion by Commissioner Lundeen, seconded by Comissioner Collison to approve agenda as presented. Motion carried unanimously.

3. Approve Minutes of July 3, 2018 Regular Economic Development Meeting

Motion by Commissioner Collison seconded by Commissioner Lundeen to approve the minutes for July 3, 2018. Motion carried unanimously.

4. Consider EDA Resolutions 2018-4 Awarding Contract for Printing of Welcome Brochure

Economic Development Director Sullivan presented the staff memo. Sullivan touched on the last iteration of this document done in 2014 and the need to get it updated now that the Hotel is under construction. He outlined the pros and cons of 500 or 1000 copies and indicated that he thought 500 was a better number as the info becomes dated rather quickly. This flyers would be used to market the community to all prospects and it isn't necessary designed for mass distribution at all city event types. He also indicated that if a lodging was implemented that proceeds from that could be used for additional marketing materials that might be better suited for mass distribution at city or community events.

President Wimmer asked what the EDA wanted to use this piece for. Will it be a global marketing piece to be mass distributed or will it be targeted? Wimmer indicated it could be used for both is desired.

Member Collison asked how many bags were left over from 2014.

ED Director Sullivan stated approximately 400 and they cannot be distributed anymore because they are inaccurate.

Discussion ensued.

Motion by Commissioner Bergley seconded by Commissioner Lorinser to adopt EDA Resolution 2018-4 Awarding Contract for the Printing of Welcome Brochure and to award Rapid Press the contract for the printing of 500 brochures for $617.67.

5. Presentation of New Resident Survey Report

Economic Development / Marketing Intern Ben Hylen presented the New Resident Survey Report. The survey was provided to 500 new residents that moved or relocated to the City of Isanti between the dates of 1/10/16 and 4/23/18. 107 surveys were returned and that represented a 21% participation rate which is statistically significant.

Hylen touched on the bell shaped curve peaking at the $180,000 to $200,000 sales price and that this information supported the availability of affordable housing opportunities for new Isanti residents. There were also many sales above and below this price point which supports options for all incomes. It should be noted that this data is from 2016-2018 so the values in the data could be trending lower that actuals now. The current median home sale value according to Minneapolis Association of Realtors is $220,000.

Hylen stated that survey information supported 85% of Isanti residents leaving the community for work. Although, employment opportunities are increasing inside the City there still is a significant number (58%) that are still commuting south and likely chasing higher wages. He indicated the proximity to the Twin Cities Metropolitan Area puts the City of Isanti in a good location for growth.

Home Cost, Small Time Feel, Don't like Big Cities, Proximity to the Metro and Less Traffic where the 5 highest selected reasons for choosing to move to Isanti. Cost of Home was the most common response and was nearly double the second highest answer; the Small Time Feel. This data seems to support the information relating to home costs shared earlier.

Hylen shared data and comments on the Age Profile on new home ownership, General comments and suggestions about how to improve the City Isanti and a brief City Internet Web Survey. Hylen stressed that although a lot of residents were satisfied with the current city web page it still needed more work and updates and this should still move forward. He indicated that there were a number of negative comments about the website as well. He indicated that this often was the first contact a new resident or business would have and that it needed to be great, not just adequate. The comments and suggestions should be considered when updating the website.

6. Other Business / Updates

Economic Development Director Sullivan highlighted the Staff Memo. Sullivan updated the information on housing starts to 58 new permits pulled with 7 more in process which is near last year's pace. New business arrivals are outpacing those leaving the community by a large margin. Sullivan indicated that this would be his last EDA meeting and will be starting a new position on August 27th. Sullivan has appreciated serving the City of Isanti and is excited at the progress that has been made.

The EDA members thanked Economic Development Director Sullivan for his service and wished him well.

a. Business Prospects
b. EDAM
c. GPS 45:93
d. CVN
e. 2018 Minnesota Manufacture's Week Planning
f. Housing Starts in 2018
g. Business Arrivals and Departures in Isanti 2018

7. Adjournment

Motion by Commissioner Lundeen, seconded by Commissioner Lorinser to adjourn at 7:41 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 8th day of August, 2018.

Respectively Submitted,

_____

Sean M. Sullivan, Economic Development Director

L.2.

A Community For Generations.

Isanti

Isanti Police Department Monthly Report

June 2018

Reported Crime	Month to Date	Year to Date
Theft	17	73
Assault	5	22
Vandalism/Damage to Property	7	27
Narcotics	3	18
Burglary	0	8
Domestics	10	57
Crim Sex	2	5
Robbery	0	1
Loud Party/Disturbance	17	54
Medical	31	180
Permit to Purchase (Eff 3/1/2016)	3	43
Extra Patrol	12	97
Security Check	217	939

Traffic Offenses	Month to Date	Year to Date
No Insurance	19	72
DUI	2	10
Accidents	10	57
Hit & Run	1	8
Warrant P/U	1	28
Speed	25	103
DAR/DAS	8	36
Administrative Citations (Including Speed)	22	119

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	61,078	1,690	6,476
Dodge 222	134,467	1,146	5,415
Ford Explorer 224	42,618	1,984	9,176
Ford F150 225	10,093	873	5,193
Chevy Silverado 220	107,159	132	327
Chevy Impala 223	87,282	246	1,601

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	***458***	**378**	**289**	**151**	**116**	**81**	**31**
TOTAL OPEN CASES	**106**	**81**	**115**	**42**	**37**	**30**	
VIOLATIONS CLOSED THIS PERIOD	**64**	**128**	**37**	**36**	**26**	**41**	**21**
NEW ISSUES THIS PERIOD	**80**	**89**	**138**	**35**	**35**	**50**	**31**
CAN-Proh Animals	13	0					
CCV-Comm Vehicle Storage	0	0					
CDO--Dogs	0	0					
CPA-Park & Store	8	4	16	14	9	12	14
CSN-Snow Removal	0	0		1			1
CSP-Admin Permits/Solicitors/Peddlers	0	0			1		1
CST--Fish Houses, PODS, Rolloffs	0	0					
GAR - Garage Sales	0	0					
H2O-Water restrictions	0	0					
NEX-Exterior Structure, Paint/Repair	0	0	5		5		
NGA-Garbage Service & Storage	0	0					
NGR--Grass Length	31	72	94				
NJU--Junk/Brush	5	2	12	8	2	2	2
NOX-Noxious Weeds	0	0					
NUV-Unlicensed vehicle or missing plates	0	0		10	14	34	
RNT-Unlicensed rental	1	1	13		1		10
SGN-Signs	2	2	1	1	1	2	3
UNP-Unpermitted work	20	6	2				
ZAC-Accessory Building	0	0			1		
ZFE-Fence	0	2	5	1	1		
ZTD--Temporary Dwelling	0	0					
Compliance Letters Mailed this period	85	94	146	40	41	53	38
Administrative Citations Issues/period	1	0	2	4	4	2	0
Criminal Citations Issued/period	0	0	0	0	1		
Abated Properties/Period	10	28	0	0			
Admin Hearings Requested	1	0	0	1	1	1	1
Admin Hearings Held w positive judgement	0	0	0	1			3
Criminal trials w positive judgement	0	0	0	0			
AVERAGE TIME TO COMPLIANCE	**20**	**15**	**11**	**19**	**19**	**26**	**44**

CITY OF ISANTI MONTHLY REPORT

July 2018

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	23	$0.00	$0.00	$5.00	$38.00	$400.00	$1,840.00		
Decks	7	19	$65,852.72	$137,215.31	$32.93	$156.01	$2,237.40	$5,093.55		
Basement Finish	2	13	$45,166.32	$196,139.32	$22.58	$143.21	$1,296.90	$5,920.70		
Addtns. Remodel	0	1	$0.00	$5,047.78	$0.00	$5.04	$0.00	$227.70		
Garages	1	2	$6,000.00	$31,000.00	$3.00	$42.84	$227.70	$983.40		
Miscellaneous	21	97	$5,000.00	$144,357.00	$22.50	$233.43	$2,516.95	$13,881.97		
Single dwellings	6	54	$1,075,865.45	$10,050,272.38	$541.96	$7,205.58	$14,422.70	$137,265.91		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	13	82			$13.00	$124.00	$975.00	$6,129.00		
Plumbing	10	97			$10.00	$141.00	$832.00	$8,031.00		
									34,332.00	
Resid. Totals	**65**	**388**	**$1,197,884.49**	**$10,564,031.79**	**$650.97**	**$8,089.11**	**$22,908.65**	**$179,373.23**	**$34,332.00**	**$ 317,210.00**
Commercial										
New Buildings	2	2	$2,844,666.00	$2,844,666.00	$1,337.87	$4,013.61	$25,377.00	$25,377.00	$40,054.00	
Addtns./Remodel	0	1	$0.00	$4,800.00	$0.00	$2.40	$0.00	$202.95		
Plumbing	1	2	$243,000.00	$243,000.00	$121.50	$365.50	$1,958.00	$2,008.00		
Mechanical	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Roofing	1	1	$66,218.00	$66,218.00	$33.11	$99.33	$1,379.40	$1,379.40		
Miscellaneous	3	18	$5,000.00	$1,533,400.00	$4.50	$1,428.20	$302.95	$18,288.60		
Comm. Totals	**7**	**24**	**$3,158,884.00**	**$4,692,084.00**	**$1,496.98**	**$5,909.04**	**$29,017.35**	**$47,255.95**	**$40,054.00**	**$0.00**
Resid. Plus Comm. Totals	**72**	**412**	**$4,356,768.49**	**$15,256,115.79**	**$2,147.95**	**$13,998.15**	**$51,926.00**	**$226,629.18**	**$74,386.00**	**$ 317,210.00**

YEARLY BUILDING PERMIT COMPARISONS

YTD July 2018

Year	# permits	Single units	Multi units	Commercial	Permit Value	Total permit income	Wac & Sac Fees
2013	0	3	1	0	$0.00	$2,607.00	$5,722.00
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	38	0	3	$13,140,698.67	$170,424.58	$457,904.88
2017	270	33	0	1	$6,583,948.50	$110,235.67	$275,876.80
2018	412	54	0	2	$15,256,115.79	$226,629.18	$317,210.00

Total permit fees do not include Sac / Wac or State Surcharge fees

MONTH TO MONTH COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	33	$510,011.00	$10,341.45
February	39	$230,639.00	$6,361.95
March	59	$2,126,225.00	$34,115.97
April	51	$2,102,087.00	$33,616.93
May	79	$2,296,921.45	$38,600.98
June	79	$3,633,463.85	$51,665.90
July	72	$4,356,768.49	$51,926.00
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	412	$15,256,115.79	$226,629.18

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MEMORANDUM

Date: August 8, 2018

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.115547

Please find listed below a status report of the current projects in the City of Isanti:

1) 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.

2) Cajima Street/TH 65 Signal Study

We will continue with discussions with MnDOT regarding funding and layout.

3) 2018 Street & Utility Improvements

9 bids were received for this project on July 31, 2018. A recommendation of award is on the August 8, 2018 Council agenda.

4) 2018 Storm System Maintenance Project

The bid opening for this project is scheduled for August 14, 2018. We will schedule meeting times with each resident with fence conflicts individually.

5) 2018 Pavement Maintenance Project

Striping is scheduled the week of August 13th and the project will be completed this month.

6) 10-Year Capital Improvement Plan Update

We have completed the update to the 10-year Capital Improvement Plan and will bring it to the August 9, 2018 Finance Committee for review.

7) Clarifier Rehab Project

This project is scheduled to be completed this fall.

In addition to the current projects listed above we have completed and accepted 48 private developments and 61 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 4, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

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. August 21, 2018 – Regular Meeting of the City Council

G. Announcements

1. Special City Planning Meeting	Tuesday, September 11, 2018 at 7:00 p.m.
2. City Council Meeting	Tuesday, September 18, 2018 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, September 18, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*
4. Park, Recreation, and Culture Board Meeting	Tuesday, September 25, 2018 at 6:00 p.m.

H. Council Committee Reports

I. Public Hearings

J. Business Items
1. Interview Applicant for the Vacant Term Seat Planning Commission Board (*Mayor Wimmer*)
    a. Resolution 2018-XXX to Appoint Candidate to Fill Vacant Planning Commission Board Seat

<u>City Administrator Don Lorsung</u>
2. Resolution 2018-XXX Approving the Purchase of a Replacement Generation RIO H4 Miox Chlorination Unit for the Water Treatment Plant

<u>Assistant City Engineer Jason Cook</u>
3. Resolution 2018- XXX 2018-2029 Capital Improvement Plan
4. Resolution 2018- XXX 2018 Storm System Maintenance Bid

<u>Finance Director Mike Betker</u>
5. 2019 Preliminary Budget and Levy Adoption
    a. Resolution 2018-XXX Setting the 2019 Final Budget and Levy Meeting
    b. Resolution 2018-XXX Approving the 2019 Preliminary Budget for the City of Isanti
    c. Resolution 2018-XXX Adopting the Proposed 2018 Tax Levy Collectible in 2019 for the City of Isanti

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $243,168.76 and Payroll in the amount of $97,095.48
2. Final Minutes of the July 17, 2018 Planning Commission Meeting
3. Final Minutes of the July 24, 2018 Park, Recreation and Culture Board Meeting
4. Resolution 2018-XXX Approving Exempt Gambling Permit for North Branch Area Education Foundation
5. Resolution 2018-XXX Approving a Contract for Maintenance of the City's Outdoor Warning Siren
6. Resolution 2018-XXX Amending the Holiday Policy as it Relates to the Liquor Store Policies
7. Resolution 2018-XXX Opposing the Sale of Strong Beer, Spirits and Wine in Grocery and Convenience Stores
8. Resolution 2018-XXX to Declare Metal as Scrap and Authorize Its' Disposal
9. Resolution 2018-XXX Approving Extended Construction Activity Hours for Kwik Trip, Inc.
10. Resolution 2018-XXX Accepting Resignation of Liquor Store Employee Brandy Anker
11. Resolution 2018-XXX A Resolution Authorizing to Enter Into an Agreement Between the City of Isanti Police Department and the Isanti County Deputy Sheriff's Office to Share Criminal Justice Information

L. Other Communications

1. Draft Minutes of the August 21, 2018 Planning Commission Meeting
2. Draft Minutes of the August 28, 2018 Meeting of the Park, Recreation and Culture Board

Adjournment

F.1.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, AUGUST 21, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input
None.

II. Agenda

The Pledge of Allegiance was recited

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, Steve Lundeen, and Ross Lorinser

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, Community Development Director Ryan Kernosky, Administrative Data Clerk Jaden Moore and Assistant City Engineer Jason Cook

Members Absent: None.

Others Present: Isanti County Commissioner Mike Warring, Joey LeMay, George Heman, Elizabeth Anderson, Jeff Johnson and Lisa Johnson

D. Adopt Agenda
Addendum:

Add K.7 Resolution 2018-197 Reducing the Speed Limit on Designated Streets from 30 mph to 20 mph in School Zones

Add K.8. Resolution 2018-198 Authorization and Execution of Repayment Agreement for Lot 1, Block 3, Sun Prairie First Addition with J Robinson Construction, Inc.

Motion by Collison, Second by Lundeen to approve with modifications listed above. Motion Carried.

E. Proclamations/Commendations/Certificate Awards

1. Commendation to Sean Sullivan, Economic Development Director

Mayor Wimmer presented award to Sean Sullivan for his hard work and dedication for the last eight and a half years with the City of Isanti and a picture was taken with the Sean Sullivan and the Mayor.

Mayor Wimmer also shared that within the time that Sean has been a part of Isanti they were able to build a Pharmacy, Clinic and Hotel in Isanti.

F. Approve City Council Minutes

1. August 8, 2018 – Regular Meeting of the City Council
2. August 8, 2018 – City Council Budget Work Session

Motion by Lorinser, second by Lundeen to approve minutes as presented. Motion carried.

G. Announcements

1.	Parks, Recreation and Culture Board Meeting	Tuesday, August 28, 2018 @ 6:00 p.m.
2.	City Offices Closed for Labor Day	Monday, September 3, 2018 *(In observance of Labor Day)*
3.	City Council Meeting	Tuesday, September 4, 2018 @ 7:00 p.m.
4.	EDA Meeting	Tuesday, September 4, 2018 *(Immediately following the City Council Meeting)*

H. Council Committee Reports

Mayor Wimmer explained that he had called a Special Planning Commission Meeting for the second Tuesday in September to review the Legacy Pines Development to add one hundred and seventy plus platted residential lots.

Bergley added that he had went to the fire district meeting and that the budgets were coming out and there is responsibility that goes with it and we will see it soon. Mayor Wimmer also added that with all the sections that are being pulled out by Bradford Township, a couple other townships may be looking into doing so as well and that will add upward pressure to the Fire District Budget and impact on the City budget. However, Mayor Wimmer shared that we should be okay for the first cycle through next year. Also, it sounded like it was about half of Bradford Township that was being pulled out. Lundeen added that it was exactly fifty percent and that they are going to lose ISO ratings and medical on that property. Mayor Wimmer added that is what somewhere between the $30,000 and $40,000 difference in what they would be paying but we will have to wait and see what the numbers actually end up being. There was further discussion on fire runs and property valuation and their effect on the fire budget.

I. Public Hearings

J. Business Items

<u>City Administrator Don Lorsung</u>

1. Ordinance No. 695 City Code Amendments: Water and Sewer Service Line Placement

Mayor Wimmer explained that it is to reduce costs for repairs by not placing water and sewer service lines under driveways. Bergley questioned what the ordinance change we regarding responsibility for water meters and horns. Mayor Wimmer further discussed the ordinance changes. Lundeen added that this is very common for most cities to put in place.

Motion by Bergley, second by Lundeen to approve the request. Motion carried.

<u>Economic Development Director Sean Sullivan</u>

2. Resolution 2018 – 193 Accepting Donation of Real Property

Mayor Wimmer shared that this is the property along the railroad and it has went through a phase one environmental review and potentially it might have a phase two review if it were to be sold. It is intended that it will become a parking lot so it will help the commercial development there. Economic Development Director Sean Sullivan shared that it is $119.12 for the property taxes on the parcels.

Motion by Lorinser, second by Collison. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the amount of $402,352.37 and Payroll in the amount of $100,039.29
2. Final Meeting Minutes for the July 3, 2018 Economic Development Authority Meeting
3. Final Meeting Minutes for the July 17, 2018 Planning Commission Meeting
4. Contractor Pay Request No. 1- 2018 Pavement Management Project in the Amount of $181,230.24
5. Resolution 2018-194 Approving Acceptance of a 2019 Public Works Vehicle
6. Resolution 2018-195 Approving Snow Plowing Policy and Resolution 2018-196 Approving Exempt Sidewalks from Snow Removal

7. Resolution 2018-197 Reducing the Speed Limit on Designated Streets from 30 MPH to 20 MPH in School Zones
8. Resolution 2018-198 Authorization and Execution of Repayment Agreement for Lot 1, Block 3, Sun Prairie First Addition with J Robinson Construction, Inc.

Motion by Lorinser, second by Bergley to approve request.

L. Other Communications

1. Draft Minutes of the August 8, 2018 Economic Development Authority Meeting
2. July Police Department Report
3. July Code Enforcement Report
4. July Building Inspector Report
5. August Engineering Report

Adjournment

Motion to adjourn by Lundeen, second by Bergley. The meeting was adjourned at 7:15 p.m.

Respectfully Submitted,

Jaden Moore
Administrative Data Clerk

J.1.

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 4, 2018

Subject: Consider Resolution to Appoint Candidate to Fill a Vacant Planning Commission (PC) Seat 2018-XXX

Background:
Currently, there are two seats vacant on the Planning Commission. 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 Planning Commission. One application and Interest Disclosure form was received from Arissya Simon. The applicant lives within City limits.

Request:
It is requested that City Council interview candidates Arissya Simon to appoint him for the Planning Commission.

Attachment:

- Resolution 2018-XXX

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 Katie Brooks. PO Box 428, Isanti, MN 55040 or
kbrooks@cityofisanti.us 763-444-5512

Name: Arissoya Simon 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 Commission:
I am a Human Resource Professional for a plastics manufacturer & specialize in Strategic Planning and development, workforce planning & employment, employee relations and market analysis, all which would be useful & transferrable to a position on the planning commission.

Why you are interested on being on the Commission?
I want to learn more about our city and its inner workings, while having the opportunity to contribute its growth and help to create the buy-in from residents for the things that our city needs to continue building a great community.

What is your vision of Isanti?
The biggest problem I see is residents being upset about things happening in our city simply due to lack of understanding why it needs to happen, not because its a bad idea. I'd like to I'd love to see Isanti continue to grow—not into some giant urban suburb, but into a city that all residents can love & be proud of. Businesses and people that benefit our community, maintain economic stability, still keep its charm, help further that.

Any other pertinent information that might to be taken into consideration. You may attach additional pages.
Continued from Education/Knowledge Section: Combining my professional background with my degree in Psychology and communications, as well as being representative of Isanti's largest demographic puts me in a unique position to bring fresh ideas and perspective to the commission and would allow me to advocate for the needs of Isanti residents while understanding the logistics of our growth.

DISCLOSURE FORM

Public Officials of the City of Isanti listed by title in the Resolution 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
n/a		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 #
n/a		

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
n/a

Public Official and/or Applicant:

Arissaya Simon
Print Name

Signature

Date: 8/29/2018

Please provide the following information:
(Please Print)

Current Address and Post Office Box Number

City, State, Zip Code

n/a
Home Phone Number

n/a
Work Phone Number

Cell Phone Number

Received by the City Administrator/designee on: _____

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 10 pm or later?

RESOLUTION 2018-XXX
Amending Resolution 2018-133

RESOLUTION AMENDING RESOLUTION 2018-133 DESIGNATING COMMITTEES AND REPRESENTATIVES FOR CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2018

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, IT IS HEREBY 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 2018:

Economic Development Authority	Mayor and City Council
Parks, Recreation & Culture Board	Wimmer
Planning Commission	Mayor and City Council
Rum River BMX Association Board	Collison
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 & Ops Advisory Committee	Wimmer, Lorinser
Finance Committee	Wimmer, Lorinser
Building & Grounds Committee	Collison, Lundeen
Personnel Committee	Wimmer, Lorinser
C-I Bike/Walk Trail	Wimmer
Liquor Committee	Bergley, Collison
Police Committee	Bergley, Collison
Public Works Committee	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 2018:

Jenny Garvey	*(term expiration 12-31-2020)*
Aaron Zdon	*(term expiration 12-31-2019)*
Jeffrey Johnson	*(term expiration 12-31-2018)*
James Witte	*(term expiration 12-31-2018)*
George Wimmer	Council Representative (*term expiration 12-31-2018*
_____	Student Representative *(term expiration 12-31-2018)*

5. That the City Council designates the following individuals to the Planning Commission for year 2018:

Mayor and City Council:	
George Wimmer	*(term expiration 12-31-2018)*
Dan Collison	*(term expiration 12-31-2018)*
Ross Lorinser	*(term expiration 12-31-2018)*
Paul Bergley	*(term expiration 12-31-2018)*
Steve Lundeen	*(term expiration 12-31-2018)*
Appointed Members:	
Joey LeMay	*(term expiration 12-31-2018)*
Arissya Simon	*(term expiration 12-31-2019)*

6. That the City Council Economic Development Authority Board membership terms are as follows for year 2018:

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

This Resolution is hereby approved by the Isanti City Council this 4th day of September, 2018.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

J.2.

Request for City Council Action

To: Mayor Wimmer
Members of the City Council
From: Josi Wood
Public Services Director/ Assist. City Admin.
Date: September 4th, 2018
Subject: Consider Resolution Approving the Purchase of a Replacement Generation RIO H4 Miox Chlorination Unit for the Water Treatment Plant

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Background

Miox staff including Mr. Kevin Hoeschen were on-site to inspect the City's chlorination unit August 6-8th, 2018. The full report and findings are attached. Overall, the unit is aged and the cell is showing signs of leakage as well as voltage changes. Mr. Hoeschen was able to start the unit once he manipulated the voltage of the modules within the cell. Mr. Hoeschen is uncertain how long the unit will continue to run with the cell past the age of usual replacement. Staff has started the unit each day since Mr. Hoeschen's visit and it has continued to start.

Miox staff, Mr. Tom Muilenberg, was also on-site to provide helpful information as well as send us a proposal. Staff believes the most cost effective option for the City to consider is Option 2. This would be a new H4 unit which has significant upgrades since the original installed unit in 2009 and would include a 1 year service agreement at no charge. Option 1 would be to replace the cell, however, the technology is obsolete and further failures could continue to cost the City more money to find parts. Option 3 would be to replace the system with a different type of chemical regeneration system which Staff does not recommend persuing.

This item was unbodgeted and funds would need to be allocated from the Fund Balance through a budget amendment.

Finance Recommendation

The Finance Committee recommends to replace the MIOX unit with the latest Generation RIO H4 in the amount of $76,700.00 plus costs to install the new unit

Request

Staff is seeking direction on this item.

Attachments:

- Resolution 2018-XXX
- Miox On-site Report
- Miox Proposal

RESOLUTION NO. 2018-XXX

RESOLUTION APPROVING THE PURCHASE OF A REPLACEMENT GENERATION RIO H4 MIOX CHLORINATION UNIT FOR THE WATER TREATMENT PLANT

WHEREAS, the water treatment plant's equipment for its main chlorination supply is a Miox Chlorine Regeneration System; and,

WHEREAS, the current unit was installed in 2009 and the electrical cell is beyond the life expectancy and in need of replacement; and,

WHEREAS, it is in the City's best interest to replace the unit in full due to the current model is obsolete and new technology is available at a reduced cost; and,

WHEREAS, the cost for the replacement Generation RIO H4 is $76,700.00 plus freight; and,

WHEREAS, contracted services for plumbing, electrical and integration will be in addition to the unit cost in the amount of $1,710.00; and,

WHEREAS, this item is unbudgeted and funding will come from a budget amendment from the Fund Balance; and;

WHEREAS, Finance Committee recommends approval for replacement of the Miox Chlorination unit;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota

1. Hereby approves the purchase of a Generation RIO H4 Miox unit in the amount of $76,700.00 plus freight.
2. Hereby approves the plumbing, electrical and integration of the new unit in the amount of $1,710.00.
3. Funding source identified as a budget amendment to Water (601-49400-500) from the Fund Balance.
4. Authorize the Public Services Director to sign the required documentation for the purchase of unit.
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 the 4th day of September, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

MIOX ON-DEMAND CHEMISTRY

Project Name	:	**Isanti Water Treatment Plant** **243 East Dual Blvd NE** **(Service Road)** **Isanti, MN 55040**
System Size	:	**RIO H4 – 400# HYPO System**
Application	:	**Drinking Water**
Owner	:	**City of Isanti MN**
Trip Date	:	**08/06/2018 thru 08/08/2018**
Contacts	:	**Josi Wood** **763-444-4412 – office** **612-270-6188 - cell** **jwood@cityofisanti.us** **Matt Sylvester** **763-444-0459 - office** **763-772-5850 - cell** **msylvester@cityofisanti.us**
Type of checklist	:	**Startup Service Trip – Vault System**
Completed by	:	**Kevin E Hoeschen** **505-362-1837** **kevin.hoeschen@matthey.com**
System Serial #	:	**0809-RIOH4-001**
System Part #	:	**000-00123-03**
Cell Serial #	:	**0809-H4-001**
Cell Part #	:	**201-01014-02**

A. FOLLOWUP ACTION ITEMS

a. Customer to closely monitor system for any abnormalities – specifically for any leaks from the electrolytic cell – see highlighted remarks concerning this in section D of this report.

b. Customer to sample outlet of water softener for hardness on a weekly basis to ensure the softener is still working – see highlighted remarks concerning this in section D of this report.

c. Periodically measure the output of the 24 VDC control power supply as there might be a potential issue with this power supply – see highlighted remarks concerning this in section D of this report.

B. SUMMARY

a. A system clean/inspect was conducted.
b. Training of plant personnel was conducted
c. System was started to observe operating parameters. Small adjustments were made to operating parameters.

C. BACKGROUND

a. Customer was experiencing numerous faults on their system, a RIO H4 that was installed in August of 2009. They requested a service visit to their plant to evaluate the system and its operation.

b. A service trip was scheduled for the week of August 06, 2018

D. ACTION/OBSERVATIONS

a. Inlet water supply to the water softener was sampled – results approximately 19 grains per gallon.

b. The water out of the water softener was sampled – results 1 grain per gallon or less.

c. The water softener was forced into a regeneration cycle to observe its operation. No issues were observed.

d. A number 5 metering disk is installed in the water softener head. This should adequately protect the system and provide soft water to the OSG and to both brine silos.

e. The Kinetico water softener resin is approximately 9 years old. Kinetico states that the resin beads should last somewhere between 7 and 10 years. As the resin beads are near their expected life, MIOX Corporation recommends increasing the sampling frequency of the water softener outlet – measuring for calcium hardness. Sample weekly to ensure it is still

working. We also recommend replacing the resin beads within the next year. Contact a Kinetico service representative when you are ready to make this happen.

f. The pressure gauge on the brine boost system has a range of 1-100 psi. The range of this gauge should be 0-30 to allow operators to adequately monitor brine supply pressure to the OSG. This pressure should be maintained at approximately 10 psi.

g. The pressure gauge inside the OSG plumbing compartment is not reading correctly and should be replaced. This is an important gauge as it shows the operating pressure of the cell. As flow channels start to get fouled, the pressure indicated on this gauge will increase.

h. The fuse on the signal line to the contactor coil has recently blown. The fuse that blew and its replacement fuse were both 5-amp fuses. This fuse should be a 10-damp fuse. A 10-amp fuse has provided to the customer and installed.

i. The side cover of the OSG was removed providing better visibility to components in the plumbing compartment and allowing better access for maintenance. This cover has been left off.

j. Attempts were made to completely remove the plumbing compartment tray for cleaning. The connectors on the cables for the inputs/outputs in the plumbing compartment were oxidized to a point where they could not be easily removed – they were left connected for fear of causing more issues. Electronic cleaning spray could be used to clean these connectors and allow removal if desired.

   Note: There was enough slack in the cabling that still allowed cleanup of the plumbing tray.

k. The adapter fitting feeding the brine pump discharge check valve was leaking. Inspection showed that the collet was broken. The adapter fitting was replaced.

l. The fan guard for the transformer blower was removed for cleaning and re-installed.

m. During diagnostic testing, the safety relay appeared to have failed. All connections to the safety relay were removed and re-installed. This exercise worked to clean oxidized pins and sockets in the connections Oxidized connection will sometime cause inputs/outputs to fail. In addition to the connectors on the relay itself, the connections from the interface board to the safety relay were also reseated. The safety relay worked from that point on.

n. During diagnostic testing, the contactor failed to shut even though the safety relay appeared to be working. Troubleshooting indicated that the control power supply output voltage (should be 24 VDC) was low. Our reading was 19 VDC. The power supply output voltage was adjusted to 24.5 VDC. The contactor output function was tested again several times – all successful. I would highly recommend keeping an eye on the power supply voltage measure it periodically. At this point I do not know why the power supply output voltage dropped to 19 VDC

o. The PLC program is version 2.0.2

p. The HMI program is version 2.0.3.

q. The system was started to monitor operating parameters – specifically the cell currents as the customer has had issues with cell current variation in the past. The current in the front module of the cell was running a little bit higher than expected. The current through the middle two modules of the cell were running closer to the current you would expect. The current in rear module of the cell was running with current slightly lower than you would expect. Slight adjustments (affecting indicated current bay 5 amps) were made to the scaling factors to balance indicated cell current.

r. The system was run first with a brine boost pump and then without a brine boost pump. It ran well in both cases with only a slight difference in the brine pump speed control voltage – approximately 0.3 VDC. Without a brine boost pump, the brine pump speed control voltage was less than 2.2 VDC. With the brine boost pumps running, brine pump speed control voltage was approximately 1.9 VDC. Just as a note, brine pump speed control voltage 9 years ago at startup was 1.89 VDC with a brine boost pump running.

s. Since the brine boost system has two pumps associated with it (only one used at a time), isolated the pump that is not being used by closing its suctions and discharge valves.

t. There is a significant amount of condensation on most horizontal surfaces in the room when the OSG is installed. The high humidity, high temperatures and moisture can adversely affect electronic components and connections. Currently, there is no air conditioning supplying the room. Consideration should be given to fix the de-humidifier and/or supply the room with refrigerated air conditioning.

u. In addition to the original brine silo, Isanti Water installed a second brine silo shortly after the system startup – they now have twin silos to more easily allow delivery of a complete

load of salt. One silo did not have enough room for a 25-ton load of salt. Two silos provide more than enough.

v. The liquid level in the brine silos was being maintained at a higher level than we are normally used to seeing. The level controller normally controls liquid level between 5.5 feet and 6.0 feet. I checked the programming and adjusted the setpoints accordingly. Both level controller had both been programmed for a higher level.

w. Measured the cell washer plates (supports below the cell perimeter bolts) for induced voltage. The potential on these washer plates should be very low – one or two volts max. If there is a significant reading, it is a sign showing the cell is starting into a failure more. This indication is usually followed by leaks in the cell.

The results of my measurements showed a voltage potential on these plates – 3 out of the 4 washer plates had a potential of greater than 30 VDC. I did not however see any signs of leakage when operating the system.

If you are going to operate the system with this cell, you must be vigilant of any leaks. Take the covers off the cell compartment on a weekly basis to check for leaks. Wipe your hand across the surfaces of the cell – sides, bottom and top. If there are signs of leakage, do not operate.

E. DISCUSSION

a. Although the system's cell is in operation, it is showing signs of age – cell current is shifting, current is not being shared properly by the modules and there is voltage on the cell's washer plates.

b. **Exercise care and caution when operating the system with this cell. If there is any visible signs of leakage, stop operations.**

F. Data

Operating Parameters	August 15, 2009	August 8, 2018
Displayed Cell Amps	892.1	899
Actual Cell Amps	911	913
Pump Volts VDC	1.893	1.915
Displayed Cell Voltage VDC	41.7	41.7
Actual Cell Voltage VDC	41.5	41.5
Cell Pressure	9.6	Unknown – faulty gauge
H2O Meter Flow GPM	4.4	4.8
Brine Meter Flow GPM	0.94	0.98
Displayed Inlet Temp	57.4	55.1
Displayed Oxidant Temp	92.8	93.8
Differential Temperature	35.4	38.7

Respectfully,

Kevin E Hoeschen
Senior Field Service Engineer
MIOX – Johnson Matthey
Email: kevin.hoeschen@matthey.com
Direct: +1.505.224.1051

Toll Free: 866.646.9457
Service Line:1.505.377.5879
Service Email: contact@mioxservice.com
5601 Balloon Fiesta Parkway, Suite A, Albuquerque, NM 87113 USA

MIOX ON-DEMAND CHEMISTRY

July 24, 2018

City of Isanti
110 1st Ave NW
Isanti, MN 55040

Attn: Ms. Josi Wood
Re: Quotation for Replacement Cell or Generator Upgrade

Dear Josi:

MIOX Corporation would like to thank you for allowing us the opportunity to provide you with the following proposal. The City of Isanti is an important customer, and we want to provide a couple of options to get your system back up and running consistently. To this end, we would like to provide several options for your consideration.

Overview

MIOX is proposing three options for your consideration as follows:

Option 1 – Cell Replacement:

MIOX is proposing to provide a new RIO H4 Cell. This would provide the following:

- A brand-new cell with full 5 year warrantee.
- Service visit to install the cell and restart system.

Option 2 – Latest Generation Generator:

MIOX would supply a new, current generation RIO H4 Generator at a steeply discounted price. In addition, we would include a quarterly service contract. This would provide the following:

- A brand-new generator with full 5 year cell warrantee and 2 year warrantee on all other parts of the generator.
- New features and benefits that are included with the new generator including:
  - Automatic water flow control – eliminates nuisance alarms due to changing water pressure.
  - Upgraded PLC – provides more reliable control.
  - External CIP connections – eliminates the need to open the cabinet to perform acid washing.
- Service visit to install the cell and restart system.

5601 Balloon Fiesta Parkway, NW Albuquerque, NM 87113 | 505-343-0090 | Fax 505-343-0093

- Provide a service contract free of charge. This would include service visits every 3 months for 1 year (quarterly service) to check system, conduct any cleaning needed, adjust operation, provide training and make any operational recommendations.

Option 3 – Mixed Oxidant Upgrade:

MIOX would upgrade the system to the latest, current generation Mixed Oxidant RIO M5 Generator at the same price as the RIO H4. In addition, we would include a quarterly service contract. This would provide the following:

- A brand-new generator with full 5 year cell warrantee and 2 year warrantee on all other parts of the generator.
- The generator would be MIOX Model RIO M5 which would provide 300 lbs/day of Mixed Oxidants. As discussed, Mixed Oxidants would provide:
  - Enhanced biofilm control.
  - Better breakpoint chlorination of ammonia.
  - Better control of chlorinous odors.
- New features and benefits that are included with the new generator including:
  - Patented self-cleaning via reverse polarization of the cells – reduces reliance on acid washing as it performs an automatic clean periodicially.
  - Automatic water flow control – eliminates nuisance alarms due to changing water pressure.
  - Upgraded PLC – provides more reliable control.
  - External CIP connections – eliminates the need to open the cabinet to perform acid washing.
- Service visit to install the cell and restart system.
- Provide a service contract free of charge. This would include service visits every 3 months for 1 year (quarterly service) to check system, conduct any cleaning needed, adjust operation, provide training and make any operational recommendations.

More details of the service offering are as follows:

MIOX Service

MIOX field service personnel will be onsite quarterly to conduct PM (preventive maintenance) tasks outlines in the attached MIOX service checklist. Initial service visit will be to install new cell(s) and calibrate your system in accordance to MIOX specifications. Subsequent visits will be performed quarterly by a MIOX qualified and fully-trained service technician. This will be to ensure your system is still performing per MIOX specifications. Any additional parts need that are not covered under warranty will be quoted at standard cost minus a 15% loyalty discount. Any additional service visits can be arranged at standard cost.

MIOX ON-DEMAND CHEMISTRY

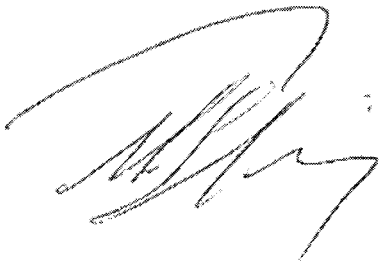
Should the City wish to extend the service and maintenance contract, they may choose to do so at the end of the year.

MIOX Corporation looks forward to long and healthy relationship with you, your team and community.

The City can reach our service department between the hours of 7am and 5pm mountain standard time at 1-866-646-9457 option #2 or contact@mioxservice.com. After hours, your call will be routed to a qualified service person to assist.

Thank you for your business!

Sincerely,



Thomas Muilenberg
Director of Commercial Operations, MIOX

Service Contract Details

MIOX Service Checklist	Cell Installation Service	Quarterly MIOX Service
Visual Inspection of System	X	X
Visual System Leak Check	X	X
FAC Test	X	X
Filter Check and Change	X	X
System Shutdown and Restart	X	X
Check System Diagnostics	X	X
Site Training (if applicable)	X	X
Electrical Evaluation - Power	X	X
Electrical Evaluation - Cell	X	X
Auxiliary Equipment Evaluation	X	X
Cell Inspection/Cell Clean	X	X
Cell Lead Inspection, Cleaning and Tightening	X	X
GF++ Check (if applicable)	X	X
Brine Tank Assessment	X	X
Oxidant Tank Assessment	X	X
Written Report of Site Assessment	X	X

The cost for this service agreement consisting of a service visit to install the cell(s) and ensure that the system is performing to MIOX specifications. In addition, we will train all personal needing to maintain the MIOX system. Additional service visits will be provided on a quarterly basis to perform the tasks outline in the above table.

Option 1: RIO H4 Cell Replacement

Item	List Price (if applicable)	Discounted Price
New H4 Cell (includes 5 year warranty)	$69,300	$51,700
TOTAL		**$51,700**

Option 2: Upgrade to Latest Generation RIO H4

Item	List Price (if applicable)	Discounted Price
New RIO H4 Generator	$91,120	$76,700
Service Agreement (includes all T&E)	$15,800	$0
TOTAL		**$76,700**

Option 3: Upgrade to Mixed Oxidants – RIO M5 (300 lbs/day)

Item	List Price (if applicable)	Discounted Price
New RIO H5 Generator	$101,850	$76,700
Service Agreement (includes all T&E)	$15,800	$0
TOTAL		**$76,700**

MIOX recommends a minimal site maintenance regime to visually inspect the equipment. Beyond this, the proposed quarterly maintenance program covers comprehensive preventative maintenance tasks eliminating most operational tasks associated with owning MIOX equipment. Additional parts are not included and will be quoted as needed.

Please Selection Desired Option:

Option	Description	Price	Selected Y/N
Option 1	RIO H4 Cell Only	$51,700	
Option 2	Newest RIO H4 Generator and Service Contract	$76,700	
Option 3	Mixed Oxidant RIO H5 Generator and Service Contract	$76,700	

Print_____ Print_____

Sign_____ Sign_____

Date_____ Date_____

MIOX CORPORATION City of Isanti

JM Johnson Matthey

J.3.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: August 28, 2018

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: 2018-2029 Capital Improvement Plan
City of Isanti, MN
Project No.: R13.115871

The current 10-year Capital Improvement Plan (CIP) was created in 2010 and includes recommended improvements through the year 2020. The majority of the items identified in the 2010 CIP have been completed or are in need of a revised project schedule. To continue to proactively look forward this plan was due for an update to extend the projected improvements out to 2028. The Pavement Management Plan and the Storm Water Apron & Pond Inventory Report were both completed since the 2010 CIP and need to be included in the Capital Improvement Plan as well.

In addition to the previously identified projects, the City has requested estimated project costs to complete the extension of sanitary sewer and watermain to the parcels that are going through the annexation process. These areas were also evaluated for street and storm sewer improvements as requested.

Attached is the 2019-2028 Capital Improvement Plan, showing anticipated projects and scheduled maintenance programs through 2028.

Finance Committee reviewed this plan at the August 23, 2018 Finance Committee Meeting and recommend adoption of the 2018-2029 Capital Improvement Plan.

Jason will present the report at the September 4, 2018 City Council Meeting.

Please contact me if you have any questions prior to the meeting.

Bolton & Menk is an equal opportunity employer

RESOLUTION NO. 2018-xxx

RESOLUTION ADOPTING CAPITAL IMPROVEMENT PLAN 2018-2029

WHEREAS, the City of Isanti adopted the 2008 Comprehensive Plan on November 20th, 2007 (Resolution No. 2007-272) and the Capital Improvement Plan 2010-2020 (Resolution No. 2010-064); and

WHEREAS, the Comprehensive Plan identified a Capital Improvement Program (CIP) as a necessary planning tool for the scheduling and prioritizing of public improvement projects; and

WHEREAS, a Capital Improvement Program will allow the City of Isanti to identify critical public improvements, yet stay within budget restraints; as all projects outlined within the CIP are reviewed, priorities are assigned, cost estimates are prepared, and potential funding sources are identified; and

WHEREAS, the City Council authorized the development of an updated CIP in 2018; and

WHEREAS, the City Engineer has prepared an update of the previous CIP regarding city improvements and facilities that extends from 2018-2029; and

WHEREAS, the City of Isanti is granted through Minnesota State Statues the right to prepare, adopt, and amend a Capital Improvement Plan and the Finance Committee has reviewed the plan and recommends its adoption:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota to hereby adopt the Capital Improvement Plan 2018-2029 as prepared by Bolton & Menk dated July 2018 for the City of Isanti.

This resolution was duly adopted by the Isanti City Council this 4th day of September 2018.

ATTEST: _____
Mayor George A. Wimmer

_____
Katie Brooks, Human Resources/City Clerk

2019-2028 CAPITAL IMPROVEMENT PLAN

A Community For Generations.

Isanti

City of Isanti

August, 2018

BOLTON & MENK

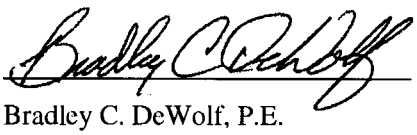
Real People. Real Solutions.

2019-2028 Capital Improvement Plan

in

Isanti, Minnesota

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.

By: 

Bradley C. DeWolf, P.E.
License No. 24000

Date: August 20, 2018

Bolton & Menk, Inc.

Consulting Engineers & Surveyors

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Appendix

Exhibit A	**Financial Plan**
Figure No. 1	**Multi-Modal And Transportation Corridor Enhancements**
Figure No. 2	**Street System Management Plan**
Figure No. 3	**Sanitary Sewer and Water Systems**
Figure No. 4	**Pavement Maintenance Schedule**
Figure No. 5	**Storm Sewer & Ponds Maintenance Plan**

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I. PROJECT INTRODUCTION

The goal of the Capital Improvement Plan is to establish a ten year maintenance and improvement plan to allow for the City of Isanti to properly prepare for improvements required in the future. The plan addresses existing facility and equipment upgrades as well as plans for future needs. The CIP gives the City of Isanti a vision of the future and will allow project priorities to change along with future needs. We have identified capital improvement needs for projects in four separate areas. The four areas include:

A. Multi Modal and Transportation Corridor Enhancements
B. Street System Management
C. Sanitary Sewer Collection and Treatment System
D. Water Supply and Distribution System

This CIP includes input from the City Council and City Staff to help ensure that projects meet the community needs and follow plans that were previously adopted by the City Council. These Council-adopted plans help prioritize areas of focus, and the CIP is a commitment toward implementation of the plans' goals and objectives.

II. CAPITAL IMPROVEMENTS

Capital improvements have been divided into four separate areas. The classification has been determined based on the primary need or goal of the project.

A. Multi Modal and Transportation Corridor Enhancements

The following list included the previously approved Multi-Modal elements that have been identified as needs throughout the City of Isanti. All improvements described below are identified in Figure No. 1 located in the appendix.

1. Eagle Park Parking Improvements

The parking improvements consist of reconstructing the existing Eagle Park parking lot located north of Broadway Street SW and west of the rail road to provide a new surface and layout to accommodate additional downtown parking.

2. Heritage Boulevard Walk Improvements

This project would involve the completion of the trail and sidewalk along Heritage Boulevard (CSAH 5). The project involves the construction of a sidewalk along the north side of CR 5 from Hillock Court NW to 3rd Avenue NW.

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3. **Realign Credit Union Drive and Installation of a Signal System**

   This improvement would establish a new 4 way intersection at the current 3 way intersection of Heritage Boulevard and East Dual Boulevard NE. The existing intersection of Credit Union Dr NE and Heritage Boulevard would be removed. This project would also include a designated crosswalk and the installation of a traffic signal system.

4. **Pedestrian Bridge/Tunnel**

   This project included the installation of a grade separated pedestrian crossing of Trunk Highway 65. The bridge/tunnel and associated access ramps will serve as an alternative crossing to the existing at grade crossing located at the intersection of Trunk Highway 65 and Heritage Boulevard.

5. **Pedestrian Bridge/Tunnel Collector Trail Improvements**

   This project would connect the Pedestrian Bridge/Tunnel to the existing walk at 8th Avenue SE near the Isanti Intermediate School and the walk located along Main Street at Credit Union Drive NE. The trail would be extended along the north side of Main Street then along the east side of the proposed 4th Avenue between Main Street and Broadway Street SE. This project will allow the pedestrian bridge/tunnel to be connected to the trail and sidewalk network already in place on the east and west side of Trunk Highway 65.

6. **Transit Station Improvements**

   An area has been identified for the future addition of a transit station in downtown Isanti. This has been included to identify the general area that the station would be located.

7. **West Frontage Road Improvements from Golden Way to Heritage Boulevard**

   This project would consist of construction of a 40-foot wide frontage road system between Cajima Street NE and Heritage Boulevard. It is planned that this street segment would include sidewalks on both sides of the corridor to further expand the existing sidewalk network. The improvements will also include new public utilities along the entire length of the project to serve the adjacent properties.

8. **Wendover Street NE/ 6th Avenue NE Improvements**

   This improvement has already received preliminary approval of its conceptual layout for street and utilities. This project will supplement and provide an additional link in the existing transportation and utility systems on the east side of TH 65.

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9. **West Collector Road Improvements from Cajima to 301st Avenue**

This project would include the installation a 40-foot wide frontage road system from Cajima Street to 301st Avenue. It is planned that this street segment would include sidewalks on both sides of the corridor to further expand the existing sidewalk network. The improvements will also include new public utilities along the entire length of the project to serve the adjacent properties.

10. **East Collector Road Improvements from 8th Avenue to CSAH 5**

This project would include the installation a 40-foot wide collector roadway to further expand the transportation system on the east side of TH 65. It is planned that this street segment would include a trail along one side of the roadway to allow for extension further east into Isanti County in the future. The improvements will also include new public utilities along the entire length of the project to serve the adjacent properties.

B. Street System Management Plan

The following is a list of street rehabilitation and enhancement projects that have been included for completion over the life of the plan. A visual inspection and rating of the street segments in the City was completed in the preparation of this plan. The street segments were evaluated based on their condition and the age and condition of the underlying utilities. The following projects, which are identified in Figure No. 2 in the appendix, are recommended to effectively preserve and enhance the existing street system:

1. **Street Surface Rehabilitation in Brookview South 1-4 Additions**

This project would include the repaving of the streets in the Brookview South 1-4 Additions. The condition of the pavement on these streets is in need of more than a conventional seal coat to preserve the life of the improvements.

2. **6th Avenue SW Rehabilitation**

This project would include the repaving of 6th Avenue from South Brookview Lane SW to 200 feet south of Dogwood Street SW. The condition of the pavement on this street is in need of more than a conventional seal coat to preserve the life of the improvements.

3. **Main Street W Reconstruction**

This project would include the reconstruction of Main Street W from South 4th Avenue to Whiskey Road. The condition of the pavement on this street is in need of more than a conventional seal coat to preserve the life of the improvements. The side walk and curb & gutter are in need of repair as well.

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4. **Street Surface Rehabilitation in Isanti Hills Phase 1, 3 & 4**

   This project would include the repaving of the streets in the Isanti Hills Phases 1, 3 & 4. The condition of the pavement on these streets is in need of more than a conventional seal coat to preserve the life of the improvements.

5. **Railroad Avenue SE Reconstruction**

   This project would include the reconstruction of Railroad Avenue SE from Palomino Road SE to Main Street E. The condition of the pavement on this street is in need of more than a conventional seal coat to preserve the life of the improvements. The east curb line would be shifted west to add a concrete sidewalk along the east side of the roadway.

6. **Mill and Overlay East Dual Blvd from Heritage Blvd to WTF Entrance**

   Edge mill and overlay this segment to establish a more consistent crown to the roadway.

7. **Towns Edge Road SE Reconstruction**

   This project would include the reconstruction of the rural roadway from Railroad Avenue to TH 65. Sanitary sewer and watermain would also be extended into this area to provide service to the parcels along this roadway. A lift station would be constructed near the Pond Street & Railroad Avenue intersection, with a discharge forcemain running north along Railroad Avenue to the existing sanitary sewer located at Palomino Road.

8. **Traffic Sign Evaluation and Replacement**

   This project includes evaluating and replacing traffic signs throughout the City to meet new State retroreflectivity requirements. This rule requires that all signs within the City be evaluated for effective retroreflectivity. A 5 year inspection rotation is recommended to maintain retroreflectivity standards. Those signs that do not have the proper reflective sheeting material should be replaced as discovered.

9. **Railroad Crossing at 301st Avenue**

   This improvement would be considered in part with the construction of the Rail Road Industrial Park.

10. **Yearly Pavement Maintenance**

    This annual project would consist of performing the pavement maintenance program on a 7-year rotation as laid out in the City Pavement Maintenance Program. Figure No. 4 identifies the current plan that is in place.

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11. Yearly Storm System Maintenance

This annual project would have yearly maintenance performed on stormwater ponds, outlets and waterways following the storm sewer and pond maintenance plan shown in Figure No. 5. This maintenance would include dredging of ponding and waterway areas, cleaning of outlets, cutting of vegetation, repairing washouts and establishing vegetation.

12. Traffic System Upgrade at TH 65 and Cajima Street NE

This project would include the installation of a Reduced Conflict Intersection (RCI) at the intersection of TH 65 and Cajima Street NE. MnDOT is installing RCIs along the Highway 65 Corridor as part of their master planning. MnDOT will install three RCIs in 2018 and four more are scheduled for 2019.

13. Traffic Signal System Upgrade at Heritage Boulevard and 8th Avenue NE

This project would include the installation of a traffic signal system at the intersection of Heritage Boulevard and 8th Avenue NE. This project would be initiated when traffic warrants for the signal system have been reached.

14. Traffic Signal System Upgrade at Heritage Boulevard and 3th Avenue NW

This project would include the installation of a traffic signal system at the intersection of Heritage Boulevard and 3rdAvenue NW. This project would be initiated when traffic warrants for the signal system have been reached.

15. Tyler Street SE Reconstruction

This project would include the construction of a new paved, curb & gutter urban street section from South Passage to Railroad Avenue including the extension of sewer and water services to the adjacent parcels. Land acquisition or a permanent easement would be needed for a storm sewer infiltration basin. The gravity sanitary sewer would run south to South Passage and then west to the existing lift station at Deerhaven Drive. Multiple homes may require grinder pumps to lift their sewer service up to the depth of the new sewer main. The watermain would be looped along Tyler Street to connect into Railroad Avenue and South Passage.

16. 4th Avenue SW Reconstruction

This project would include the construction of a new paved, curb & gutter urban street section from South Passage to the south including the extension of sewer and water services to the adjacent parcels. Land acquisition or a permanent easement would be needed for a storm sewer infiltration basin. The gravity sanitary sewer would run north to South Passage where a new lift station would pump the sewer into the existing system in South Passage. The watermain would be extended to the south with a ultimate future loop planned to connect back to Carson Drive SW.

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17. **Pave Elim Lane and Viola Street**

    This project would include paving the existing gravel roadways.

18. **Pave Gravel Alleys**

    This project would include paving the existing gravel alleys

19. **Pond Street Reconstruction**

    This project would include the construction of a new paved, curb & gutter urban street section from Railroad Avenue to the west where the existing gravel ends. This project would include the extension of sewer and water services to the adjacent parcels as well. The gravity sanitary sewer would run east to the lift station proposed with the Towns Edge Road Reconstruction project. The watermain would be extended to the west. No storm sewer is anticipated for this project.

C. Sanitary Sewer Collection and Treatment System

The following is a list of sanitary sewer collection, treatment, rehabilitation and enhancement projects that have been included for completion over the life of the plan. Properties currently on private septic systems will not be forced to hook up to the City sanitary sewer system until the septic system is found to be out of compliance or scheduled for replacement.

The following projects, which are identified in Figure No. 3 in the appendix, are recommended to effectively preserve and enhance the existing sanitary sewer system:

1. **Add Sanitary Sewer Service Along Heritage Boulevard**

   This improvement would be constructed to allow for sanitary sewer service to un-sewered properties along Heritage Boulevard between the Elementary School and Hillock Court.

2. **Clarifier Rehabilitation**

   This improvement would include the full rebuilding of the existing clarifier.

3. **Convert the WWTF to a Full Mechanical Plant**

   This improvement would be considered in part with the construction of the Rail Road Industrial Park.

4. **Towns Edge Road Sanitary Sewer and Railroad Avenue Forcemain**

   This improvement would be constructed to allow for sanitary sewer service to un-sewered properties along Towns Edge Road. A lift station would be constructed near the Pond Street & Railroad Avenue intersection, with a discharge forcemain running

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north along Railroad Avenue to the existing sanitary sewer located at Palomino Road. This work is included in the Towns Edge Road street improvement project cost.

5. **Tyler Street Sanitary Sewer**

This improvement would include the construction of a new sanitary sewer main to provide service to the parcels along this road segment. The gravity sanitary sewer would run south to South Passage and then west to the existing lift station at Deerhaven Drive. Multiple homes may require grinder pumps to lift their sewer service up to the depth of the new sewer main. This work is included in the Tyler Street Reconstruction project cost.

6. **4th Avenue Sanitary Sewer**

This improvement would include the construction of a new sanitary sewer along 4th Avenue south of South Passage to provide service to the parcels along this road segment. A lift station would be constructed near south passage to provide the required depth to service the existing homes. This work is included in the 4th Avenue Street Reconstruction project cost.

7. **Pond Street Sanitary Sewer**

This improvement would include the construction of sanitary sewer along Pond Street to provide service to the parcels along this road segment. This project would require the lift station and forcemain proposed with the Towns Edge Road project to be completed in advance to provide a discharge point. This work is included in the Pond Street Reconstruction project cost.

D. Water Supply and Distribution System

The following is a list of water supply and distribution system improvements projects that have been included for completion over the life of the plan. Properties currently on private wells will not be forced to hook up to the City water system until the well is found to be out of compliance or scheduled for replacement.

The following projects, which are identified in Figure No. 3 in the appendix, are recommended to effectively preserve and enhance the existing system:

1. **Filter Rehabilitation**

This improvement would include the full rebuilding of the four existing filters.

2. **Water Tower Coating Rehabilitation**

This improvement would include the rehabilitation of the coatings on the water tower. The existing coatings are beginning to peel off of the surfaces and should be redone to preserve the life of the equipment.

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3. Towns Edge Road Watermain

This improvement would include the construction of a new watermain along Towns Edge Road to provide service to the parcels along this road segment. This work is included in the Towns Edge Road street reconstruction project cost.

4. Tyler Street Watermain Loop

This improvement would include the construction of a new watermain to provide service to the parcels along this road segment. The watermain would be looped along Tyler Street to connect into Railroad Avenue and South Passage. This work is included in the Tyler Street Reconstruction project cost.

5. 4th Avenue Watermain

This improvement would include the construction of a new watermain along 4th Avenue to provide service to the parcels along this road segment. This work is included in the 4th Avenue Street Reconstruction project cost.

6. Pond Street Watermain

This improvement would include the construction of watermain along Pond Street to provide service to the parcels along this road segment. This work is included in the Pond Street Reconstruction project cost.

III. ESTIMATED COSTS AND SCHEDULE

The costs shown below are estimated project costs based on 2018 construction prices with an inflation factor of 3% per year to the year it is planned to be constructed.

A. Multi Modal and Transportation Corridor Enhancements

Project	Estimated Project Cost (with 3% Inflation)	Year to be Completed*
1 Downtown Parking Improvements - Eagle Park	$93,000	2020
2 Heritage Boulevard Walk Improvements - Hillock Ct - 3rd Ave NW	$121,000	2021
3 Realign Credit Union Drive and Installation of a Signal System	$820,000	2023
4 Pedestrian Bridge	$3,860,000	Developer Initiated
5 Pedestrian Bridge Collector Trail Improvements	$503,000	Developer Initiated
6 Transit Station Improvements	Funded by Others	As Required
7 West Frontage Road Improvements - Golden Way to Heritage Blvd	Developer Initiated	As Required
8 Wendover Street NE/ 6th Avenue NE Improvements	Developer Initiated	As Required
9 West Collector Road Improvements - Cajima to 301st Avenue	Developer Initiated	As Required
10 East Collector Road Improvements - 8th Avenue to Heritage Blvd	Developer Initiated	As Required
Total:	**$5,397,000**	

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B. Street System Improvements

Project	Estimated Project Cost (with 3% Inflation)	Year to be Completed*
1 Street Surface Rehabilitation in Brookview South 1-4 Additions	$620,000	2020
2 6th Avenue Rehabilitation	$311,000	2020
3 Main Street Reconstruction	$699,000	2021
4 Street Surface Rehabilitation in Isanti Hills	$856,000	2022
5 Railroad Avenue Reconstruction	$463,000	2023
6 Mill and Overlay East Dual Boulevard from Heritage Blvd to WTF Entrance	$204,000	2024
7 Towns Edge Road SE Reconstruction	$1,189,000	2025
8 Traffic Sign Evaluation and Replacement	$241,000	2026
9 Railroad Crossing at 301st Avenue	Developer Initiated	As Warranted
10 Yearly Pavement Maintenance	$3,209,000	2019 - 2028
11 Yearly Pond Maintenance	$770,000	2019 - 2028
12 Traffic Signal System upgrade at TH 65 and Cajima Street NE	$750,000	2019
13 Traffic Signal System upgrade at Heritage Blvd and 8th Avenue NE	$373,000	As Warranted
14 Traffic Signal System upgrade at Heritage Blvd and 3th Avenue NW	$373,000	As Warranted
15 Tyler Street SE Reconstruction	$1,296,000	2027
16 4th Avenue SW Reconstruction	$1,372,000	2028
17 Pave Elim Lane and Viola Street	$171,000	2026
18 Pave Gravel Alleys	$185,000	2026
19 Pond Street Reconstruction	$170,000	2026
Total:	**$13,252,000**	

C. Sanitary Sewer Collection and Treatment System

Project	Estimated Project Cost (with 3% Inflation)	Year to be Completed*
1 Add Sanitary Sewer Service Along Heritage Boulevard	$126,000	2023
2 Clarifier Rehabilitation	$615,000	2025
3 Convert the WWTF to a full Mechanical Plant	MPCA/Development Initiated	As Required
Total:	**$741,000**	

D. Water Supply and Distribution System

Project	Estimated Project Cost (with 3% Inflation)	Year to be Completed*
1 Filter Rehabilitation	$1,375,000	2021 - 2024
2 Water Tower Coating Rehabilitation	$700,000	2024
Total:	**$2,075,000**	

*Year to be completed are estimated dates and may be revised as the City deems necessary.

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IV. FINANCIAL PLAN

The total costs from various funds have been summarized in the following table based on the expenditures for the entire plan. The costs include an inflation factor for the year the improvement is to be completed. A detailed financial plan is included in the Appendix.

Proposed Funding Source	Total Fund Expendature
Street General	$6,964,000
TIF	$93,000
Special Assessments	$1,084,000
Signal	$940,000
Water	$2,372,000
Sanitary Sewer	$2,024,000
Storm Sewer	$1,102,000
Park Dedication	$1,619,000
State Aid	$1,852,000
State & County	$871,000
Federal	$2,544,000
Total Plan	$21,465,000

Include in the appendix of this Plan is the detailed breakdown of all costs and associated funding sources for all improvements detailed above.

V. APPROVAL

This Capital Improvement plan has been completed with input from City Staff and various planning committees. It includes all anticipated projects for a 10-year period. This plan has been reviewed and recommended for approval by the Isanti Finance Committee.

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CAPITAL IMPROVEMENT PLAN - FINANCIAL PLAN

CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.115871

Multi-Modal and Transportation Corridor Enhancements

Project	Estimated Project Cost (with 3% Inflation)	Year to be Completed*	Street General	TIF	Special Assessments	Signal	Water	Sewer	Storm	Park Dedication	State Aid	State & County	Federal
1 Downtown Parking Improvements - Eagle Park	$93,000	2020		$93,000									
2 Heritage Boulevard Walk Improvements - Hillock Ct - 3rd Ave NW	$121,000	2021										$121,000	
3 Realign Credit Union Drive and Installation of a Signal System	$820,000	2023	$326,000			$194,000					$200,000	$100,000	
4 Pedestrian Bridge/Tunnel	$3,860,000	Developer Initiated								$1,366,000		$200,000	$2,294,000
5 Pedestrian Bridge/Tunnel Collector Trail Improvements	$503,000	Developer Initiated								$253,000			$250,000
6 Transit Station Improvements	Funded by Others	As Required											
7 West Frontage Road Improvements - Golden Way to Heritage Blvd	Developer Initiated	As Required											
8 Wendover Street NE/ 6th Avenue NE Improvements	Developer Initiated	As Required											
9 West Collector Road Improvements - Cajima to 301st Avenue	Developer Initiated	As Required											
10 East Collector Road Improvements - 8th Avenue to Heritage Blvd	Developer Initiated	As Required											
Total:	**$5,397,000**		$326,000	$93,000	$0	$194,000	$0	$0		$1,619,000	$200,000	$421,000	$2,544,000

Street System Improvements

Project	Estimated Project Cost (with 3% Inflation)	Year to be Completed*	Street General	TIF	Special Assessments	Signal	Water	Sewer	Storm	Park Dedication	State Aid	State & County	Federal
1 Street Surface Rehabilitation in Brookview South 1-4 Additions	$620,000	2020	$620,000										
2 6th Avenue Rehabilitation	$311,000	2020									$311,000		
3 Main Street Reconstruction	$699,000	2021									$699,000		
4 Street Surface Rehabilitation in Isanti Hills	$856,000	2022	$856,000										
5 Railroad Avenue Reconstruction	$463,000	2023									$463,000		
6 Mill and Overlay East Dual Boulevard from Heritage Blvd to WTF Entrance	$204,000	2024	$50,000								$154,000		
7 Town Edge Road SE Reconstruction	$1,189,000	2025	$191,000		$298,000		$90,000	$610,000					
8 Traffic Sign Evaluation and Replacement	$241,000	2026	$216,000								$25,000		
9 Railroad Crossing at 301st Avenue	Developer Initiated	As Warranted											
10 Yearly Pavement Maintenance	$3,209,000	2019 - 2028	$3,209,000										
11 Yearly Pond Maintenance	$770,000	2019 - 2028							$770,000				
12 Traffic System Upgrade at TH 65 and Cajima Street NE	$750,000	2019	$300,000									$450,000	
13 Traffic Signal System Upgrade at Heritage Blvd and 8th Avenue NE	$373,000	As Warranted				$373,000							
14 Traffic Signal System Upgrade at Heritage Blvd and 3rd Avenue NW	$373,000	As Warranted				$373,000							
15 Tyler Street SE Reconstruction	$1,296,000	2027	$371,000		$397,000		$89,000	$275,000	$164,000				
16 4th Avenue SW Reconstruction	$1,372,000	2028	$415,000		$256,000		$98,000	$435,000	$168,000				
17 Pave Elim Lane and Viola Street	$171,000	2026	$171,000										
18 Pave Gravel Alleys	$185,000	2026	$185,000										
19 Pond Street Reconstruction	$170,000	2026	$54,000		$70,000		$20,000	$26,000					
Total:	**$13,252,000**		$6,638,000	$0	$1,021,000	$746,000	$297,000	$1,346,000	$1,102,000	$0	$1,652,000	$450,000	$0

Sanitary Sewer Collection and Treatment System

Project	Estimated Project Cost (with 3% Inflation)	Year to be Completed*	Street General	TIF	Special Assessments	Signal	Water	Sewer	Storm	Park Dedication	State Aid	State & County	Federal
1 Add Sanitary Sewer Service Along Heritage Boulevard	$126,000	2023			$63,000			$63,000					
2 Clarifier Rehabilitation	$615,000	2025						$615,000					
3 Convert the WWTF to a full Mechanical Plant	MPCA/Developer Initiated	As Required											
Total:	**$741,000**		$0	$0	$63,000	$0	$0	$678,000	$0	$0	$0	$0	$0

Water Supply and Distribution System

Project	Estimated Project Cost (with 3% Inflation)	Year to be Completed*	Street General	TIF	Special Assessments	Signal	Water	Sewer	Storm	Park Dedication	State Aid	State & County	Federal
1 Filter Rehabilitation	$1,375,000	2021 - 2024					$1,375,000						
2 Water Tower Coating Rehabilitation	$700,000	2024					$700,000						
Total:	**$2,075,000**		$0	$0	$0	$0	$2,075,000	$0	$0	$0	$0	$0	$0

	Street General	TIF	Special Assessments	Signal	Water	Sewer	Storm	Park Dedication	State Aid	State & County	Federal
TOTAL FOR FUND OVER ENTIRE PLAN:	**$6,964,000**	**$93,000**	**$1,084,000**	**$940,000**	**$2,372,000**	**$2,024,000**	**$1,102,000**	**$1,619,000**	**$1,852,000**	**$871,000**	**$2,544,000**

*Year to be completed are estimated dates and may be revised as the City deems necessary.

CAPITAL IMPROVEMENT PLAN - PROJECT SCHEDULE - FINANCIAL PLAN

CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.115871

Multi-Modal and Transportation Corridor Enhancements

Project	Estimated Project Cost (with 3% Inflation)	Year to be Completed*	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
1 Downtown Parking Improvements - Eagle Park	$93,000	2020		$93,000								
2 Heritage Boulevard Walk Improvements - Hillock Ct - 3rd Ave NW	$121,000	2021			$121,000							
3 Realign Credit Union Drive and Installation of a Signal System	$820,000	2023					$820,000					
4 Pedestrian Bridge/Tunnel	$3,860,000	Developer Initiated										
5 Pedestrian Bridge/Tunnel Collector Trail Improvements	$503,000	Developer Initiated										
6 Transit Station Improvements	Funded by Others	As Required										
7 West Frontage Road Improvements - Golden Way to Heritage Blvd	Developer Initiated	As Required										
8 Wendover Street NE/ 6th Avenue NE Improvements	Developer Initiated	As Required										
9 West Collector Road Improvements - Cajima to 301st Avenue	Developer Initiated	As Required										
10 East Collector Road Improvements - 8th Avenue to Heritage Blvd	Developer Initiated	As Required										
Total:	**$5,397,000**		$0	$93,000	$121,000	$0	$820,000	$0	$0	$0	$0	$0

Street System Improvements

Project	Estimated Project Cost (with 3% Inflation)	Year to be Completed*										
1 Street Surface Rehabilitation in Brookview South 1-4 Additions	$620,000	2020		$620,000								
2 6th Avenue Rehabilitation	$311,000	2020		$311,000								
3 Main Street Reconstruction	$699,000	2021			$699,000							
4 Street Surface Rehabilitation in Isanti Hills	$856,000	2022				$856,000						
5 Railroad Avenue Reconstruction	$463,000	2023					$463,000					
6 Mill and Overlay East Dual Boulevard from Heritage Blvd to WTF Entrance	$204,000	2024						$204,000				
7 Towns Edge Road SE Reconstruction	$1,189,000	2025							$1,189,000			
8 Traffic Sign Evaluation and Replacement	$241,000	2026								$241,000		
9 Railroad Crossing at 301st Avenue	Developer Initiated	As Warranted										
10 Yearly Pavement Maintenance	$3,209,000	2019 - 2028	$298,000	$307,000	$316,000	$326,000	$335,000	$141,000	$355,000	$366,000	$377,000	$388,000
11 Yearly Pond Maintenance	$770,000	2019 - 2028	$115,000	$108,000	$120,000	$55,000	$57,000	$59,000	$61,000	$63,000	$65,000	$67,000
12 Traffic System upgrade at TH 65 and Cajima Street NE	$750,000	2019	$750,000									
13 Traffic Signal System upgrade at Heritage Blvd and 8th Avenue NE	$373,000	As Warranted										
14 Traffic Signal System upgrade at Heritage Blvd and 3th Avenue NW	$373,000	As Warranted										
15 Tyler Street SE Reconstruction	$1,296,000	2027									$1,296,000	
16 4th Avenue SW Reconstruction	$1,372,000	2028										$1,372,000
17 Pave Elim Lane and Viola Street	$171,000	2026								$171,000		
18 Pave Gravel Alleys	$185,000	2026								$185,000		
19 Pond Street Reconstruction	$170,000	2026								$170,000		
Total:	**$13,252,000**		$1,163,000	$1,346,000	$1,135,000	$1,237,000	$855,000	$404,000	$1,605,000	$1,196,000	$1,738,000	$1,827,000

Sanitary Sewer Collection and Treatment System

Project	Estimated Project Cost (with 3% Inflation)	Year to be Completed*										
1 Add Sanitary Sewer Service Along Heritage Boulevard	$126,000	2023					$126,000					
2 Clarifier Rehabilitation	$615,000	2025							$615,000			
3 Convert the WWTF to a full Mechanical Plant	MPCA/Developer Initiated	As Required										
Total:	**$741,000**		$0	$0	$0	$0	$126,000	$0	$615,000	$0	$0	$0

Water Supply and Distribution System

Project	Estimated Project Cost (with 3% Inflation)	Year to be Completed*										
1 Filter Rehabilitation	$1,375,000	2021 - 2024			$325,000	$340,000	$350,000	$360,000				
2 Water Tower Coating Rehabilitation	$700,000	2024						$700,000				
Total:	**$2,075,000**		$0	$0	$325,000	$340,000	$350,000	$1,060,000	$0	$0	$0	$0
TOTAL PER YEAR OVER ENTIRE PLAN:			**$1,163,000**	**$1,439,000**	**$1,581,000**	**$1,577,000**	**$2,151,000**	**$1,464,000**	**$2,220,000**	**$1,196,000**	**$1,738,000**	**$1,827,000**

*Year to be completed are estimated dates and may be revised as the City deems necessary.

Figure 1: MULTI-MODAL & TRANSPORTATION CORRIDOR ENHANCEMENTS

JULY, 2018

BOLTON & MENK

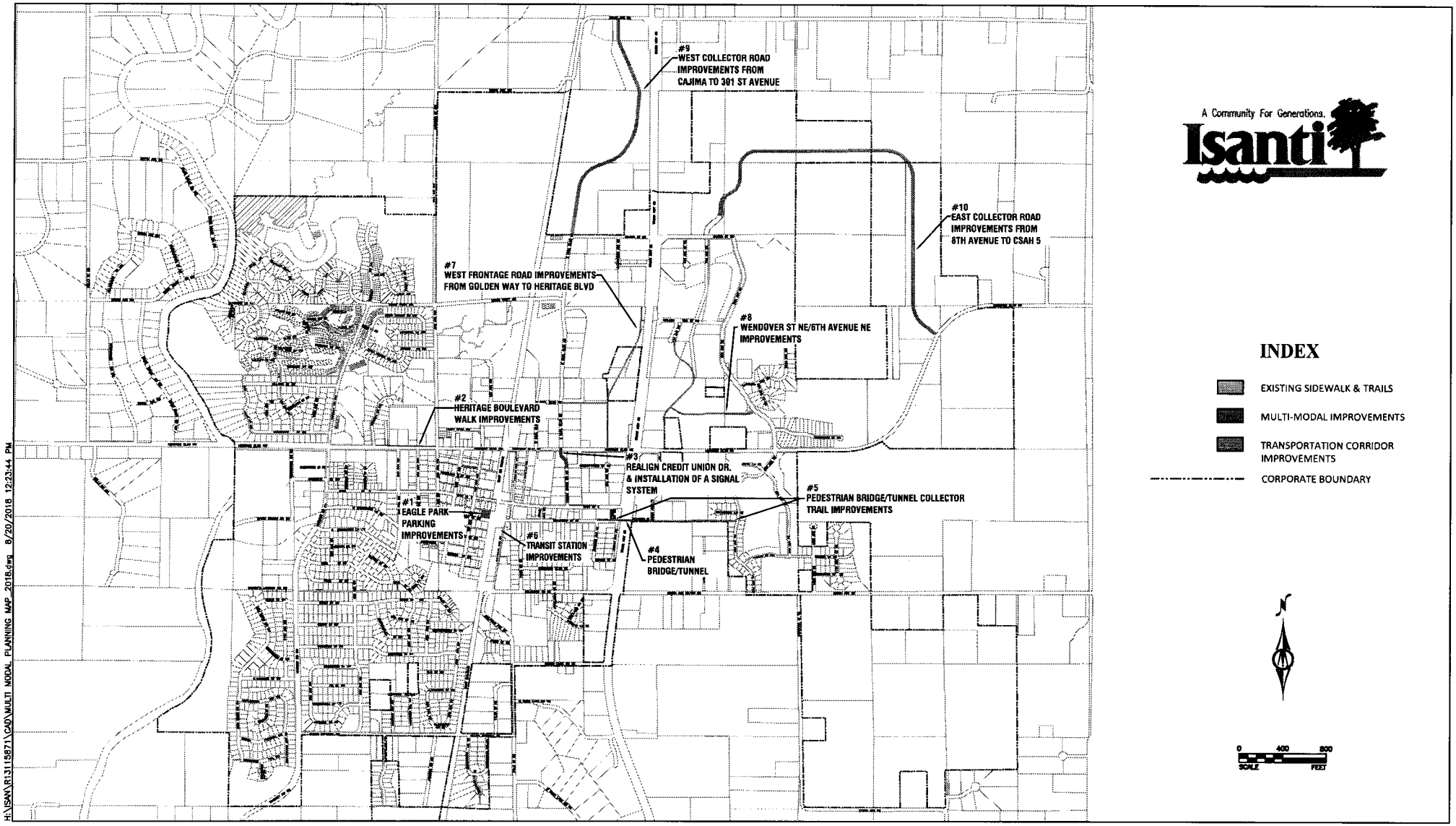

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Figure 2: STREET SYSTEM MANAGEMENT PLAN

JULY, 2018

BOLTON & MENK

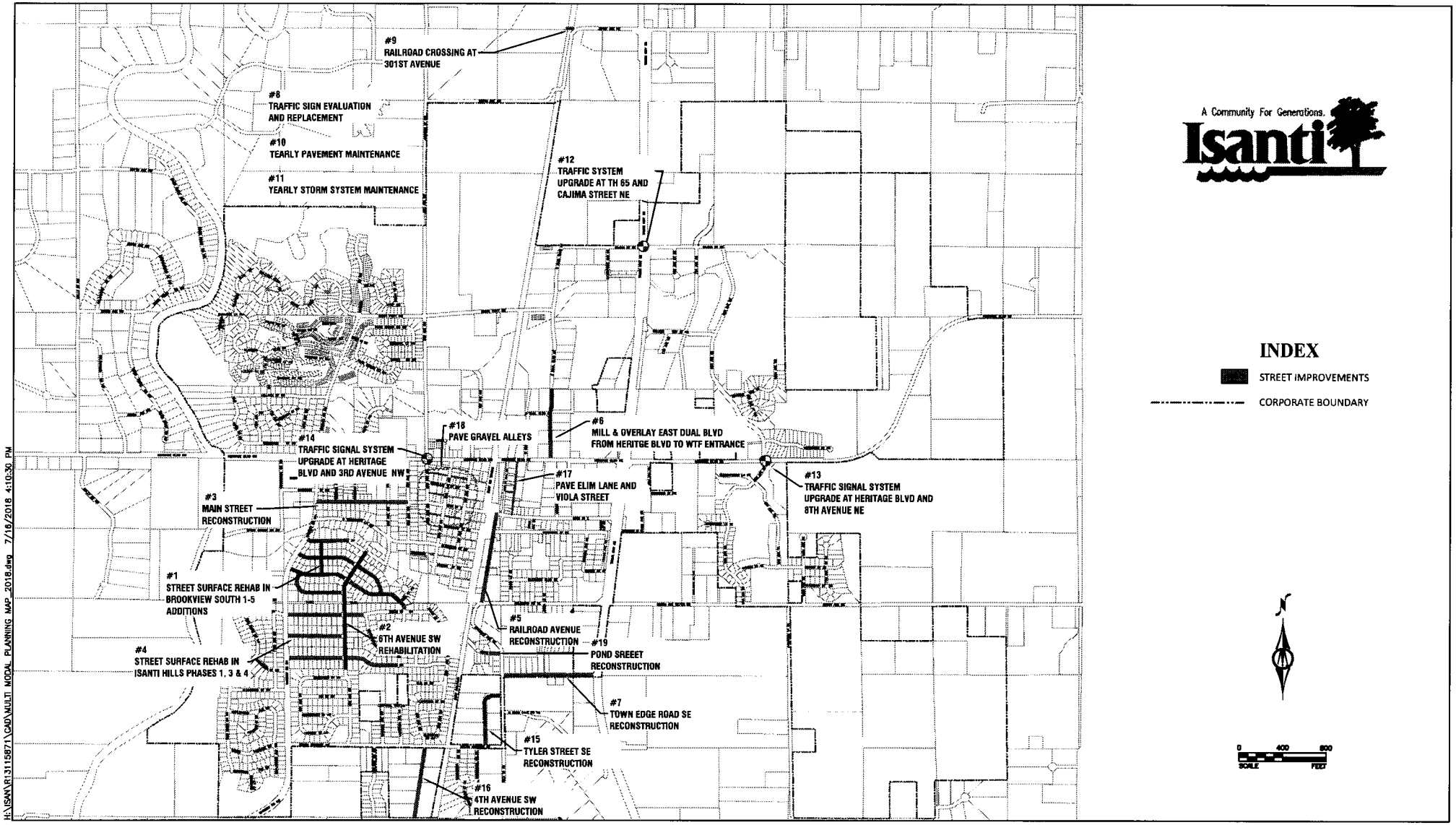

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Figure #3: SANITARY SEWER AND WATER SYSTEMS

JULY, 2018

BOLTON & MENK

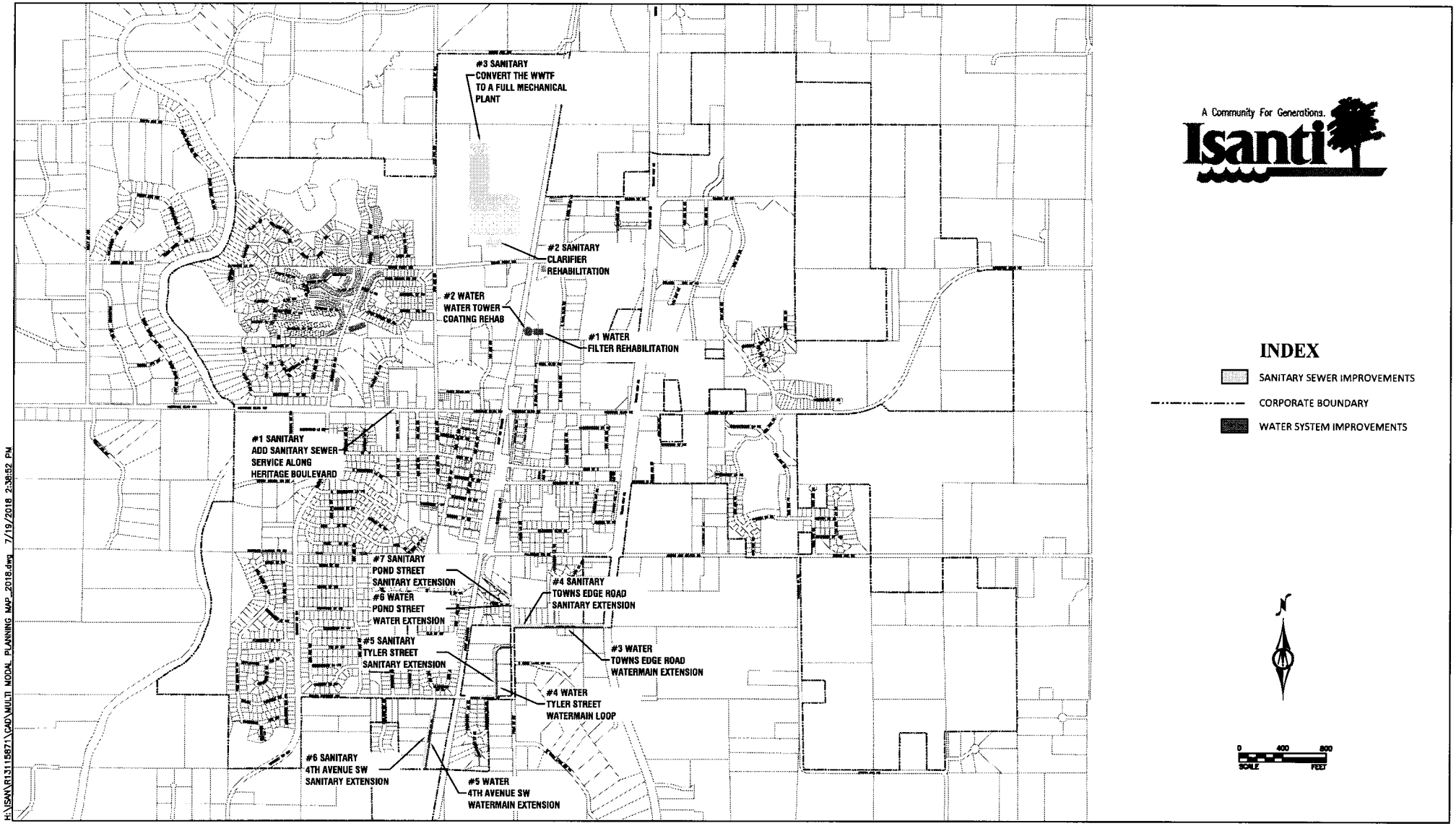

Figure 4: PAVEMENT MAINTENANCE SCHEDULE

JULY, 2018

BOLTON & MENK

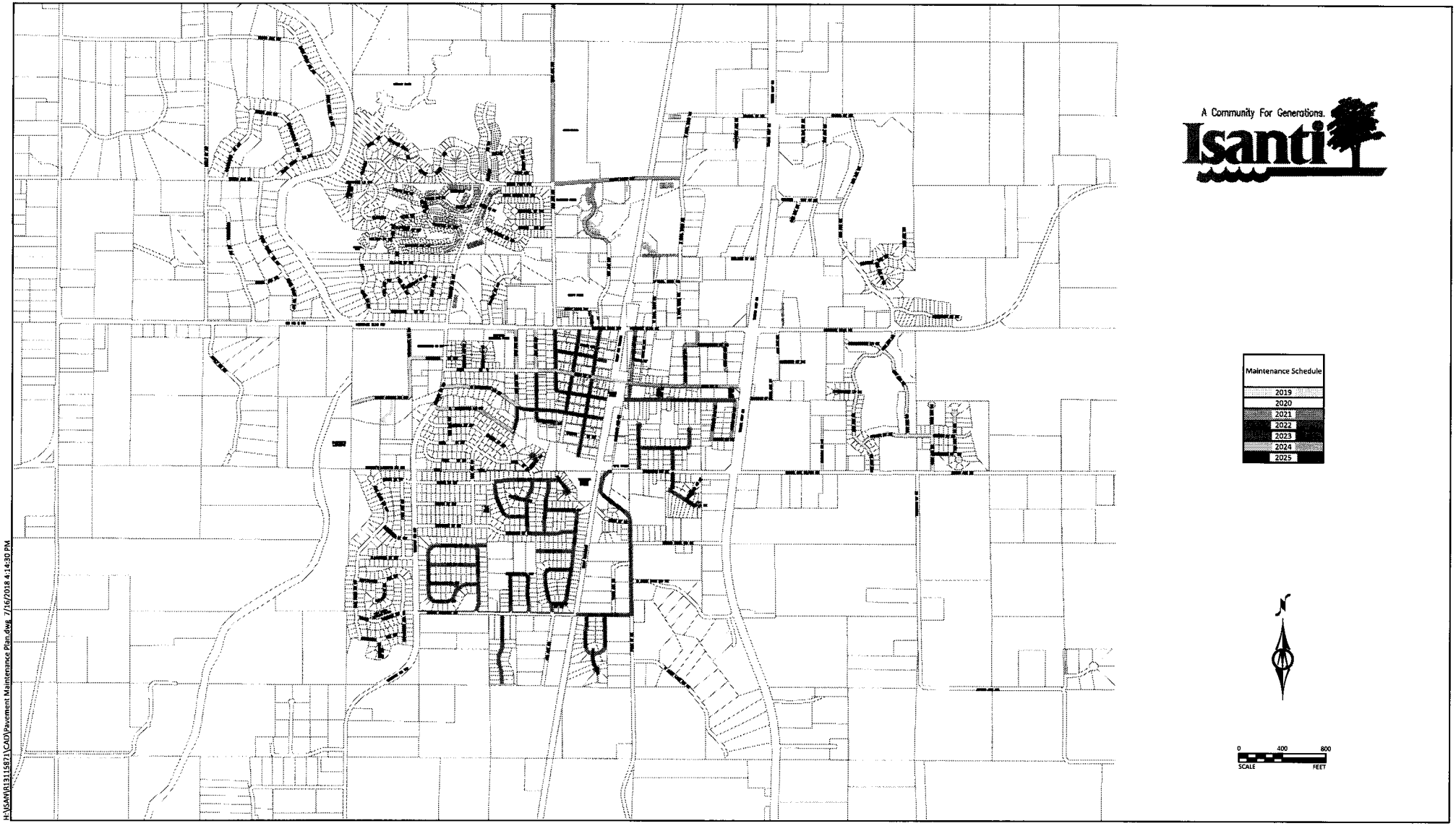

Figure 5: STORM SEWER & PONDS MAINTENANCE PLAN
JULY, 2018

BOLTON & MENK

J.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: August 27, 2018

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Bid Recommendation
2018 Storm System Maintenance
City of Isanti, MN
BMI Project No.: R13.115874

One bid was received on the 2018 Storm System Maintenance project on August 14, 2018. The bid was checked and tabulated and the final result is summarized as follows:

Bidder	Bid
Penn Contracting Inc.	$175,670.00
Engineer's Estimate	*$137,700.00*

Penn Contracting's bid is $37,970 or 27.6% over the engineer's estimate and above the anticipated budget. The low bidder interest and high bid amount may be due to the existing workload of contractors, the difficulty of the project, and the time of year bids were received.

We recommend the City reject the bid as submitted by Penn Contracting. This project could go out for quotes this fall or be rebid this winter for the 2019 construction season.

Jason will be at the September 4, 2018 City Council meeting to respond to any questions you have concerning the bid.

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. 2018-xxx

A RESOLUTION REJECTING THE 2018 STORM SYSTEM MAINTENANCE PROJECT BID

WHEREAS, pursuant to an advertisement for bids for the 2018 Storm System Maintenance Project, one bid was received, opened, and tabulated according to law. The following bid was received complying with the advertisement:

Penn Contracting Inc.	$175,670.00

WHEREAS, the City did not receive other bids, and the City Engineer has determined that the bid received is high, and;

WHEREAS, the City Engineer is recommending that the bid be rejected:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of Isanti, Minnesota, that;

1. The bid from Penn Contracting is rejected due to high project costs.

Adopted by the City Council this 4th day of September, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks, Human Resources/City Clerk

J.5.

A Community For Generations.
Isanti

MEMO

To: **Mayor Wimmer & City Council Members**

From: Finance Director Betker

Date: September 4, 2018

Subject: 2019 Preliminary Budget and Levy Adoption

Background:

The proposed preliminary property tax levy is $2,762,777 and reflects an increase in the preliminary taxable market value for 2019 of 10.86%. The city will receive updated property tax values from the County in December.

The proposed preliminary property tax rate is 72.00%. A decrease of 9.55% from 2018.

As discussed in prior work sessions, other non-levy 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 2019 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 2018 and any necessary inflationary factor was applied. Health Insurance has increased 15.8%. The following is a summary of changes made to the budget since the last budget work session:

- Health Insurance Renewal Rate changed to 15.8% increase up from prior 10% assumption.
- Modify Maintenance Tech II position health insurance coverage election.
- Correct steps for Planner from compensation steps 1 & 2 in 2019 to steps 2 & 3.
- Adjust transfer to EDA based on change in health insurance costs.
- Increase building permit revenue from 200k to 300k to better reflect recent trends.

Current Action:
Consider Resolution Setting the 2019 Final Budget and Levy Meeting
Consider Resolution Approving the 2019 Preliminary Budget for the City of Isanti
Consider Resolution Adopting the Proposed 2018 Tax Levy Collectible in 2019 for the City of Isanti

Attachments:
2019 Preliminary Budget
Resolution Setting the 2019 Final Budget and Levy Meeting
Resolution Approving the 2019 Preliminary Budget for the City of Isanti
Resolution Adopting the Proposed 2018 Tax Levy Collectible in 2019 for the City of Isanti

RESOLUTION NO. 2018-xxx

RESOLUTION SETTING THE 2019 FINAL BUDGET AND LEVY MEETING

WHEREAS, before September 30, 2018, 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 4, 2018 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 4th day of September 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2018-xxx

RESOLUTION APPROVING THE 2019 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 2019 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 4, 2018 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 2019 is as follows:

Department	**Amount**
Mayor & Council	41,656
Elections	1,350
Financial Administration	486,222
Municipal Building	54,279
Animal Control	4,887
Parks, Rec & Culture	391,920
Planning & Zoning	157,920
Building Inspections	313,054
Economic Development Authority	88,495
Police	1,463,482
Code Enforcement	54,358
Civil Defense	2,300
General City Maintenance	58,584
Streets	395,471
Street Lighting	60,000
Sanitation	19,670
Fire Protection	233,789
Special Projects	138,015
Txfr to Sewer (3rd Ave Loan) P&I	10,827
Txfr to Water/Sewer (Deer Haven)	3,179
Txfr to Water/Sewer (Hotel Project)	85,000
Txfr to Liquor (Hotel Project)	53,619
Capital Replacement	36,500
G.O. Debt Service	534,212
Total Expenditures	**4,688,788**

2. That the proposed budget is approved by the City Council of the City of Isanti for expenditures in year 2019.

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 4th day of September 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2018-XXX

RESOLUTION ADOPTING THE PROPOSED 2018 TAX LEVY COLLECTIBLE IN 2019 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 2019, upon the taxable property in the City of Isanti, for the following purposes:

LEVY	**2019**
GENERAL FUND	2,166,000
EDA	62,565
2010B GO BOND	250,000
2011A GO BOND	8,909
2014A TAX ABATEMENT BOND	223,611
2014B GO BOND	51,692
TOTAL LEVY	**$ 2,762,777**

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 4th day of September 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

City of Isanti
2019 Preliminary Budget

Tuesday, September 04, 2018

2019 Preliminary Budget

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REVENUES	2019 Preliminary Budget	2018 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
Property Taxes (Less MVHC Reduction)	$ 2,166,000	$ 2,172,468	$ 2,018,262	$ 1,921,733	$ 1,357,265	$ 1,425,810	$ 1,449,770
Property Taxes (Fire District Budget)		-	-	-	-		-
Property Taxes (Pavement Management)		-	-	-	-	-	-
Property Taxes (Court Ordered Abatements)		-	-	-	-	-	-
Propert Taxes (Compost Site)		-	-	-	-	-	-
Property Taxes (Debt Service Levy)	534,212	530,936	578,475	620,000	-	314,943	426,104
Property Taxes (Abatement Levy)		-	-	-	-	-	-
Special Assessments		-	-	-	-	-	-
PERA Rebate	1,205	1,205	1,205	1,205	1,205	1,205	1,205
Business Licenses	13,000	13,000	11,488	13,350	12,675	11,975	12,200
Non Business Licenses and Permits	300,000	200,000	350,842	355,975	178,442	203,568	80,507
Local Government Aid	635,435	631,811	585,309	581,099	571,231	545,485	313,359
Police State Aid	72,775	62,500	72,777	66,150	55,829	60,928	57,908
Post Training	3,500	3,000	3,497	2,839	3,286	3,218	3,076
County-State Highway Aid		-	-	-	-	-	-
Fines & Forfeits	30,250	25,400	35,023	31,609	26,006	28,407	22,916
Grants & Aids	10,000	5,000	13,406	9,071	22,301	60,460	50,382
Municipal State Aid - Streets	65,864	58,734	58,734	59,117	58,266	54,494	52,167
Administrative Citations	10,000	7,000	12,054	9,150	11,303	5,365	4,700
Charges for Services	4,200	4,200	-	-	-	-	-
General Government	4,000	3,000	4,360	5,853	6,172	3,678	5,860
Planning & Zoning	11,000	8,000	10,935	12,190	8,025	8,331	6,767
Snow Removal		-	16	406	673	1,071	4,785
Weed & Grass		-	1,724	436	89	(1,401)	470
Park & Recreation	1,850	1,850	658	1,864	2,102	1,678	1,980
Public Works-Other	4,700	2,450	6,888	5,215	2,127	5,403	5,350
Police Department	2,800	2,450	3,149	2,070	3,425	3,178	4,379
Community Center Charges	12,000	11,000	17,484	11,233	11,763	12,713	8,010
Rental Fees	1,400	1,400	4,382	7,329	16,058	4,393	9,140
School District Resource Officer	76,000	29,300	28,722	27,738	27,037	20,496	20,496
Lease Revenue	105,037	124,800	126,150	123,741	81,729	20,668	19,593
Transfer of Liquor Store Profits	350,000	350,000	350,000	330,360	300,000	200,000	150,000
Transfer of P&R Dedication Interest		-	-	-	-	-	-
Transfer from EDA to Parks, Rec & Culture	19,150	19,150	19,150	16,150	16,150	16,150	-
Transfer from Technology Fund		-		-	-	-	-
Transfer from Capital Replacement		-		-	-	-	-
Transfer From Railroad Ave Imp Fund		-		-	-	-	-
Transfers to Close Funds		-		-	-	-	-
Transfers to Open Funds			27,032				
Transfer from Community Involvement Fund		-		-	-	-	-
Miscellaneous	27,000	26,000	16,127	39,002	77,958	30,347	27,292
Interest on Investments	20,000	12,000	13,630	11,858	16,766	38,426	(13,765)
Reserved Fund Balance		-		-	-	-	-
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	287,116	-		-	-	-	-
Total	**$ 4,768,494**	**$ 4,306,654**	**$ 4,371,477**	**$ 4,266,743**	**$ 2,867,882**	**$ 3,080,988**	**$ 2,724,650**

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	2019 Budget	2018 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
Mayor & Council	$ 41,656	$ 41,323	$ 34,436	$ 26,901	$ 39,314	$ 25,533	$ 29,304
Elections	1,350	15,560	1,138	7,788	1,078	4,172	1,128
Financial Administration	486,222	475,141	481,922	483,428	364,956	361,628	381,531
Municipal Building	54,279	40,261	33,705	37,184	52,354	31,127	23,159
Animal Control	4,887	5,309	4,720	4,705	4,903	4,665	4,007
Parks, Rec & Culture	391,920	424,575	364,424	281,854	259,868	311,818	176,905
Planning & Zoning	157,920	121,733	134,645	101,457	84,495	72,202	89,975
Building Inspections	313,054	158,277	162,663	185,276	151,435	123,354	122,344
Economic Development Authority	88,495	92,340	147,400	146,563	92,767	98,140	117,775
Police	1,463,482	1,359,376	1,310,798	1,246,995	1,128,273	1,036,830	969,531
Code Enforcement	54,358	38,730	33,045	39,456	28,634	26,138	18,903
Civil Defense	2,300	2,300	2,140	2,140	2,140	1,386	1,386
General City Maintenance	58,584	54,010	50,898	45,465	129,553	230,060	45,943
Streets	395,471	390,727	355,163	346,287	300,022	373,452	293,871
Street Lighting	60,000	80,000	60,557	71,766	86,329	58,818	59,873
Sanitation	19,670	18,377	16,498	32,983	6,426	6,714	6,468
Fire Protection	233,789	233,593	209,043	203,125	180,256	187,697	151,688
Miscellaneous	-	-	1,232	1,232	2,027	21,400	1,644
Special Projects	**138,015**						
Txfr to City Hall (Bldg Loan) 2006-2015	-	-	-	-	49,252	49,255	49,255
Txfr to Sewer (3rd Ave Loan) P&I	10,827	9,525	10,502	9,241	10,502	8,669	8,395
Txfr to Water/Sewer (Deer Haven)	3,179	3,179	3,180	3,179	3,180	3,179	3,179
Txfr to Water/Sewer (Hotel Project)	85,000						
Txfr to Liquor (Hotel Project)	53,619						
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	4,960	10,399	10,877	11,630	12,349
Capital Replacement	36,500	27,500	7,498	7,500	-	-	-
G.O. Debt Service	534,212	530,936	578,475	620,000	-	314,943	426,104
Total Expenditures	4,688,788	4,124,004	4,009,040	3,914,924	3,246,439	3,362,810	2,994,717
Estimated Revenues	4,768,494	4,306,654	4,371,477	4,266,743	2,867,882	3,080,988	2,724,650
Surplus/(Deficit)	79,706	182,650	362,437	351,819	(378,558)	(281,821)	(270,067)

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Bond	Project Name	Original Amount	12/31/2018 Bond Payable Balance	Final Maturity	4/30/2018 Cash Balance	Required Levy Amt	2019 Special Assessments	2019 Debt Payment
2006 GO Improvement (Streets)	Dahlin, Richard, Candy, Shawn, Main & Broadway (Fund 918)	$ 2,355,000	$ -	1-Jan-17	$ 59,554	$ -	$ -	$ -
2008 GO Improvement (Streets)	1st & 2nd Ave, Broadway St., Elizabeth St., Alley NNSF; 2007 SE Quadrant Hwy 65 (Fund 919)	1,275,000	-	1-Dec-18	82,439	-	-	-
2009A GO Crossover Refunding	Refunded 2001A GO Imp Bonds (Fund 928 was 914)	610,000	-	1-Dec-17	45,082	-		-
2010B GO Improvement Refunding	Refunded 2003 and 2004 GO Impr Bonds (Fund 929 was 915 and 916)	1,825,000	1,030,000	1-Dec-21	716,372	**250,000**		321,215
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	340,000	1-Feb-22	115,372	**8,909**	24,548	87,538
2014A GO Tax Abatement Bonds	BMX Facility and Related Site Improvements (Fund 931)	2,560,000	2,120,000	1-Feb-30	32,498	**223,611**	-	209,513
2014B General Obligation Bonds (Equipment Portion)	Capital Equipment (Fund 932)	390,000	270,000	1-Feb-24	7,093	**51,692**	-	49,500
Total			**$ 3,760,000**		**$ 1,058,410**	**$ 534,212**	**$ 24,548**	**$ 667,766**

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)	$ 8,909
2014A GO Tax Abatement Bonds (Fund 931)	$ 223,611
2014B General Obligation Bonds (Fund 932)	$ 51,692
Total Debt Service	**$ 534,212**

Pay 2019

JOB CLASSIFICATION 2019	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	$8,126.22	$8,444.00	$8,761.79	$9,079.57	$9,397.36	$9,715.14	$10,032.93
per hour		$46.88	$48.72	$50.55	$52.38	$54.22	$56.05	$57.88
per year		$97,514.62	$101,328.04	$105,141.46	$108,954.88	$112,768.30	$116,581.73	$120,395.15
Finance Director	665	$7,100.12	$7,377.77	$7,655.43	$7,933.09	$8,210.75	$8,488.41	$8,766.07
per hour		$40.96	$42.56	$44.17	$45.77	$47.37	$48.97	$50.57
per year		$85,201.40	$88,533.29	$91,865.19	$95,197.09	$98,528.99	$101,860.89	$105,192.79
Public Services Director/Asst. City Administrator	650	$6,844.70	$7,112.37	$7,380.04	$7,647.71	$7,915.38	$8,183.05	$8,450.72
per hour		$39.49	$41.03	$42.58	$44.12	$45.67	$47.21	$48.75
per year		$82,136.39	$85,348.43	$88,560.47	$91,772.51	$94,984.54	$98,196.58	$101,408.62
Police Chief	643	$6,660.36	$6,920.82	$7,181.28	$7,441.74	$7,702.20	$7,962.66	$8,223.12
per hour		$38.43	$39.93	$41.43	$42.93	$44.44	$45.94	$47.44
per year		$79,924.28	$83,049.82	$86,175.35	$89,300.88	$92,426.41	$95,551.94	$98,677.47
Community Development Director	511	$6,017.83	$6,253.16	$6,488.50	$6,723.83	$6,959.16	$7,194.50	$7,429.83
per hour		$34.72	$36.08	$37.43	$38.79	$40.15	$41.51	$42.86
per year		$72,213.93	$75,037.94	$77,861.95	$80,685.96	$83,509.96	$86,333.97	$89,157.98
Economic Development Director	417	$5,955.59	$6,188.49	$6,421.39	$6,654.29	$6,887.19	$7,120.10	$7,353.00
per hour		$34.36	$35.70	$37.05	$38.39	$39.73	$41.08	$42.42
per year		$71,467.12	$74,261.93	$77,056.73	$79,851.53	$82,646.34	$85,441.14	$88,235.94
Police Lieutenant	394	$5,205.07	$5,408.62	$5,612.17	$5,815.72	$6,019.27	$6,222.82	$6,426.37
per hour		$30.03	$31.20	$32.38	$33.55	$34.73	$35.90	$37.08
per year		$62,460.83	$64,903.43	$67,346.04	$69,788.64	$72,231.24	$74,673.84	$77,116.45
Liquor Store Manager	358	$5,159.15	$5,360.91	$5,562.66	$5,764.42	$5,966.17	$6,167.92	$6,369.68
per hour		$29.76	$30.93	$32.09	$33.26	$34.42	$35.58	$36.75
per year		$61,909.82	$64,330.88	$66,751.93	$69,172.99	$71,594.04	$74,015.10	$76,436.15
Police Investigator	297	$4,979.87	$5,163.60	$5,347.33	$5,529.33	$5,713.07	$5,896.80	$6,080.53
per hour		$28.73	$29.79	$30.85	$31.90	$32.96	$34.02	$35.08
per year		$59,758.40	$61,963.20	$64,168.00	$66,352.00	$68,556.80	$70,761.60	$72,966.40
Human Resources/City Clerk	280	$5,063.11	$5,261.11	$5,459.11	$5,657.11	$5,855.11	$6,053.11	$6,251.11
per hour		$29.21	$30.35	$31.49	$32.64	$33.78	$34.92	$36.06
per year		$60,757.36	$63,133.35	$65,509.34	$67,885.32	$70,261.31	$72,637.29	$75,013.28
Building Official	280BO	$4,607.81	$4,788.01	$4,968.20	$5,148.39	$5,328.59	$5,508.78	$5,688.97
per hour		$26.58	$27.62	$28.66	$29.70	$30.74	$31.78	$32.82
per year		$55,293.74	$57,456.07	$59,618.39	$61,780.72	$63,943.04	$66,105.37	$68,267.69
Parks, Recreation & Culture Manager	242	$4,374.07	$4,545.12	$4,716.17	$4,887.23	$5,058.28	$5,229.33	$5,400.39
per hour		$25.24	$26.22	$27.21	$28.20	$29.18	$30.17	$31.16
per year		$52,488.81	$54,541.45	$56,594.08	$58,646.72	$60,699.35	$62,751.99	$64,804.62
Assistant Finance Director / Planner	233	$4,193.21	$4,357.19	$4,521.17	$4,685.15	$4,849.13	$5,013.11	$5,177.09
per hour		$24.19	$25.14	$26.08	$27.03	$27.98	$28.92	$29.87
per year		$50,318.52	$52,286.28	$54,254.05	$56,221.81	$58,189.57	$60,157.33	$62,125.10
Community Events/Parks Coordinator	230	$3,952.48	$4,107.04	$4,261.61	$4,416.18	$4,570.74	$4,725.31	$4,879.88
per hour		$22.80	$23.69	$24.59	$25.48	$26.37	$27.26	$28.15
per year		$47,429.74	$49,284.53	$51,139.32	$52,994.12	$54,848.91	$56,703.71	$58,558.50

Pay 2019

JOB CLASSIFICATION 2019	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
Asst Liquor Store Manager	195	$3,712.94	$3,858.14	$4,003.34	$4,148.54	$4,293.74	$4,438.94	$4,584.14
per hour		$21.42	$22.26	$23.10	$23.93	$24.77	$25.61	$26.45
per year		$44,555.33	$46,297.72	$48,040.11	$49,782.50	$51,524.88	$53,267.27	$55,009.66
Police Secretary/Administrative Assist.	183	$3,631.78	$3,773.81	$3,915.83	$4,057.86	$4,199.89	$4,341.91	$4,483.94
per hour		$20.95	$21.77	$22.59	$23.41	$24.23	$25.05	$25.87
per year		$43,581.42	$45,285.72	$46,990.02	$48,694.32	$50,398.62	$52,102.92	$53,807.22
Utility Billing Clerk/Accounting Clerk	173	$3,431.18	$3,565.36	$3,699.54	$3,833.72	$3,967.90	$4,102.08	$4,236.26
per hour		$19.80	$20.57	$21.34	$22.12	$22.89	$23.67	$24.44
per year		$41,174.17	$42,784.34	$44,394.50	$46,004.66	$47,614.82	$49,224.99	$50,835.15
Receptionist/Utility Billing Clerk	150	$3,157.23	$3,280.70	$3,404.17	$3,527.64	$3,651.10	$3,774.57	$3,898.04
per hour		$18.21	$18.93	$19.64	$20.35	$21.06	$21.78	$22.49
per year		$37,886.82	$39,368.43	$40,850.03	$42,331.64	$43,813.25	$45,294.86	$46,776.46
Receptionist/Secretary/Data Entry	144	$3,035.80	$3,154.52	$3,273.24	$3,391.95	$3,510.67	$3,629.39	$3,748.11
per hour		$17.51	$18.20	$18.88	$19.57	$20.25	$20.94	$21.62
per year		$36,429.59	$37,854.22	$39,278.84	$40,703.46	$42,128.08	$43,552.70	$44,977.32
MS4 Technician	142	$2,967.34	$3,083.38	$3,199.43	$3,315.47	$3,431.51	$3,547.55	$3,663.59
per hour		$17.12	$17.79	$18.46	$19.13	$19.80	$20.47	$21.14
Administrative Data Clerk	125	$2,694.94	$2,800.32	$2,905.71	$3,011.10	$3,116.49	$3,221.88	$3,327.27
per hour		$15.55	$16.16	$16.76	$17.37	$17.98	$18.59	$19.20
Liquor Store Clerk II	125	$2,694.94	$2,800.32	$2,905.71	$3,011.10	$3,116.49	$3,221.88	$3,327.27
per hour		$15.55	$16.16	$16.76	$17.37	$17.98	$18.59	$19.20
Liquor Store Clerk III	125	$2,457.59	$2,553.69	$2,649.80	$2,745.91	$2,842.01	$2,938.12	$3,034.23
per hour		$14.18	$14.73	$15.29	$15.84	$16.40	$16.95	$17.51
Liq. Store Clerk less than 20	125	$2,001.62	$2,079.90	$2,158.17	$2,236.45	$2,314.73	$2,393.00	$2,471.28
per hour		$11.55	$12.00	$12.45	$12.90	$13.35	$13.81	$14.26
PT Custodian	125	$2,000.25	$2,078.47	$2,156.69	$2,234.91	$2,313.14	$2,391.36	$2,469.58
per hour		$11.54	$11.99	$12.44	$12.89	$13.35	$13.80	$14.25
		Start	**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**	**STEP 6**
Police Lieutenant	394	$6,578.00	$6,756.53	$6,881.33				
per hour		$37.95	$38.98	$39.70				
per year		$78,936.00	$81,078.40	$82,576.00				
Police Officer (Union)	280	$4,910.53	$5,078.67	$5,252.00	$5,434.00	$5,621.20	$5,806.67	$5,997.33
per hour		$28.33	$29.30	$30.30	$31.35	$32.43	$33.50	$34.60
per year		$58,926.40	$60,944.00	$63,024.00	$65,208.00	$67,454.40	$69,680.00	$71,968.00
Police Officer (Non-Union)	280	$4,823.87	$4,992.00	$5,165.33	$5,347.33	$5,534.53	$5,720.00	$5,910.67
per hour		$27.83	$28.80	$29.80	$30.85	$31.93	$33.00	$34.10
per year		$57,886.40	$59,904.00	$61,984.00	$64,168.00	$66,414.40	$68,640.00	$70,928.00
		Start	**6 Months**	**1 Year**	**2 Year**	**3 Year**	**4 Year**	**5 Year**
Maintenance Tech I (Union)		$2,974.37	$3,086.84	$3,201.10	$3,317.15	$3,433.20	$3,549.24	$3,668.86
per hour		$17.16	$17.81	$18.47	$19.14	$19.81	$20.48	$21.17
per year		$35,692.38	$37,042.10	$38,413.23	$39,805.79	$41,198.35	$42,590.91	$44,026.32
Maintenance Tech II (Union)	188	$3,683.14	$3,825.97	$3,968.80	$4,113.41	$4,254.45	$4,402.63	$4,547.24
per hour		$21.25	$22.07	$22.90	$23.73	$24.54	$25.40	$26.23
per year		$44,197.71	$45,911.63	$47,625.55	$49,360.90	$51,053.39	$52,831.58	$54,566.93
Equipment Mechanic (Union)		$4,034.85	$4,188.39	$4,345.50	$4,502.61	$4,661.51	$4,820.40	$4,981.08
per hour		$23.28	$24.16	$25.07	$25.98	$26.89	$27.81	$28.74
per year		$48,418.24	$50,260.70	$52,146.02	$54,031.33	$55,938.06	$57,844.80	$59,772.96
Working Foreman/Leadman (Union)	280	$4,681.14	$4,706.14	$4,882.89	$5,063.21	$5,241.74	$5,413.13	$5,593.45
per hour		$27.01	$27.15	$28.17	$29.21	$30.24	$31.23	$32.27
per year		$56,173.73	$56,473.66	$58,594.64	$60,758.46	$62,900.86	$64,957.57	$67,121.39

NOTE: 1st step is after 6 months

	By Department		Annual Hours	Hourly Rate	2019 Salary	2019 Sick Pay	2019 Holiday	2019 Certificates	2019 HINS	2019 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.95% Police Retirement	Assume +10% over 2018 Premiums Health	Assume +5% over 2018 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +5% over 2018 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					
9411	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	$ 25,080.48				$ 600.00					$ 600.00	$ 45.90					
9411	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					
9411	100%	Parks/Rec/Cult			$ 1,800.00					$ 1,800.00	$ 137.70	$ -	$ -	$ -	$ -	$ -
Planning Commission																
5 City Council Members					$ 3,000.00					$ 3,000.00	$ 229.50					
2 Members					$ 600.00					$ 600.00	$ 45.90					
9411	100%	Plan/Zone			$ 3,600.00					$ 3,600.00	$ 275.40	$ -	$ -	$ -	$ -	$ -
Finance Committee																
2 City Council Members					$ 2,400.00					$ 2,400.00	$ 183.60					
	372003%									$ -	$ -					
9411	100%	Admin			$ 2,400.00					$ 2,400.00	$ 183.60	$ -	$ -	$ -	$ -	$ -
Personnel Committee	35792%															
2 City Council Members					$ 2,400.00					$ 2,400.00	$ 183.60					
										$ -	$ -					
9411	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								$ -	$ -					
9411	50%	Plan/Zone			$ 2,400.00					$ 2,400.00	$ 183.60	$ -	$ -	$ -	$ -	$ -
Police Committee																
2 City Council Members					$ 400.00					$ 400.00	$ 30.60					
										$ -	$ -					
9411	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								$ -	$ -					
9411	25%	Storm Water			$ 400.00					$ 400.00	$ 30.60	$ -	$ -	$ -	$ -	$ -
Liquor Committee																
2 City Council Members					$ 1,200.00					$ 1,200.00	$ 91.80					
										$ -	$ -					
9411	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								$ -	$ -					
9411	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					
										$ -	$ -					
9411	100%	Council			$ 3,150.00					$ 3,150.00	$ 240.98	$ -	$ -	$ -	$ -	$ -

		By Department	Annual Hours	Hourly Rate	2019 Salary	2019 Sick Pay	2019 Holiday	2019 Certificates	2019 HINS	2019 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.95% Police Retirement	Assume +10% over 2018 Premiums Health	Assume +5% over 2018 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +5% over 2018 Rates adjust for EXP MOD Workers Comp
Administration Department																
Asst. City Admin / Specia	8810	74.2% Spec. Projects								$ 122,739.38	$ 9,389.56	$ 9,205.45	$ 23,403.09	$ 1,608.39	$ 69.00	$ 927.91
1/1/19	Step 7		2,080	$57.88	$120,395.15	$ 2,344.23										
		10.0% Liquor														
		9.0% Sewer														
		6.8% Water														
City Administrator	8810	69.0% Admin								$ 118,371.10	$ 9,055.39	$ 8,877.83	$ 23,403.09	$ -	$ 69.00	$ 894.89
1/1/19	Step 6	5.2% Bldg Insp	1,104	$56.05	$ 61,877.99											
7/11/19	Step 7	10.0% Liquor	976	$57.88	$ 56,493.11											
		9.0% Sewer														
		6.8% Water														
Finance Director	8810	71.7% Admin								$ 97,093.71	$ 7,427.67	$ 7,282.03	$ 23,403.09	$ 1,608.39	$ 69.00	$ 734.03
1/1/19	Step 4	2.5% Bldg Insp	896	$45.77	$ 41,007.98											
6/5/19	Step 5	10.0% Liquor	1,184	$47.37	$ 56,085.73											
		9.0% Sewer														
		6.8% Water														
HR Director / City Clerk	8810	74.2% Admin								$ 64,330.48	$ 4,921.28	$ 4,824.79	$ 10,651.28	$ 529.20	$ 69.00	$ 371.51
1/1/19	Step 2	10.0% Liquor	1,032	$30.35	$ 31,323.85											
6/30/19	Step 3	9.0% Sewer	1,048	$31.49	$ 33,006.63											
		6.8% Water														
Administrative Data Clerl	8810	74.2% Admin								$ 23,966.49	$ 1,833.44	$ 1,797.49	$ -	$ -	$ -	$ 181.19
1/1/19	Step 5	10.0% Liquor	325	$17.98	$ 5,843.42											
est. 3/31/2019	Step 6	9.0% Sewer	975	$18.59	$ 18,123.07											
		6.8% Water														
EDA Director	8810	100.0% EDA	2,080	$42.42	$ 88,235.94					$ 88,235.94	$ 6,750.05	$ 6,617.70	$ 23,403.09	$ 1,608.39	$ 69.00	$ 667.06
1/1/19	Step 7															
Asst Finance Director	8810	69.0% Admin								$ 62,125.10	$ 4,752.57	$ 4,659.38	$ 10,651.28	$ 529.20	$ 69.00	$ 469.67
1/1/19	Step 7	5.2% Bldg Insp	2,080	$29.87	$ 62,125.10											
		10.0% Liquor														
		9.0% Sewer														
		6.8% Water														
Receptionist / Utility Billi	8810	5% Liquor								$ 46,776.46	$ 3,578.40	$ 3,508.23	$ 23,403.09	$ 1,608.39	$ 69.00	$ 353.63
1/1/19	Step 7	25% Sewer														
		25% Water	2,080	$22.49	$ 46,776.46											
		25% Admin														
		10% Bldg Insp														
		3.5% Plan/Zone														
		3.0% EDA														
		3.5% Parks/Rec/Cult														
Utility Billing / Accountin	8810	45.0% Water							WAIVE	$ 44,134.40	$ 3,783.69	$ 3,310.08	$ 5,325.64	$ 1,608.39	$ 69.00	$ 333.66
1/1/19	Step 2	45.0% Sewer	336	$20.57	$ 6,911.32											
2/27/19	Step 3	10.0% Storm Water	1,744	$21.34	$ 37,223.08											
TOTAL ADMINISTRATION DEPARTMENT										$ 667,773.06	$ 51,492.05	$ 50,082.98	$ 143,643.65	$ 9,100.35	$ 552.00	$ 4,933.53
Community Development Department																
Community Development	9410	80% Plan/Zone								$ 79,512.91	$ 6,082.74	$ 5,963.47	$ 10,651.28	$ 529.20	$ 69.00	$ 601.12
1/1/19	Step 3	10% Bldg Insp	864	$37.43	$ 32,342.66											
5/30/19	Step 4	10% Code Enforce	1,216	$38.79	$ 47,170.25											
Planner	9410	50% Code Enforce							WAIVE	$ 53,985.37	$ 4,537.29	$ 4,048.90	$ 5,325.64	$ 529.20	$ 69.00	$ 408.13
1/1/19	Step 2	50% Bldg Insp	284	$25.14	$ 7,139.09											
4/9/19	Step 3		1,796	$26.08	$ 46,846.28											
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT										$ 133,498.28	$ 10,620.03	$ 10,012.37	$ 15,976.93	$ 1,058.40	$ 138.00	$ 1,009.25

		By Department	Annual Hours	Hourly Rate	2019 Salary	2019 Sick Pay	2019 Holiday	2019 Certificates	2019 HINS	2019 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.95% Police Retirement	Assume +10% over 2018 Premiums Health	Assume +5% over 2018 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +5% over 2018 Rates adjust for EXP MOD Workers Comp
Police Department																
Chief	7720	100% Police								$ 100,954.64	$ 1,463.84	$ 17,111.81	$ 23,403.09	$ 1,608.39	$ 69.00	$ 4,685.30
1/1/19	Step 7		2,080	$47.44	$ 98,677.47	$ 2,277.17										
Lieutenant	7720	100% Police								$ 84,664.56	$ 1,227.64	$ 14,350.64	$ 23,403.09	$ 1,608.39	$ 69.00	$ 3,929.28
1/1/19	Step 1		2,080	$38.98	$ 81,078.40		$ 3,586.16									
Investigator	7720	100% Police							WAIVE	$ 79,742.00	$ 1,233.48	$ 13,516.27	$ 5,325.64	$ 1,608.39	$ 69.00	$ 3,700.83
1/1/19	Step 7		320	$35.78	$ 11,450.11											
2/25/19			1,760	$36.48	$ 64,210.43		$ 3,356.45	$ 725.00								
Officer	7720	100% Police							WAIVE	$ 68,237.60	$ 1,066.67	$ 11,566.27	$ 5,325.64	$ -	$ 69.00	$ 3,166.91
1/1/19	Step 2		552	$ 30.30	$ 16,725.60											
4/7/19	Step 3		1,528	$ 31.35	$ 47,902.80		$ 2,884.20	$ 725.00								
Officer	7720	100% Police							WAIVE	$ 80,385.27	$ 1,242.81	$ 13,625.30	$ 5,325.64	$ 1,608.39	$ 69.00	$ 3,730.68
1/1/19	Step 6		2,080	$ 36.68	$ 76,286.08	$ -	$ 3,374.19	$ 725.00								
Officer	7720	100% Police								$ 81,962.34	$ 1,188.45	$ 13,892.62	$ 23,403.09	$ 1,608.39	$ 69.00	$ 3,803.87
1/1/18	Step 6		2,080	$ 36.68	$ 76,286.08	$ 1,577.07	$ 3,374.19	$ 725.00								
Officer	7720	100% Police								$ 64,034.80	$ 928.50	$ 10,853.90	$ 10,651.28	$ 529.20	$ 69.00	$ 2,971.86
1/1/19	Start		248	$ 28.33	$ 7,025.84	$ -	$ 2,606.36	$ 725.00								
2/12/19	Step 1		1,832	$ 29.30	$ 53,677.60											
Officer	7720	100% Police								$ 78,882.25	$ 1,143.79	$ 13,370.54	$ 23,403.09	$ -	$ 69.00	$ 3,660.93
1/1/19	Step 6		2,080	$ 35.98	$ 74,846.72	$ -	$ 3,310.53	$ 725.00								
Officer	7720	100% Police								$ 79,073.24	$ 1,146.56	$ 13,402.91	$ 23,403.09	$ 1,608.39	$ 69.00	$ 3,669.79
1/1/19	Step 6		2,080	$ 35.29	$ 73,407.36	$ 1,694.02	$ 3,246.86	$ 725.00								
Police Secretary	8810	100% Police								$ 54,531.55	$ 4,171.66	$ 4,089.87	$ 23,403.09	$ 1,127.07	$ 69.00	$ 412.26
1/1/19	Step 7		2,080	$25.87	$ 53,807.22	$ 724.33										
PT Data Entry Clerk	8810	100% Police								$ 22,272.91	$ 1,703.88	$ 1,670.47	$ -	$ -	$ -	$ 168.38
1/1/19	Step 6		315	$20.94	$ 6,595.72											
4/15/19	Step 7		725	$21.62	$ 15,677.19											
TOTAL POLICE DEPARTMENT										$ 794,741.16	$ 16,517.29	$ 127,450.61	$ 167,046.73	$ 11,306.61	$ 690.00	$ 33,900.08

		By Department	Annual Hours	Hourly Rate	2019 Salary	2019 Sick Pay	2019 Holiday	2019 Certificates	2019 HINS	2019 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.95% Police Retirement	Assume +10% over 2018 Premiums Health	Assume +5% over 2018 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +5% over 2018 Rates adjust for EXP MOD Workers Comp
Public Services Department		21.2% Streets														
Public Services Director	5506	4.1% Gen Maint								$ 88,560.47	$ 6,774.88	$ 6,642.04	$ 23,403.09	$ 1,608.39	$ 69.00	$ 511.44
1/1/19	Step 3	1.0% Sanitation	2,080	$42.58	$ 88,560.47											
		25.0% Parks/Rec/Cult														
		4.3% Storm Water														
		18.6% Water														
		25.8% Sewer														
Mntc Tech II	5506	24.6% Streets								$ 61,388.32	$ 4,696.21	$ 4,604.12	$ 23,403.09	$ 1,608.39	$ 69.00	$ 1,533.33
1/1/19	Year 5	4.8% Gen Maint	2,080	$ 26.23	$ 54,566.93											$ 299.19
C/D Licenses, Utility Lead		1.1% Sanitation	2,080	$ 2.75	$ 5,720.00											$ 68.56
		13.1% Parks/Rec/Cult			$ 60,286.93	$ 1,101.40										$ 816.53
		5.0% Storm Water														$ 311.65
		21.5% Water														$ 1,340.11
		29.9% Sewer														$ 1,863.69
Mntc Tech II	5506	24.6% Streets								$ 59,427.27	$ 4,546.19	$ 4,457.05	$ 23,403.09	$ 1,127.07	$ 69.00	$ 1,484.35
1/1/19	Year 5	4.8% Gen Maint	2,080	$ 26.23	$ 54,566.93											$ 289.63
C/D, Pest Licenses		1.1% Sanitation	2,080	$ 2.20	$ 4,576.00											$ 66.37
		13.1% Parks/Rec/Cult			$ 59,142.93	$ 284.34										$ 790.45
		5.0% Storm Water														$ 301.70
		21.5% Water														$ 1,297.30
		29.9% Sewer														$ 1,804.15
Foreman	5506	24.6% Streets							WAIVE	$ 68,149.25	$ 5,620.83	$ 5,111.19	$ 5,325.64	$ 1,608.39	$ 69.00	$ 1,702.21
1/1/19	Year 3	4.8% Gen Maint	1,400	$ 30.24	$ 42,337.12											$ 332.14
9/2/19	Year 4	1.1% Sanitation	680	$ 31.23	$ 21,236.13											$ 76.11
C/D, Mech, Pest Licenses		13.1% Parks/Rec/Cult	2,080	$ 2.20	$ 4,576.00											$ 906.46
		5.0% Storm Water			$ 68,149.25											$ 345.98
		21.5% Water														$ 1,487.70
		29.9% Sewer														$ 2,068.94
Mntc Tech II	5506	24.6% Streets								$ 48,586.00	$ 3,716.83	$ 3,643.95	$ 5,325.64	$ 1,608.39	$ 69.00	$ 1,213.56
1/1/19	Start	4.8% Gen Maint	72	$ 21.25	$ 1,530.00											$ 236.79
1/11/19	6 months	1.1% Sanitation	1,040	$ 22.07	$ 22,952.80											$ 54.26
7/11/19	1 Year	13.1% Parks/Rec/Cult	968	$ 22.90	$ 22,167.20											$ 646.25
C/D Licenses		5.0% Storm Water		$ 2.00	$ 1,936.00											$ 246.66
		21.5% Water			$ 48,586.00											$ 1,060.63
		29.9% Sewer														$ 1,475.02
Mntc Tech II	5506	24.6% Streets								$ 59,142.93	$ 4,524.43	$ 4,435.72	$ 23,403.09	$ 1,608.39	$ 69.00	$ 1,477.25
1/1/19	Year 5	4.8% Gen Maint	2,080	$ 26.23	$ 54,566.93											$ 288.24
C/D, Pest Licenses		1.1% Sanitation	2,080	$ 2.20	$ 4,576.00											$ 66.06
		13.1% Parks/Rec/Cult			$ 59,142.93											$ 786.67
		5.0% Storm Water														$ 300.25
		21.5% Water														$ 1,291.09
		29.9% Sewer														$ 1,795.52
Equipment Mechanic	7520	24.6% Streets								$ 59,187.10	$ 4,527.81	$ 4,439.03	$ 23,403.09	$ 1,127.07	$ 69.00	$ 1,478.35
1/1/19	Year 4	4.8% Gen Maint	632	$ 27.81	$ 17,575.92											$ 288.46
4/19/19	Year 5	1.1% Sanitation	1,448	$ 28.74	$ 41,611.18											$ 66.11
		13.1% Parks/Rec/Cult			$ 59,187.10											$ 787.25
		5.0% Storm Water														$ 300.48
		21.5% Water														$ 1,292.06
		29.9% Sewer														$ 1,796.86
Mntc Tech I	5506	50.0% Streets								$ 37,790.95	$ 2,891.01	$ 2,834.32	$ 10,651.28	$ 529.20	$ 69.00	$ 1,918.55
1/1/19	6 month	25.0% Parks/Rec/Cult	944	$ 17.81	$ 16,811.41											$ 959.28
6/13/19	1 Year	25.0% Storm Water	1,136	$ 18.47	$ 20,979.53											$ 959.28
			2,080	$ -	$ -											
					$ 37,790.95											
Parks, Recreation & Cultn	9102	100.0% Parks/Rec/Cult								$ 60,154.61	$ 4,601.83	$ 4,511.60	$ 10,651.28	$ 529.20	$ 69.00	$ 3,322.34
1/1/19	Step 4		552	$28.20	$ 15,563.94											
4/6/19	Step 5		1,528	$29.18	$ 44,590.68											

		By Department	Annual Hours	Hourly Rate	2019 Salary	2019 Sick Pay	2019 Holiday	2019 Certificates	2019 HINS	2019 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.95% Police Retirement	Assume +10% over 2018 Premiums Health	Assume +5% over 2018 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +5% over 2018 Rates adjust for EXP MOD Workers Comp
Custodian	9102	100.0% Parks/Rec/Cult								$ 7,200.89	$ 550.87	$ 540.07	$ -	$ -	$ -	$ 405.28
1/1/19	Step 1		624	$11.54	$ 7,200.89											
MS4 TECH	9410	100.0% Storm Water								$ 18,500.31	$ 1,415.27	$ 1,387.52	$ -	$ -	$ -	$ 1,041.23
1/1/19	Step 2		1,040	$17.79	$ 18,500.31											
est. 8/1/2020	Step 3															
TOTAL PUBLIC SERVICES DEPARTMENT										$ 568,088.09	$ 43,866.15	$ 42,606.61	$ 148,969.29	$ 11,354.49	$ 621.00	$ 45,251.76
Liquor Store																
Manager	8017	100% Liquor								$ 76,436.15	$ 5,847.37	$ 5,732.71	$ 23,403.09	$ 1,608.39	$ 69.00	$ 3,523.32
1/1/19	Step 7		2,080	$36.75	$ 76,436.15											
Asst. Manger	8017	100% Liquor								$ 47,075.09	$ 3,601.24	$ 3,530.63	$ 10,651.28	$ 529.20	$ 69.00	$ 2,169.93
1/1/19	Step 2		1,152	$22.26	$ 25,641.81											
7/19/19	Step 3		928	$23.10	$ 21,433.28											
Clerk II	8017	100% Liquor								$ 24,965.80	$ 1,909.88	$ 1,872.43	$ 7,988.46	$ 396.90	$ 51.75	$ 1,150.80
1/1/19	Step 1		390	$15.55	$ 6,063.61											
4/1/19 Est.	Step 2		1,170	$16.16	$ 18,902.19											
Clerk III	8017	100% Liquor								$ 18,386.60	$ 1,406.57	$ 1,378.99	$ -	$ -	$ -	$ 847.53
1/1/19	Step 2		1,248	$14.73	$ 18,386.60											
Clerk III	8017	100% Liquor								$ 18,386.60	$ 1,406.57	$ 1,378.99	$ -	$ -	$ -	$ 847.53
1/1/19	Step 2		1,248	$14.73	$ 18,386.60											
	8017	100% Liquor								$ 55,100.52	$ 4,215.19	$ 4,132.54	$ -	$ -	$ -	$ 2,539.86
PT Clerk	Step 2		780	$12.00	$ 9,359.54											
PT Clerk	Step 1		780	$11.55	$ 9,007.30											
PT Clerk	Step 1		780	$11.55	$ 9,007.30											
PT Clerk	Step 1		780	$11.55	$ 9,007.30											
PT Clerk	Step 2		780	$12.00	$ 9,359.54											
PT Clerk	Step 2		780	$12.00	$ 9,359.54											
Total Part Time Clerks					$ 55,100.52											
TOTAL LIQUOR STORE										$ 240,350.76	$ 18,386.83	$ 18,026.31	$ 42,042.83	$ 2,534.49	$ 189.75	$ 11,078.97

Wages & Benefits By Dept

Total Wages and Benefts
Allocated by Department:

Mayor & Council	$	26,834
Finance/Adiministration	$	375,555
Special Projects	$	124,168
Municipal Building	$	215
Parks, Rec & Culture	$	223,989
Planning & Zoning	$	96,970
Building Inspections	$	72,504
EDA	$	139,203
Police	$	1,226,783
Code Enforcement	$	44,589
Liquor	$	402,103
Public Works:		
Streets	$	205,532
General Mntc	$	32,667
Sanitation	$	14,889
Storm Water	$	76,861
Water	$	247,958
Sewer	$	317,033
Total	**$**	**3,627,854**

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		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 24,927	$ 24,927	$ 24,927	$ 22,582	$ 22,141	$ 23,027	$ 15,277	$ 15,277
	Mayor	5,225								
	City Council Members	16,552								
	Other Commissions, Boards & Advisory Comm	3,150								
120	**Employer Contrib Ret General**		1,907	1,907	1,907	1,459	1,694	1,761	1,169	1,169
	FICA/Medicare - 7.65%									
151	**Worker's Comp Benefit**				-	21	88			
200	**Office Supplies (GENERAL)**		125	125	150	-	16	124	96	136
	Water/Name Plates									
208	**Training and Instruction**		4,750	4,750	4,750	919	400	2,294	610	1,163
	5 Members @ $750 Each	3,750								
	Goal Setting/Strategic Planning	1,000								
303	**Engineering Fees**		150	150	150	-	-	-	-	-
305	**Technology**		1,000	1,000	1,535	-	498	481	1,080	1,460
	Council Chambers Equip Maint & Support	1,000								
	Switch Sound Convertor Software									
351	**Legal Notices Publishing**		2,500	2,500	3,000	1,452	1,833	2,370	1,991	4,468
361	**General Liability Insurance**		160	144	139	150	138	170	126	112
	Property/Liability/Volunteer Insurance	150								
433	**Dues and Subscriptions**		6,137	5,820	5,994	7,753	-	9,088	5,185	5,519
	League of MN Cities	6,107								
	LMC MN Mayors Association	30								
437	**Other Miscellaneous**			-	-	101	94	-	-	-
439	**Election Expenses**			-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 41,656**	**$ 41,323**	**$ 42,553**	**$ 34,436**	**$ 26,901**	**$ 39,314**	**$ 25,533**	**$ 29,304**

Elections-41200

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**			$ 5,560	$ -	$ -	$ 4,863	$ -	$ 2,690	$ -
200	**Office Supplies (GENERAL)**		100	100	100	-	5	-	72	-
208	**Training and Instruction**			1,300	-	-	1,126	-	601	-
	Election Judge Training									
	Mileage									
303	**Engineering Fees**			-	-		-	94		
351	**Legal Notices Publishing**		250	200	250	-	111	-	164	-
361	**General Liability Insurance**			-	-	-	-	13	2	23
	Property/Liability/Volunteer Insurance									
439	**Election Expenses**		1,000	8,400	7,000	1,138	1,683	971	643	1,105
	Election Prep									
	Primary/General Meals									
	Misc Maint. Costs	1,000								
	1 Automark machine (50% - split w/county)									
	2 DS200 voting machines (50% - split w/Cty)									
	Ballot Cost									
	Voting Stands									
	Voting Signs									
TOTAL BUDGET/EXPENDITURES			**$ 1,350**	**$ 15,560**	**$ 7,350**	**$ 1,138**	**$ 7,788**	**$ 1,078**	**$ 4,172**	**$ 1,128**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		276,169	$ 272,678	$ 261,615	$ 274,277	$ 248,171	$ 220,807	$ 212,634	$ 206,347
	City Administrator	81,676								
	Finance Director	69,616								
	HR/City Clerk	47,733								
	Administrative Data Clerk	17,783								
	Asst Finance Director	42,866								
	Receptionist/Data Entry/Utility Clerk	11,694								
	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**		13,240	12,420	12,420	7,944	11,144	10,988	13,263	10,284
	Codification Maintenance Fee	1,000								
	Isantian Newsletter	8,000								
	BCBS Wellness Prog.	240								
	Code Update	4,000								
120	**Employer Contrib Ret General**		41,480	40,951	39,467	40,105	36,673	31,970	31,188	29,718
	PERA 7.5%									
	FICA/Medicare - 7.65%	-								
130	**Employer Paid Ins General**		56,558	50,760	41,517	51,949	30,348	25,053	39,544	34,603
142	**Unemployment Comp Benefit**			-	-	48	184	-	-	-
151	**Worker's Comp Benefit**		1,349	2,293	2,095	1,992	2,323	2,650	1,554	1,693
200	**Office Supplies (GENERAL)**		3,640	3,500	3,250	3,465	3,838	3,736	2,992	2,174
	Misc (Envelopes, Letterhead, Toner, Supplies, Etc)	7,000								
	12.5% to EDA, PRC, P/Z, Bldg Insp	(3,500)								
	Perch Stool Front Desk City Hall	140								
202	**Duplicating and Copying Supply**		2,240	2,440	2,240	1,752	2,011	2,176	1,960	1,988
	Paper & Supplies	2,500								
	Copy Machine Annual Lease Agreement	3,100								
	15% to EDA, PRC, P/Z, Bldg Insp	(3,360)								
207	**Computer Supplies**			-	-		-	-	-	-
		-								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
208	**Training and Instruction**		8,235	6,885	8,870	7,073	5,228	10,002	6,767	5,517
	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/Wood	2,200								
	MCMA Conference - C Mgr/Wood	600								
	League Conference - C Mgr/Wood	800								
	MNGFOA Conference - Fin Dir	600								
	MNGFOA Conference - Asst Fin Dir	600								
	Civic System Symposium - Recp/Util Clrk	850								
220	**General Supplies**					-	-	958		
300	**Professional Srvs (GENERAL)**		43,641	51,385	38,398	37,374	51,084	22,597	24,433	61,297
	24 Meetings @ $227 + 3% Increase	8,417		(7,744)						
	165 Hrs @ $136 + 3% Increase	23,113								
	12.5% to Bldg Insp	(2,889)								
	Mediation/arbitration	10,000								
	FMLA/Personnel Policy (6 mos. Benefits)									
	Labor attorney	5,000								
301	**Audit & Accounting Services**		14,683	14,425	16,150	39,792	56,896	16,395	10,415	14,677
	AEM Annual Audit	29,365								
	Interim Services/AUP Engagements									
	10% to Liquor, Water, Sewer, Storm Water, Bldg Insp	(14,683)								
303	**Engineering Fees**		90	90	900	(675)	63	-	54	429
	General Consulting Services	100								
	10% to Bldg Insp	(10)								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
305	**Technology**		5,350	5,056	3,292	5,137	4,900	3,105	1,577	1,808
	US Internet Anti-Spam Software	245								
	IT Solutions	28,940								
	Split IT solutions to other departments (85%)	(24,599)								
	Civic System support (7.09%)	764								
320	**Communications (GENERAL)**			4,750		-				
322	**Postage**		5,385	5,385	5,605	4,789	3,884	4,724	4,956	3,258
	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	2,953	1,487	2,719	2,847	2,916	2,983
	Mileage Allowance - $241.50/mth - Wood 69%	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	600	200	115	579	582	57	106
361	**General Liability Insurance**		3,367	2,561	2,609	2,301	2,577	3,726	3,526	3,359
	Property/Liability/Volunteer Insurance	3,367								
366	**Bonds/Life Insurance**			-	-	-	-	-	-	-
404	**Repairs/Maint Machinery/Equip**			-	-	-	-	-	-	-

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
433	**Dues and Subscriptions**		2,259	2,269	2,969	2,998	2,047	2,137	2,213	2,339
	MN City/Cty Management Assoc	130								
	MN Clerks & Finance Officers Assoc	35								
	SHRM Membership	185								
	ICMA	800								
	MN GFOA	50								
	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)**		4,984	1,484	-	-	17,498	150	-	-
	Document Imaging	1,000								
	Website	2,500								
	Standing Desks	1,484								
511	**Land Acquisition**			-	-	-	-	-	-	(1,250)
TOTAL BUDGET/EXPENDITURES			**$ 486,222**	**$ 475,141**	**$ 444,551**	**$ 481,922**	**$ 483,428**	**$ 364,956**	**$ 361,628**	**$ 381,531**

Account	Description		2019 Preliminary Budget
100	**Wages & Salaries**		91,073
	Asst. City Administrator / Special Projects	91,073	
112	**Contracted Services**		5,000
	Comp Plan Map Updates	5,000	
120	**Employer Contrib Ret General**		13,798
	PERA 7.5%		
	FICA/Medicare - 7.65%	-	
130	**Employer Paid Ins General**		18,610
142	**Unemployment Comp Benefit**		
151	**Worker's Comp Benefit**		689
200	**Office Supplies (GENERAL)**		
202	**Duplicating and Copying Supply**		600
	Comp Plan Binding/Printing	600	
207	**Computer Supplies**		
208	**Training and Instruction**		3,600
	ICMA Conference - Lorsung	2,200	
	MCMA Conference - Lorsung	600	
	League Conference - Lorsung	800	
220	**General Supplies**		
300	**Professional Srvs (GENERAL)**		-
303	**Engineering Fees**		-
305	**Technology**		-
320	**Communications (GENERAL)**		
322	**Postage**		-
335	**Auto Expense**		3,116
	Mileage Allowance - $350/mth - Lorsung 74.2%	3,116	
351	**Legal Notices Publishing**		600
361	**General Liability Insurance**		-
366	**Bonds/Life Insurance**		
404	**Repairs/Maint Machinery/Equip**		
433	**Dues and Subscriptions**		930
	MN City/Cty Management Assoc	130	
	ICMA	800	
437	**Other Miscellaneous**		
500	**Capital Outlay (GENERAL)**		
511	**Land Acquisition**		
TOTAL BUDGET/EXPENDITURES			**$ 138,015**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 200	$ 200	$ 200	$ -	$ -	$ -	$ -	$ -
	Bldg & Grounds Committee (50%)	200								
112	**Contracted Services**		1,242	1,350	1,161	1,230	1,393	1,035	711	547
	Alarm Monitoring (Simplex Grinnell)	650								
	Shred N Go	731								
	10% to Bldg Insp	(138)								
120	**Employer Contrib Ret General**		15	15	15	-	-	-	-	-
	FICA/Medicare - 7.65%									
210	**Operating Supplies (GENERAL)**		1,890	2,565	1,575	759	2,635	2,295	979	1,214
	Supplies	800								
	Flags	700								
	Furnace Filters	350								
	Ice Melt	150								
	Flourescent Bulb Replacement	100								
	10% to Bldg Insp	(210)								
300	**Professional Srvs (GENERAL)**					-	-	-	98	
303	**Engineering Fees**					-	-	(231)	4,402	
305	**Technology**		7,507	6,800	5,237	6,809	12,897	6,351	3,205	537
	Panic Button Monitoring	272								
	IT Solutions (25%)	7,235								
320	**Communications (GENERAL)**		3,843	3,642	3,720	3,773	4,824	3,511	3,836	3,329
	Long Distance ($20 per mth)	240								
	Monthly Billing ($315 per mth)	3,780								
	Maintenance Agreement (Marco)	2,225								
	10% to EDA, PRC, P/Z, Bldg Insp	(2,402)								

361	**General Liability Insurance**		2,115	2,054	2,009	2,074	1,986	2,367	2,175	1,514
	Property/Liability/Volunteer Insurance	2,115								
380	**Utilities**		12,707	9,018	9,018	9,493	8,181	8,019	8,963	8,397
	Connexus	8,203								
	Centerpoint	1,477								
	City of Isanti - Storm Water Utility	642								
	City of Isanti - Water & Sewer	3,797								
	10% to Bldg Insp	(1,412)								
401	**Maint & Repairs - Bldgs**		6,409	8,492	8,492	5,767	5,268	16,639	6,758	7,620
	Disposal Service $8/Mth	96								
	Equipment Service	1,250								
	Janitorial Service $298/Mth	3,576								
	Window Washing - 7 mths	175								
	Annual Sprinkler Inspection	250								
	Rug Service	824								
	Annual Carpet Cleaning	450								
	Misc.	500								
	Audio, Video, Wiring - Maint & Repair Est									
	10% to Bldg Insp	(712)								
410	**Rentals**			-	-	-	-	-	-	-
500	**Capital Outlay (GENERAL)**		18,350	6,125	3,500	3,801	-	12,367	-	-
	City Hall Handicap Sign Holders	350								
	City Hall North Door and Frame Replacement	10,000								
	City Hall Electronic Locks	8,000								
700	**Transfers (GENERAL)**			-	-		-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 54,279**	**$ 40,261**	**$ 34,927**	**$ 33,705**	**$ 37,184**	**$ 52,354**	**$ 31,127**	**$ 23,159**

Animal Ctrl-42700

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
112	**Contracted Services**		$ 4,600	$ 5,000	$ 5,200	$ 4,500	$ 4,590	$ 4,631	$ 4,384	$ 3,635
	Animal Control/Kennel Services	4,600								
210	**Operating Supplies (GENERAL)**		180	200	200	200	96	247	182	183
	Misc Supplies	180								
219	**Disposal-Animal**		90	90	300	-	-	-	-	163
	3@$30	90								
300	**Professional Srvs (GENERAL)**		-	-	-		-	-	-	-
322	**Postage**		-	-	-		-	-	-	-
	Misc Mailings	0								
361	**General Liability Insurance**		17	19	21	20	19	25	25	26
	Property/Liability/Volunteer Insurance	17								
417	**Uniform Rentals**						-	-	75	
TOTAL BUDGET/EXPENDITURES			**$ 4,887**	**$ 5,309**	**$ 5,721**	**$ 4,720**	**$ 4,705**	**$ 4,903**	**$ 4,665**	**$ 4,007**

	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 134,147	$ 130,727	$ 120,396	$ 129,830	$ 106,383	$ 96,885	$ 98,976	$ 59,757
	Community Events & Parks Manager	60,155								
	Receptionist/Data Entry/Utility Clerk (3.5%)	1,637								
	PS Director & 5 Main Tech's	61,007								
	PW Maint Tech	9,448								
	Parks Rec & Culture Board (100%)	1,800								
	Bldg & Grounds Committee	100								
101	**PT Salaries & Wages**		23,990	17,730	12,325	2,774	3,760	2,439	6,346	4,612
	PT Custodian	7,201								
	Seasonal	12,289								
	Intern	4,500								
102	**FT Employees OT**		-	-	-	789	7,966	3,541	2,897	96
103	**Health Stipend (HRA)**		-	-	-	-	-	-	5	2
112	**Contracted Services**		7,184	7,465	7,305	6,475	6,410	5,320	5,862	12,214
	Portable Restrooms	5,984								
	Quarterly Carpet Cleaning/Floor Waxing/Windows	1,200								
120	**Employer Contrib Ret General**		22,329	21,336	19,987	19,012	17,500	15,145	15,271	8,966
	PERA 7.5%									
	FICA/Medicare - 7.65%	1,527								
130	**Employer Paid Ins General**		33,963	29,846	26,315	25,307	23,475	31,381	29,256	10,394
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		9,561	4,502	6,000	3,419	4,393	3,878	3,322	2,572
200	**Office Supplies (GENERAL)**		1,175	1,175	1,113	940	1,014	1,039	2,023	1,629
	12.5% from Financial Administration	875								
	Misc Office Supplies	300								
202	**Duplicating and Copying Supply**		840	915	840	595	679	707	651	745
	15% from Financial Administration	840								

	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
208	**Training and Instruction**		1,850	1,650	1,350	1,082	1,749	2,388	1,973	523
	PW Technician Licensing	200								
	PRC Manager - Misc. Training	850								
	Public Services Director Misc Training	800								
210	**Operating Supplies (GENERAL)**		2,980	3,700	5,200	2,106	3,296	2,133	1,428	1,258
	Misc Operating Supplies - ICC	800								
	Misc Operating Supplies - Garden	980								
	Park Flags	800								
	Misc Operating Supplies - PRC	400								
212	**Motor Fuels**		2,200	1,800	2,500	1,339	1,104	1,188	2,658	2,458
220	**General Supplies**		3,850	3,700	3,900	1,636	2,170	2,636	1,584	885
	ICC Replacement Chairs	1200								
	Unity Ballfield Bases	150								
226	**Signs**		700	1,200	2,000	697	735	874		
240	**Small Tools and Minor Equip**		2,000	4,200	1,000	157	1,394	1,132	5,302	19
	Fridge/Microwave Shop (PRC/Sts/W/S/Stm)	400								
300	**Professional Srvs (GENERAL)**		1,719	1,493	1,493	1,149	2,097	1,980	1,231	1,692
	Safety Training	969								
	Attorney Fees	750								
303	**Engineering Fees**		1,500	1,500	1,500	4,204	658	1,987	9,304	332
305	**Technology**		2,231	2,315	1,000	1,316	3,403	740	705	1,212
	IT Solutions (5%)	1,447								
	Verizon Hotspot	432								
	Civic Systems (3.27%)	352								

	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
320	**Communications (GENERAL)**		2,712	2,847	2,860	2,434	2,377	2,515	3,017	1,824
	Monthly Billing	2,112								
	10% from Municipal Building	600								
322	**Postage**		25	25	50		6	-	21	
335	**Auto Expense**		-	-	-	-	-	-	-	-
340	**Advertising**		5,000	2,983	2,483	1,907	1,151	1,553	435	
	2019 Event Calendar	2,600								
	Park Brochure	1,700								
	Misc	700								
351	**Legal Notices Publishing**		200	200	200	198	48	211	169	227
361	**General Liability Insurance**		21,171	20,844	19,900	18,929	17,520	14,837	16,318	18,319
	Property/Liability/Volunteer Insurance	21,171								
380	**Utilities**		18,351	17,974	17,974	17,507	16,442	18,945	12,769	11,445
	Centerpoint	1,600								
	Connexus Energy	8,400								
	City of Isanti - Storm Water Utility	2,900								
	City of Isanti - Water & Sewer	5,451								
400	**Ground Maintenance**		21,000	27,000	21,000	21,519	9,223	6,336	20,910	18,805
	Special Assessments	-								
	Fertilizer, Grass Seed, Mulch, Weed Killer, LimeAgg, Etc.	20,667								
	Snow Removal ICC/IIA Retainer	333								
	Legacy Park Trails									

	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
401	**Maint & Repairs - Bldgs**		6,634	10,760	10,343	11,624	7,796	5,695	5,728	2,888
	Disposal Service $120/Mth	2,574								
	Rug Service $30/Mth	360								
	Annual Sprinkler Inspection/Alarm Notification	770								
	Ansol Fire Suppression Semi-Annual Service	400								
	Misc Maint & Repairs	2,000								
	Shop Roof Repair (20% Streets, Parks, Water, Sewer, Storm)	330								
	Fire Extinguisher Inspections - IIA & ICC	200								
404	**Repairs/Maint Machinery/Equip**		11,000	14,500	19,200	13,620	12,288	8,790	9,627	7,696
	Repairs/Maint Park Maint Equipment	4,500								
	Repairs/Replacement Park Structures/Equip	6,500								
410	**Rentals**		450	450	450	81	1,185	288	83	481
417	**Uniform Rentals**		739	739	739	702	680	717	671	516
	Cleaning $40 per month	480								
	Allowance	259								
433	**Dues and Subscriptions**		1,679	1,989	1,364	1,243	507	75	150	75
	TCALMC (25%)	75								
	MFMA	70								
	MRPA	280								
	NRPA	200								
	Storyblocks subscription (stock images)	150								
	Amazon Prime	179								
	Adobe suite annual dues (InDesign, Illust, etc.)	600								
	APWA (25%)	125								

	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
437	**Other Miscellaneous**		3,340	3,340	4,500	3,340	3,340	3,890	3,340	3,340
	C-I Bike/Walk Trail Agreement	3,340								
491	**Recreation Program**		3,550	3,550	4,983	2,943	1,443	5,030	4,461	1,433
	City Rec programs	1,050								
	Movies at ICC	1,500								
	Misc Program Supplies	1,000								
494	**Property Management**					-	-	-	596	
497	**Summer Events**		9,200	9,200	6,475	4,924				
	Celebrate Isanti / Scavenger Hunt	9,200								
498	**Farmers Market**		6,500	3,000	3,000	2,930	2,929	1,960	2,504	-
	Curb Cut and Apron	3,500								
499	**Street Dance**		16,150	16,150	16,150	13,868	13,740	13,060	12,023	-
500	**Capital Outlay (GENERAL)**		12,000	53,770	60,990	43,831	2,993	574	30,203	490
	Kabota Lawn Mowers	1,500								
	Bulk Fuel Tank and Pump (Split x 5, Str, PRC, W, Sw, Stm)	1,200								
	Air Compressor (Split x 5, Str, PRC, W, Sw, Stm)	900								
	ICC North Patio Doors	4,400								
	River Bluff Privacy Fence	1,500								
	Website	2,500								
700	**Transfers (GENERAL)**			-	-		-	-	-	-
	TOTAL BUDGET/EXPENDITURES		**$ 391,920**	**$ 424,575**	**$ 406,884**	**$ 364,424**	**$ 281,854**	**$ 259,868**	**$ 311,818**	**$ 176,905**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 70,048	$ 65,054	$ 69,894	$ 56,976	$ 65,631	$ 57,380	$ 46,159	$ 56,034
	Community Development Director	63,610								
	Receptionist/Data Entry/Utility Clerk	1,637								
	Planning Commission	3,600								
	Development & Operations Advisory Committee	1,200								
101	**PT Salaries & Wages (intern)**		$ 6,300							
103	**Health Stipend (HRA)**		-	-	-		-	-	2	2
112	**Contracted Services**		-	-	-	28,443	-	-	-	-
120	**Employer Contrib Ret General**		10,252	9,563	10,296	7,900	9,864	8,425	6,456	7,898
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	**Employer Paid Ins General**		9,877	8,609	7,566	5,428	6,878	7,019	6,256	11,258
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		493	504	440	568	434	552	744	671
200	**Office Supplies (GENERAL)**		1,200	1,100	1,288	1,862	966	973	770	765
	12.5% from Financial Administration	875								
	Misc Office Supplies	325								
202	**Duplicating and Copying Supply**		840	915	840	601	679	707	651	745
	15% from Financial Administration	840								
208	**Training and Instruction**		1,130	1,130	2,050	623	939	1,167	3,103	1,565
	APA Membership & JAPA Subscription	430								
	MN APA Conference	700								
	Continuing Ed for CDD									
300	**Professional Srvs (GENERAL)**		5,000	5,000	4,000	3,188	4,765	3,659	3,355	3,264
	Attorney Fees	5,000								
	Comp Plan work									

303	**Engineering Fees**		3,000	4,500	4,000	15,644	4,687	3,240	1,803	5,495
	Engineering Fees	3,000								
305	**Technology**		3,526	2,830	1,250	2,147	1,741	-	741	310
	IT Solutions (10%)	2,894								
	ZoningHub App	456								
	Civic System support permits (1.63%)	176								
310	**Annexation Payments**		41,187	17,592	-	-	-	-	-	-
	Annexation Payments to Township - 2017-118	485								
	Annexation Payments to Township - 2017-118	4								
	Annexation Payments to Township - Docket 8081	33								
	Annexation Payments to Township - Docket 8098	847								
	Annexation Payments to Township - A-2457(OA)-32	24,907								
	Annexation Payments to Residents - A-2457(OA)-33	14,911								
320	**Communications (GENERAL)**		800	817	830	584	770	599	551	528
	10% from Municipal Bldg	600								
	Other Misc. Communications	200								
322	**Postage**		50	-	-	158	54	-	-	10
335	**Auto Expense**		55	55	55	38	84	68	152	85
	10% from Financial Administration	55								
351	**Legal Notices Publishing**		300	300	400	304	199	148	207	374
	Newpaper Publications	300								
361	**General Liability Insurance**		411	372	316	389	311	371	310	346
	Property/Liability/Volunteer Insurance	411								
437	**Other Miscellaneous**		950	920	920	1,217	915	187	942	625
	Isanti County Recorder	950								
500	**Capital Outlay (GENERAL)**		2,500	2,472	7,412	8,577	2,540			
	Website	2,500								
	Comprehensive Plan Update	-								
	TOTAL BUDGET/EXPENDITURES		**$ 157,920**	**$ 121,733**	**$ 111,557**	**$ 134,645**	**$ 101,457**	**$ 84,495**	**$ 72,202**	**$ 89,975**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 94,439	$ 91,828	$ 88,469	$ 87,442	$ 85,527	$ 70,310	$ 67,325	$ 65,271
	Economic Dev Director (100%)	88,236								
	Receptionist/Data Entry/Utility Clerk (3%)	1,403								
	EDA Board	3,600								
	Development & Operations Advisory Committee (50%)	1,200								
101	**PT Wages & Salaries**		4,000	4,000	4,000	3,930	$ 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**		14,254	13,858	13,349	12,917	12,968	9,955	9,766	9,597
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	**Employer Paid Ins General**		25,833	22,551	19,859	17,806	15,717	16,741	16,982	16,727
142	**Unemployment Comp Benefit**		-	-	-		-	-	-	-
151	**Worker's Comp Benefit**		678	745	734	639	697	793	496	527
200	**Office Supplies (GENERAL)**		875	875	813	865	844	915	705	579
	12.5% from Financial Administration	875								
202	**Duplicating and Copying Supply**		840	915	840	605	679	707	651	745
	15% from Financial Administration	840								
208	**Training and Instruction**		1,500	1,500	1,450	1,643	851	1,982	937	641
	EDAM Conference	850								
	Professional Development	600								
	Miscellaneous Luncheons	50								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
300	**Professional Srvs (GENERAL)**		5,000	5,000	3,000	34,272	3,513	3,128	4,992	2,375
	Attorney	4,000								
	TIF/Tax Abatement Consultant	1,000								
303	**Engineering Fees**		600	1,000	1,000	561	250	873	206	1,213
305	**Technology**		1,681	1,581	300	1,203	285	450	1,679	734
	IT Solutions (5%)	1,447								
	Civic Systems (2.17%)	234								
320	**Communications (GENERAL)**		1,224	1,191	1,840	1,201	1,387	1,513	1,657	1,286
	10% from Municipal Building	600								
	Cell Phone	624								
335	**Auto Expense**		-	-	-	-	-	-	-	-
351	**Legal Notices Publishing**		100	100	100	399	111	184	66	282
361	**General Liability Insurance**		596	565	396	583	391	397	414	361
	Property/Liability/Volunteer Insurance	596								
380	**Utilities**		1,145	1,079	1,079	1,112	1,054	1,083	1,079	
	City of Isanti - Storm Water Utility	1,145								
433	**Dues and Subscriptions**		1,145	1,145	1,000	850	545	-	650	500
	EDAM Membership	295								
	GPS 45:93	850								
437	**Other Miscellaneous**		-	-	-	-	-	15	-	-
494	**Property Management**		-	-	-	35	3,450	-	1	1,672

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
495	**Marketing**		13,550	12,604	11,625	11,648	12,307	15,697	10,832	7,117
	Initiative Foundation	825								
	Direct Mail to Manufacturers	250								
	Mayor's Employer Luncheon	1,200								
	Isanti Promo Bags	1,500								
	Misc Signs & Sponsorships	275								
	MN Economic Development Magazine	-								
	Fam Tour	-								
	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)	500								
	Tourism (Hotel Contingent)	2,000								
	Website	2,500								
498	**Farmers Market**			-	-		-	-	-	1,647
499	**Street Dance**			-	-		-	-	-	12,929
511	**Land Acquisition**			-	-	11,798	-	-	14,000	
531	**Improvement-Land**			-	-		-	-	-	-
602	**Loan Payment**			-	-		-	-	-	-
700	**Transfers (GENERAL)**		19,150	19,150	19,150	19,150	16,150	16,150	16,150	-
	Contribution to PRC (Farm Mkt/Street Dance)	19,150								
TOTAL BUDGET/EXPENDITURES			**$ 186,610**	**$ 179,687**	**$ 169,004**	**$ 208,659**	**$ 158,932**	**$ 140,891**	**$ 151,981**	**$ 127,536**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
	REVENUES									
31000	Property Taxes		62,565	56,327						
33601	Regional Grants			-	-		-	-	-	-
33621	Cable Franchise Fee (60%)		20,880	18,000	18,000	20,127	19,195	18,229	16,009	16,235
34110	Land Rent		6,920	6,920						
34901	Assign & Assum Agreement		-	-	-		-	-	-	-
36200	Contribution from General Fund						-	-	-	-
36201	Refunds & Reimbursements			-	-	53	4,695	1,595	68	215
36210	Interest Earnings		750	600	600	(237)	587	438	1,226	310
36220	Farmer's Market Sponsorships/Vendor Fees		1,500	1,500	2,000	2,310	1,510	2,140	2,455	1,855
36225	Street Dance Sponsorships/Vendor Fees		4,000	4,000	4,000	4,010	3,600	4,150	3,635	1,085
36230	Contributions and Donations			-	-	5,725	-	-	411	11
39102	Sale of Property			-	-		-	-	-	-
39203	Transfer from Other Fund		88,495	92,340	147,400	147,400	146,563	92,767	98,140	117,775
	Lodging Tax (5% of 3% gross Hotel Receipt)		1,500							
	Carryover of Marketing Funds			-	-		-	-	-	-
	TOTAL REVENUES		**$ 186,610**	**$ 179,687**	**$ 172,000**	**$ 179,388**	**$ 176,150**	**$ 119,319**	**$ 121,944**	**$ 137,486**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 54,665	$ 84,372	$ 77,245	$ 73,406	$ 81,418	$ 97,272	$ 81,372	$ 76,664
	Community Development Director (10%)	7,951								
	Planner (50%)	26,993								
	Receptionist/Data Entry/Utility Clerk (10%)	4,678								
	City Administrator (5.2%)	6,155								
	Accounting Clerk (5.2%)	3,231								
	Asst Finance Director (5.2%)	3,231								
	Finance Director (2.5%)	2,427								
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**		-	-	-		-	-	-	-
112	**Contracted Services**		219,738	9,750	9,729	17,211	17,073	8,842	25	57
	Electrical Inspector (80% of Revenues-32219)	9,600								
	Building Official Transition	-								
	MNSpect	210,000								
	10% from Municipal Building	138								
120	**Employer Contrib Ret General**		8,282	12,966	11,717	10,826	12,231	14,406	11,963	11,334
	PERA 7.5%									
	FICA/Medicare - 7.65%	-								
130	**Employer Paid Ins General**		9,027	26,778	23,312	19,838	23,179	11,480	13,059	18,016
142	**Unemployment Comp Benefit**		-	-	-	2	6	-	-	-
151	**Worker's Comp Benefit**		529	700	541	657	629	1,123	1,134	932
200	**Office Supplies (GENERAL)**		1,265	1,565	1,013	829	1,196	1,857	696	625
	12.5% from Financial Administration	875								
	Misc Office Supplies	390								
202	**Duplicating and Copying Supply**		840	915	840	595	679	707	651	745
	15% from Financial Administration	840								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
207	**Computer Supplies**		-	-	300	110	-	-	-	-
208	**Training and Instruction**		500	1,600	1,900	698	1,099	779	585	569
	Misc Training	500								
210	**Operating Supplies (GENERAL)**		210	285	175	84	270	321	137	76
	10% from Municipal Building	210								
300	**Professional Srvs (GENERAL)**		4,319	4,500	3,559	3,870	4,337	4,155	4,280	4,103
	City Attorney - 12.5% from Fin Admin	2,889								
	Miscellaneous	450								
	Safety Training	980								
301	**Auditing and Acctg Services**		2,937	2,885	3,230	7,958	11,379	3,279	2,083	2,446
	10% from Financial Administration	2,937								
303	**Engineering Fees**		10	10	100	235	-	-	-	40
	10% from Financial Administration	10								
305	**Technology**		2,562	3,325	1,539	2,839	5,256	1,608	1,198	1,399
	PSN Annual Sec Compliance & Monthly eBill (20%)	120								
	Civic Sytems Bldg Permit Support (22.66%)	2,442								
	WiFi service	-								
320	**Communications (GENERAL)**		600	1,215	1,655	1,178	1,388	872	740	730
	10% from Municipal Building	600								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
335	**Auto Expense**		2,110	2,110	2,810	1,178	894	2,035	2,423	1,963
	Mileage Allowance - $350/mth - Wood 5.2%	218								
	20% from Financial Administration	110								
	Fuel	1,300								
	General Maintenance	482								
351	**Legal Notices Publishing**		50	50	-	359	15	9	168	-
361	**General Liability Insurance**		785	670	647	698	639	835	743	687
	Property/Liability/Volunteer Insurance	785								
380	**Street Lighting**		1,412	1,002	1,002	995	849	831	936	933
	10% from Municipal Building	1,412								
401	**Maint & Repairs - Bldgs**		712	944	944	641	585	792	751	893
	10% from Municipal Building	712								
433	**Dues and Subscriptions**		-	235	135	-	-	135	235	125
437	**Other Miscellaneous**		-				-	14		
500	**Capital Outlay (GENERAL)**		2,500	-	20,000	18,455	22,059	60	-	-
	Website	2,500								
700	**Transfers (GENERAL)**			-	-		-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 313,054**	**$ 158,277**	**$ 162,392**	**$ 162,663**	**$ 185,276**	**$ 151,435**	**$ 123,354**	**$ 122,344**

Police-42110

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 795,241	$ 784,377	$ 708,880	$ 730,294	$ 695,877	$ 639,208	$ 589,789	$ 582,557
	Wages & Salaries	794,741								
	Police Committee	400								
	Bldg & Grounds Committee (25%)	100								
101	**PT Officers Salaries & Wages**		40,000	35,000	32,109	58,523	34,398	28,257	40,432	34,592
102	**FT Employees OT**		30,000	31,000	31,000	21,484	29,113	34,088	19,807	26,890
102.1	**S&S Reimburseable OT**		(7,000)	(7,000)	(7,000)					
103	**Health Stipend (HRA)**		-	-	-		-	-	115	-
112	**Contracted Services**		-	-	-	345	-	-	1,995	-
113	**Uniform Pay**		12,861	12,780	11,780	11,992	13,114	12,201	11,373	11,536
	$1,029/Officer x 9	9,261								
	Firearm Maint Stipend	800								
	Admin Asst./Misc/Repair/Vest Replacement	2,800								
114	**Crime Prevention**		300	300	500	334	210	259	375	370
120	**Employer Contrib Ret General**		155,598	147,154	133,370	135,789	131,621	117,260	101,250	98,365
	PERA 16.95%									
	FICA/Medicare - 1.45%									
130	**Employer Paid Ins General**		179,043	159,537	140,871	120,960	108,886	110,674	92,192	89,085
151	**Worker's Comp Benefit**		33,900	31,977	38,485	31,760	32,635	41,078	37,955	26,892
200	**Office Supplies (GENERAL)**		4,000	4,000	4,000	3,250	3,074	4,811	3,930	6,620
207	**Computer Supplies**		100	100	250	79	-	-	-	757
	Misc Computer Supplies	100								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
208	**Training and Instruction**		12,500	16,500	18,500	14,110	16,626	9,967	7,817	7,073
	Ammunition	4,000								
	MN Chiefs Annual Conference	700								
	Jubiliee Days Meeting	350								
	Misc Training/Courses	7,450								
	Tuition Reimbursement									
240	**Small Tools and Minor Equip**		3,256	2,960	4,000	5,458	2,634	1,571	4,520	2,212
	Copy Machine Lease	1,656								
	Misc Small Tools/Equipment	800								
	Misc Investigator Equipment	800								
300	**Professional Srvs (GENERAL)**		45,537	42,493	41,701	44,480	61,527	42,523	41,817	2,478
	Prosecution ($3,534/month)	42,407								
	Safety Training	980								
	Admin Citation Payment	2,000								
	Random Testing ($30x5)	150								
305	**Technology**		12,859	12,646	8,300	13,708	9,599	15,451	7,913	4,171
	LETG Software Maintenance and Support	7,625								
	IT Solutions (10%)	2,894								
	Civic Systems Support (19.06%)	2,054								
	Anti-Spam Software	286								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
320	**Communications (GENERAL)**		6,360	6,344	5,496	5,522	5,886	5,804	3,414	3,455
	Radar Calibration	200								
	CenturyLink	1,716								
	5 Aircards	2,100								
	Verizon - Investigator Cell	624								
	Squad Cell Phone	840								
	BCA Connection	180								
	Dennison Tech Group	700								
321	**Cell Phone Reimbursement**			-	-	60	720	720	570	720
	Cell Phone x2 (Chief, Lt)									
335	**Auto Expense**		35,200	38,400	50,000	26,496	25,203	30,595	37,028	43,539
	Fuel/Washes	19,200								
	PW Labor	1,000								
	Repairs	15,000								
336	**PD Reserves**		2,000	2,000	2,420	2,681	1,924	756	1,396	1,307
	MN Police Reserve Membership	200								
	Uniforms	1,000								
	Fuel/Washes	300								
	Taser Refresher Annual Training	500								
351	**Legal Notices Publishing**		-	-	-	106	1,332	219	8	
361	**General Liability Insurance**		31,057	22,543	20,312	25,749	25,071	21,923	20,847	15,716
	LMCIT Property/Liability/Volunteer Insurance	31,057								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
380	**Utilities**		7,550	6,780	6,780	6,294	5,630	6,350	6,724	6,345
	Connexus	4,100								
	Centerpoint	1,650								
	City of Isanti - Water & Sewer	1,220								
	City of Isanti - Storm Water Utility	580								
401	**Maint & Repairs - Bldgs**	-	6,435	4,000	4,000	4,250	4,314	3,304	4,823	4,026
	Disposal Service $8.35/Mth	100								
	Janitorial Service $148.20/Mth	1,778								
	Window Washing $25 / 7months	175								
	Annual Sprinkler Inspection	150								
	Rug Service	431								
	Annual Carpet Cleaning	500								
	Misc Bldg Repairs/Maintenance	700								
	Exterior Painting	2,300								
	Water Heater Replacement (25/75 - PD/FD)	300								
404	**Repairs/Maint equipment**		1,500	-	1,500	1,520				
410	**Rentals**		-	-	-	-	-	-	-	-
433	**Dues and Subscriptions**		1,485	1,485	1,085	1,485	1,603	1,255	740	500
	Post License $90 every 3 years ('17-2,'18-5,'19-2)	180								
	Tri County Law Enforcement	75								
	MN Chiefs of Police Assoc	230								
	Range Dues/Special Response Team	1,000								
440	**Prisoner Expense**			-	-	-	-	-	-	223
442	**Forfeitures**			-	-	-	-	-	-	103
500	**Capital Outlay (GENERAL)**		53,700	4,000	42,000	44,068	36,000	-	-	-
	Squad Car Replacement / Equip / Graphics	44,700								
	LETG Licensing for Reserve Squad Computer	4,500								
	Standing Desks	2,000								
	Website	2,500								
721	**Contingency Fund**			-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 1,463,482**	**$ 1,359,376**	**$ 1,300,339**	**$ 1,310,798**	**$ 1,246,995**	**$ 1,128,273**	**$ 1,036,830**	**$ 969,531**

Code-42402

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 34,944	$ 7,446	$ 8,059	$ 6,857	$ 7,951	$ 6,605	$ 5,334	$ 7,978
	Community Development Director (10%)	7,951								
	Planner (50%)	26,993								
101	**PT Salaries & Wages**		$ -	$ 17,982	16,642	15,454	$ 14,305	$ 14,342	$ 11,996	$ 3,526
120	**Employer Contrib Ret General**		5,294	3,852	3,742	3,336	3,446	3,159	2,516	1,633
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	**Employer Paid Ins General**		4,087	980	861	677	851	803	806	-
151	**Worker's Comp Benefit**		264	209	163	217	180	223	380	225
200	**Office Supplies (GENERAL)**		200	300	300	33	72	7	60	336
	Toner, Etc.	200								
207	**Computer Supplies**		200	300	300	116	-	-	-	-
208	**Training and Instruction**		250	250	250	-	-	530	638	-
300	**Professional Srvs (GENERAL)**		2,750	4,000	4,000	593	1,704	1,428	1,283	2,720
	Attorney/Nuisance Abatement/Admin Hearings									
305	**Technology**		1,186	1,186	1,400	1,125	1,122	240	372	1,018
	Verizon WiFi	420								
	Civic System support permits (7.11%)	766								
320	**Communications**		1,092	450	450	-	-	-	-	-
	Cell Phone	1,092								
322	**Postage**		125	50	50	82	-	-	-	-
335	**Auto Expense**		800	800	800	4,216	772	466	1,768	757
	Fuel/Maintenance	800								
351	**Legal Notices Publishing**		250	270	270	76	-	120	12	245
361	**General Liability Insurance**		415	255	275	263	271	306	569	464
	Property/Liability/Volunteer Insurance	415								
494	**Property Management**		-	400	400	-	175	404	404	
500	**Capital Outlay (GENERAL)**		2,500	-	-	-	8,607			
	Website	2,500								
		-								
TOTAL BUDGET/EXPENDITURES			**$ 54,358**	**$ 38,730**	**$ 37,962**	**$ 33,045**	**$ 39,456**	**$ 28,634**	**$ 26,138**	**$ 18,903**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
112	**Contracted Services**		$ 2,300	$ 2,300	$ 2,500	$ 2,140	$ 2,140	$ 2,140	$ 1,386	$ 1,386
	Siren Maintenance	2,140								
	Miscellaneous	160								
220	**General Supplies**			-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 2,300**	**$ 2,300**	**$ 2,500**	**$ 2,140**	**$ 2,140**	**$ 2,140**	**$ 1,386**	**$ 1,386**

Genl Maint-43010

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 20,713	$ 17,999	$ 17,199	$ 20,483	$ 17,133	$ 16,303	$ 15,680	$ 15,151
	PS Director (4.1%) & 6 PW Staff (4.8%)	20,713								
102	**FT Employees OT**		500	500	500	2	194	85	282	929
103	**Health Stipend (HRA)**		-	-	-		-	-	-	-
120	**Employer Contrib Ret General**		3,229	2,817	2,695	2,995	2,607	2,382	2,316	2,303
	PERA 7.5%									
	FICA/Medicare - 7.65%	192								
130	**Employer Paid Ins General**		6,470	5,380	4,742	5,038	4,119	3,480	3,651	2,654
142	**Unemployment Comp Benefit**			-	-		-	-	-	-
151	**Worker's Comp Benefit**		1,755	720	90	465	731	-	(1,141)	362
208	**Training & Instruction**		200	200	100	15	249	81	30	
220	**General Supplies**		500	500	450	137	488	809	199	911
	Misc General Supplies	500								
222	**Gen I Operating Expense**		5,325	5,325	7,500	3,537	5,311	5,207	2,348	4,323
	Torch Gases	225								
	Rugs/Towels Cleaning	600								
	Parts/Oil/Supplies/Hardware	4,500								
240	**Small Tools and Minor Equip**		1,500	900	900	872	798	996	(48)	538
	Spill Containment for oil drums	600								
300	**Professional Srvs (GENERAL)**		-	-	-	-	-	77	220	-
303	**Engineering Fees**		-	-	-	-	-	-	31,189	504
305	**Technology**		58	66	100	53	175	249	9	58
	Civic Systems Support (0.54%)	58								
320	**Communications (GENERAL)**		12	424	24	8	8	13	22	21
	CenturyLink Long Distance	12								

351	**Legal Notices**					456	-	3		
361	**General Liability Insurance**		1,214	1,152	1,110	1,166	1,097	1,385	1,301	1,162
	Property/Liability/Volunteer Insurance	1,214								
380	**Utilities**		12,753	13,500	15,000	10,941	8,163	11,963	15,819	13,772
	Connexus	4,620								
	Centerpoint	7,500								
	City of Isanti - Water & Sewer	633								
400	**Ground Maintenance**		-	-	2,000	725	-	-	-	-
401	**Maint & Repairs - Bldgs**		2,916	3,100	2,000	3,128	4,041	2,948	3,145	2,084
	Disposal Service $118/Month	1,416								
	Misc Maint & Repairs - Bldgs	1,500								
404	**Repairs/Maint Machinery/Equip**		500	500	250	630	122	1,555	751	953
	Annual Lift Inspection	250								
410	**Rentals**		675	675	-	-	-	184	-	-
417	**Uniform Rentals**		264	252	252	245	229	245	320	218
	Cleaning ($15 per mth)	180								
	Allowance	84								
500	**Capital Outlay (GENERAL)**			-	-	-	-	50,391	-	-
501	**Replacement Fund**			-	-	-	-	-	-	-
530	**ImprovsOtherThanBldgs**			-	-	-	-	31,195	153,968	
700	**Transfers (GENERAL)**			-	-	-	-	-	-	-
701	**Equipment/Bldg Payments**			-	-	-	-	-	-	-
720	**Operating Transfers**			-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 58,584**	**$ 54,010**	**$ 54,912**	**$ 50,898**	**$ 45,465**	**$ 129,553**	**$ 230,060**	**$ 45,943**

Streets-43100

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 125,317	$ 120,945	$ 113,332	$ 125,246	$ 109,745	$ 108,477	$ 93,786	$ 94,802
	PS Director (21.2%) & 6 PW Staff (24.6%)	125,217								
	Public Works Committee (25%)	100								
101	**PT Salaries & Wages**		4,096	3,621	1,207	16	-	-	-	-
102	**FT Employees OT**		6,000	9,000	9,000	3,778	8,022	1,979	13,260	6,243
103	**Health Stipend (HRA)**		-	-	-	-	-	-	-	-
105	**Labor Credit - Work for Others**		(1,750)	(1,500)	(1,500)	(3,250)	(848)	(1,493)	(2,350)	(1,153)
112	**Contracted Services**		-	-	-	-	-	-	-	427
120	**Employer Contrib Ret General**		19,970	20,185	18,826	18,797	17,921	15,879	15,564	14,269
	PERA 7.5%									
	FICA/Medicare - 7.65%	2,990								
130	**Employer Paid Ins General**		38,830	30,754	27,182	27,930	21,796	18,563	19,250	16,350
142	**Unemployment Comp Benefit**			-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		11,319	18,208	19,169	19,327	20,365	24,198	20,508	12,788
208	**Training and Instruction**		800	800	500	82	887	1,183	30	165
212	**Motor Fuels**		20,000	15,000	25,000	10,622	10,983	11,050	26,737	24,580
220	**General Supplies**		12,000	12,000	14,000	8,879	3,136	12,848	12,224	13,843
226	**Signs**		500	3,000	9,500	9,617	9,190	4,907	-	-
229	**Gravel**		7,800	7,800	3,900	3,860	4,067	3,505	32	1,591
230	**Salt/Sand**		43,000	40,000	40,000	27,228	35,431	31,447	25,899	40,066

231	**Street Maintenance**		10,052	10,500	12,500	6,821	9,418	7,453	9,208	5,677
	Special Assessments	852								
	Misc Patching/Street repair	6,700								
	Sidewalk repair	2,500								
240	**Small Tools and Minor Equip**		1,900	2,650	1,000	711	883	711	1,340	716
	Fridge/Microwave Shop (PRC/Sts/W/S/Stm)	400								
	Pallet Jacks	500								
300	**Professional Srvs (GENERAL)**		1,500	1,500	1,500	1,281	1,429	2,249	1,483	1,100
	Safety Training	980								
	CDL Drug Testing	520								
303	**Engineering Fees**		30,000	30,000	10,000	47,654	29,365	23,196	47,301	25,325
305	**Technology**		352	458	1,000	403	918	476	133	471
	Civic Systems (3.27%)	352								
320	**Communications (GENERAL)**		2,783	3,180	1,752	2,673	3,058	2,381	1,828	1,611
	PW Cell Phones (1/3) On-Call Phone	1,774								
	Verizon HotSpot	643								
	PW Building Land Line	367								
351	**Legal Notices Publishing**		-	-	-	120	10	17	52	
361	**General Liability Insurance**		6,863	6,441	6,626	6,561	6,547	8,432	6,747	6,798
	Property/Liability/Volunteer Insurance	6,863								
380	**Utilities**		-	200	275	1,092	-	-	372	-

400	**Grounds Maintenance**		1,000	1,000	1,000	940	-	-	-	-
401	**Maint & Repairs - Bldgs**		1,630	2,700	1,500	907	531	1,772	1,488	976
	Disposal Service $45/Month	540								
	Misc Repairs	760								
	Shop Roof Repair (20% Streets, Parks, Water, Sewer, Storm)	330								
404	**Repairs/Maint Machinery/Equip**		24,000	27,000	24,000	12,730	40,484	17,210	24,642	24,746
410	**Rentals**		300	350	1,000	221	336	83	-	42
417	**Uniform Rentals**		1,559	1,530	1,529	1,483	1,438	1,500	1,409	1,166
	Cleaning ($80 per mth)	989								
	Allowance	570								
433	**Dues and Subscriptions**		200	175	150	100	65	75	75	75
	TCALMC (25%)	75								
	APWA (25%)	125								
494	**Property Management**		-	1,500	1,500	-	-	1,460	1,322	705
500	**Capital Outlay (GENERAL)**		25,450	21,730	21,834	19,335	11,110	463	42,807	490
	Bobcat Buyback Program	4,400								
	4-ton Hotpatch Trailer (Split x 4, Str, W, Sw, Stm)	7,500								
	Bulk Fuel Tank and Pump (Split x 5, Str, PRC, W, Sw, Stm)	1,200								
	Pro-Tech Sno Pusher	5,000								
	Air Compressor (Split x 5, Str, PRC, W, Sw, Stm)	900								
	Vibrating Asphalt Roller (Split x 4, Str, W, Sw, Stm)	3,950								
	Website	2,500								
511	**Land Acquisition**			-	-		-	-	-	
531	**Improvement-Land**			-	-		-	-	8,307	
	TOTAL BUDGET/EXPENDITURES		**$ 395,471**	**$ 390,727**	**$ 367,282**	**$ 355,163**	**$ 346,287**	**$ 300,022**	**$ 373,452**	**$ 293,871**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
303	**Engineering Fees**		$ -	$ -	$ -	$ -	$ -	$ 59	$ -	$ -
361	**General Liability Insurance**		-	-	-	-	-	1	8	189
	Property/Liability/Volunteer Insurance	-								
380	**Utilities**		60,000	60,000	63,125	49,299	59,132	63,753	58,810	59,684
	Street Lighting	60,000								
500	**Capital Outlay (GENERAL)**		-	20,000	20,000	11,258	12,634	22,517	-	-
	Street Lighting Infill	-								
TOTAL BUDGET/EXPENDITURES			**$ 60,000**	**$ 80,000**	**$ 83,125**	**$ 60,557**	**$ 71,766**	**$ 86,329**	**$ 58,818**	**$ 59,873**

Sanitation-43210

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	Wages & Salaries		$ 4,800	$ 4,181	$ 3,994	$ 10,165	$ 9,392	$ 3,753	$ 3,600	$ 3,466
	PS Director (1.0%) & 6 PW Staff (1.1%)	4,800								
101	PT Salaries & Wages (seasonal)		6,730	6671	6,671	199	-	-	-	-
102	FT Employees OT		250	250	250	426	250	219	46	168
103	Health Stipend (HRA)		-	-	-	-	-	-	-	-
112	Contracted Services		-	-	-	-	-	-	-	-
120	Employer Contrib Ret General		1,280	1,185	1,156	1,190	1,050	578	528	521
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	Employer Paid Ins General		1,498	1,246	1,098	1,180	954	798	832	607
142	Unemployment Comp Benefit		-	-	-	-	-	-	-	-
151	Worker's Comp Benefit		331	165	21	-	-	-	-	-
208	Training & Instruction		-	50	-	-	-	12	-	-
212	Motor Fuels		900	900	1,500	721	675	679	1,519	1,404
220	General Supplies		-	-	-	45	0	1	-	3
300	Professional Srvs (GENERAL)		300	150	300	424	55	133	140	223
	Clean-Up Day	300								
303	Engineering Fees		-	-	-	-	63	180	-	21
305	Technology		-	-	-	-	39	17	2	13
351	Legal Notices		-	-	-	-	-	1	-	-
361	General Liability Insurance		63	62	142	71	141	30	29	28
	Property/Liability/Volunteer Insurance	63								
400	Ground Maintenance		3,500	3,500	3,500	2,061	20,351	7	-	-
	Compost screening	3,500								
417	Uniform Rentals		18	17	17	16	14	19	19	14
	Allowance	18								
TOTAL BUDGET/EXPENDITURES			**$ 19,670**	**$ 18,377**	**$ 18,649**	**$ 16,498**	**$ 32,983**	**$ 6,426**	**$ 6,714**	**$ 6,468**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
300	Professional Srvs (GENERAL)						-	-	23,639	
380	Utilities		2,540							
390	Public Safety Expense		231,249	233,593	233,593	209,043	203,125	180,256	163,983	151,688
401	Maint & Repairs - Bldgs						-	-	75	
TOTAL BUDGET/EXPENDITURES			$ 233,789	$ 233,593	$ 233,593	$ 209,043	$ 203,125	$ 180,256	$ 187,697	$ 151,688

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 112,947	$ 127,314	$ 129,662	$ 105,590	$ 113,687	$ 116,845	$ 104,324	$ 93,219
	PSD (18.6%) & 6 PW Staff (21.5%)	92,987								
	Utility Billing Clerk (45%)	19,860								
	Public Works Committee (25%)	100								
102	**FT Employees OT**		11,000	10,000	10,000	13,112	10,814	10,764	11,321	9,910
103	**Health Stipend (HRA)**		-	-	-		-	-	97	20
108	**Wages & Salaries Admin**		44,921	35,926	34,448	21,877	29,430	29,362	33,975	27,733
	Receptionist/Data Entry/Utility Clerk (25%)	11,694								
	Administrator, Finance Director, Asst Finance Director, City Clerk, Admin Data Clerk (6.8%)	24,880								
	Asst. City Administrator / Special Projects (6.8%)	8,346								
112	**Contracted Services**		18,400	15,250	15,250	17,097	2,017	2,096	6,868	16,071
	Annual Svc Agreement (Generator)	2,000								
	Watermain Breaks	7,000								
	Misc Leak/Curb Stop Repairs	6,000								
	Annual Backflow Device Testing	3,150								
	Code Updates	250								
120	**Employer Contrib Ret General**		18,974	21,000	21,211	20,844	19,336	18,514	17,397	14,577
	PERA 7.5%									
	FICA/Medicare - 7.65%	2,665								
128	**Employer Contrib Ret Admin**		6,805	5,462	5,238	-	4,270	4,350	4,247	4,004
	PERA 7.5%									
	FICA/Medicare - 7.65%									
129	**Pension Expense (GASB 68)**		-	1,200	1,200	6,787	4,069	1,173		
130	**Employer Paid Ins General**		32,190	37,683	34,803	26,257	31,555	28,546	26,720	20,578
138	**Employer Paid Ins Admin**		12,807	9,825	8,341	3,381	6,781	6,188	11,895	8,234
142	**Unemployment Comp Benefit**		-	-	-	5	17	-	-	-
151	**Worker's Comp Benefit**		8,313	5,141	5,212	5,427	5,282	6,922	6,593	6,037
208	**Training and Instruction**		3,182	2,800	2,500	2,216	2,751	3,227	1,948	649
	Registration/Lodging/Meals Expense	2,514								
	Mileage Allowance - $350/mth - Wood 6.8%	286								
	Civic System Symposium - Util Clrk	383								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
211	**S/W Billing Supplies**		1,743	1,788	1,788	1,300	1,210	1,596	3,520	1,495
	Post Card Paper	808								
	Printer Toner	225								
	Window Envelopes	260								
	Misc Supplies	450								
212	**Motor Fuels**		3,360	3,110	4,110	1,993	1,693	1,731	3,881	3,554
	20% from Financial Administration	110								
	Maintenance / Fuel	3,250								
220	**General Supplies**		9,250	9,000	9,000	10,142	10,123	7,474	8,923	7,198
221	**Chemicals**		32,000	32,000	32,000	32,370	30,969	13,988	30,128	27,217
	Water Treatment Chemicals	32,000								
232	**Water Meters**		20,000	15,000	25,318	36,767	23,168	13,486	16,339	1,694
240	**Small Tools and Minor Equip**		1,400	2,000	1,000	752	1,548	(19)	775	1,120
	Fridge/Microwave Shop (PRC/Sts/W/S/Stm)	400								
300	**Professional Srvs (GENERAL)**		3,555	4,200	5,243	3,506	1,431	1,749	1,148	1,993
	City Attorney	1,500								
	Safety Training	980								
	CDL Drug Testing	500								
	Northland Securities Cont Disc Report	575								
301	**Auditing and Acctg Services**		2,937	2,885	3,230	7,958	15,567	3,279	2,083	2,446
	10% from Financial Administration	2,937								
303	**Engineering Fees**		24,000	24,000	24,000	12,959	6,164	28,117	11,636	31,650

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
305	**Technology**		4,531	4,361	3,960	4,061	3,434	2,317	2,586	2,122
	Civic System support (12.38%)	1,334								
	IT Solutions (10%)	2,894								
	PSN Annual Sec Compliance & Monthly eBill (35%)	210								
	Anit-Spam Software	36								
	Microsoft Office for PW tablet	58								
320	**Communications (GENERAL)**		3,672	4,296	3,360	3,668	3,997	3,189	3,003	2,502
	PW Cell Phones (1/3)	1,740								
	PW wifi hotspot	624								
	Century Link Services	1,308								
322	**Postage**		3,532	4,501	4,411	3,418	2,396	3,991	1,947	1,184
	PO Box Fee (45%)	54								
	Monthly Statement Mailing (45%)	2,250								
	Pre-Stamped Window Envelopes (45%)	1,103								
	Annual Mailing Fee (45%)	75								
	Water Samples	50								
351	**Legal Notices Publishing**		200	200	200	130	548	167	252	169
361	**General Liability Insurance**		18,073	16,953	16,507	17,138	16,311	18,625	18,033	16,944
	Property/Liability/Volunteer Insurance	18,073								
380	**Utilities**		60,520	46,030	48,313	57,900	41,042	43,344	47,428	44,203
	Connexus	51,373								
	Centerpoint	6,408								
	City of Isanti - Water & Sewer	1,795								
	City of Isanti - Storm Water Utility	945								
400	**Ground Maintenance**		1,000	8,000	12,500	473	977	7,766	13,936	6,828
401	**Maint & Repairs - Bldgs**		5,530	4,850	6,050	6,491	2,976	2,378	4,372	2,491
	Dehumidifiers	1,200								
	Shop Roof Repair (20% Streets, Parks, Water, Sewer, Storm)	330								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
404	**Repairs/Maint Machinery/Equip**		10,000	10,000	10,000	16,923	5,744	12,556	9,830	6,900
405	**Depreciation (GENERAL)**		380,000	370,500	370,500	379,418	378,946	370,245	358,817	357,343
415	**Other Equipment Rentals**		-	-	500	-	-	-	-	-
417	**Uniform Rentals**		1,174	1,294	1,294	1,140	1,089	1,323	1,172	1,135
	Cleaning ($65 per mth)	780								
	Allowance	394								
433	**Dues and Subscriptions**		3,470	3,745	3,720	4,261	3,667	3,175	3,218	1,307
	Gopher State One-Call Locates	1,240								
	American Water Works Assocation (AWWA)	180								
	WTF Hazardous Chemical	25								
	Well Monitoring Permits	-								
	Annual Water Use Report	1,700								
	MN Rurual Water Assn (50%)	125								
	TCALMC (25%)	75								
	APWA (25%)	125								
437	**Other Miscellaneous**		450	350	325	389	446	322	292	266
	Railroad Mgmt Pipeline	450								
438	**Bank Charges**		-			20	5	35	5	
492	**Testing-Waste/Water**		2,000	2,500	1,500	1,649	1,776	1,009	431	655
494	**Property Management**		-	800	800	-	-	823	745	397
500	**Capital Outlay (GENERAL)**		55,716	19,230	47,826	56,592	2,992	60	-	-
	Computer Replacement	2,380								
	Document Imaging	1,000								
	Website	2,500								
	Standing Desks	586								
	4-ton Hotpatch Trailer (Split x 4, Str, W, Sw, Stm)	7,500								
	Bulk Fuel Tank and Pump (Split x 5, Str, PRC, W, Sw, Stm)	1,200								
	Air Compressor (Split x 5, Str, PRC, W, Sw, Stm)	900								
	Vibrating Asphalt Roller (Split x 4, Str, W, Sw, Stm)	3,950								
	WTP PVC Replacement	8,200								
	SCADA Hardware & Software	27,500								
530	**Improvements Other Than Bldg**			-	-		-	-	-	-
535	**2011 Water Impr Projects**			-	-		-	-	-	-
536	**2011 Water Meters**			-	-		-	-	-	-

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
	BOND PAYMENTS									
	2005A GO Improv Bonds (2013A)									
22510	**Principal (45%)**			-	-		-	261,000	258,750	(205,023)
611	**Interest (45%)**			-	-		-	1,436	2,600	17,026
	2007 MFPA									
22530	**Principal**		53,000	52,000	51,000	51,000	49,000	48,000	47,000	46,000
611	**Interest**		12,308	13,676	15,017	15,017	16,306	17,568	18,805	20,014
	2009 MFPA									
22530	**Principal**		257,000	249,000	242,000	242,000	235,000	228,000	221,000	215,000
611	**Interest**		89,741	97,315	104,677	104,677	111,826	118,761	125,484	132,025
	2008B GO Water Rev Bonds (2013A)									
22530	**Principal**		35,000	30,000	35,000	35,000	425,000	25,000	20,000	20,000
611	**Interest**		7,340	7,640	7,990	7,990	20,700	29,753	22,613	23,263
	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**		4,920	5,520	6,120	6,120	6,620	7,120	7,520	7,920
	2011 MPFA									
22530	**Principal**		33,000	32,000	32,000	32,000	32,000	31,000	31,000	30,125
611	**Interest**		7,205	7,696	8,186	8,186	8,677	9,152	9,627	9,867
	2013A GO Refunding									
22530	**Principal**						-			
611	**Interest**						7,990			
611	**Interest Accrual Adjustment**		-	-	-		(4,742)	(3,140)	4,977	(4,008)
620	**Fiscal Agent Fees**		684	190	190	683	684	189	190	163
621	**Bond Discount**		-	-	-		-	-	-	27,382
630	**Amortization of Bond Discount**		-	-	-		-	-	-	
700	**Operating Transfers**		4,333	4,333	4,333	4,333	4,333	4,377	4,398	
	GO Improv Bond 2011 A - Fund 930	4,333								
	TOTAL BUDGET/EXPENDITURES		**$ 1,442,184**	**$ 1,382,564**	**$ 1,431,833**	**$ 1,411,019**	**$ 1,721,623**	**$ 1,568,926**	**$ 1,563,849**	**$ 1,083,599**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
	REVENUES									
	Water Sales		$ 998,957	$ 1,045,835	$ 906,923	$ 883,909	$ 980,455	$ 916,942	$ 906,923	$ 918,563
	Water Connection Fees (WAC)		130,656	36,770	55,155	360,115	299,161	165,093	145,853	(7,314)
	Miscellaneous		12,500	30,000	-	10,887	16,108	9,762	14,462	11,646
	Contributions			-	-		-	-	-	-
	Special Assessments			-	-	365	-	(1,619)	864	1,119
	Interest Income		21,000	16,800	24,864	18,195	23,088	22,987	47,238	(3,613)
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	-
13100	**Hotel Project**		28,330							
TOTAL REVENUES			**$ 1,193,032**	**$ 1,130,995**	**$ 988,532**	**$ 1,275,061**	**$ 1,320,401**	**$ 1,129,106**	**$ 1,146,151**	**$ 921,991**
PROFIT(LOSS)			**$ 174,644**	**$ 149,071**	**$ (17,065)**	**$ 299,044**	**$ 361,181**	**$ 157,298**	**$ 149,241**	**$ (37,096)**
CASH FLOW			**$ 130,848**	**$ 118,931**	**$ (72,801)**	**$ 243,460**	**$ (22,275)**	**$ (69,575)**	**$ (58,881)**	**$ 195,734**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 149,217	$ 158,835	$ 159,782	$ 140,649	$ 144,651	$ 145,336	$ 130,764	$ 119,814
	PSD (25.8%) & 6 PW Staff (29.9%)	129,257								
	Utility Billing Clerk (45%)	19,860								
	Public Works Committee (25%)	100								
102	**FT Employees OT**		11,000	10,000	10,000	13,336	11,130	9,901	9,881	9,612
103	**Health Stipend (HRA)**		-	-	-		-	-	117	22
108	**Wages & Salaries Admin**		55,670	43,876	42,072	28,653	36,652	35,637	41,605	33,738
	Receptionist/Utility Clerk (25%)	11,694								
	Administrator, Finance Director, Asst Finance Director, City Clerk, Admin Data Clerk (9%)	30,773								
	Administrative Data Clerk (9%)	2,157								
	Asst. City Administrator / Special Projects (9%)	11,047								
112	**Contracted Services**		5,950	5,750	4,750	5,297	3,600	9,088	8,141	16,997
	Annual Svc Agreement (Generator)	3,200								
	Code Updates	250								
	WWTP Meter Calibrations	1,000								
	Sewer Repair Services	1,500								
120	**Employer Contrib Ret General**		24,495	25,801	25,798	27,147	24,032	22,538	21,170	18,330
	PERA 7.5%									
	FICA/Medicare - 7.65%	3,002								
128	**Employer Contrib Ret Admin**		8,434	6,647	6,399	-	5,195	5,283	5,171	4,871
	PERA 7.5%									
	FICA/Medicare - 7.65%	-								
129	**Pension Expense (GASB 68)**		-	1,500	1,500	15,789	7,933	1,481		
130	**Employer Paid Ins General**		43,518	47,103	43,106	35,054	38,788	34,633	33,173	25,257
138	**Employer Paid Ins Admin**		14,922	11,233	9,480	4,400	7,548	6,758	12,770	9,207
142	**Unemployment Comp Benefit**		-	-	-	6	23	-	-	-
151	**Worker's Comp Benefit**		9,776	6963	7,190	7,509	7,711	9,965	9,115	8,238

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
208	**Training and Instruction**		4,183	3,800	3,500	2,409	3,979	2,654	2,069	3,927
	Registration/Lodging/Meals Expense	3,422								
	Mileage Allowance - $350/mth - Wood 9%	378								
	Civic System Symposium - Util Clrk	383								
211	**S/W Billing Services**		1,743	1,788	1,788	1,300	1,210	1,596	3,520	1,578
	Post Card Paper	808								
	Printer Toner	225								
	Window Envelopes	260								
	Misc Supplies	450								
212	**Motor Fuels**		3,360	3,110	4,110	1,772	1,688	1,561	3,493	3,339
	20% from Financial Administration	110								
	Maintenance / Fuel	3,250								
220	**General Supplies**		7,500	7,500	10,000	5,550	5,934	6,863	5,400	7,465
221	**Chemicals**		100,000	100,000	92,300	62,616	88,589	77,717	24,776	119,839
240	**Small Tools and Minor Equip**		1,400	2,000	1,000	856	870	607	704	899
	Fridge/Microwave Shop (PRC/Sts/W/S/Stm)	400								
260	**Hauling**		-	-	-		-	-	-	-
300	**Professional Srvs (GENERAL)**		2,196	2,243	3,243	2,075	1,018	1,764	1,032	1,310
	Safety Training	980								
	Northland Securities Cont Disc Report	716								
	City Attorney	500								
301	**Auditing and Acctg Services**		2,937	2,885	3,230	7,958	14,072	3,279	2,083	2,446
	10% from Financial Administration	2,937								
303	**Engineering Fees**		3,500	4,000	4,000	964	2,819	2,262	10,185	1,186

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
305	**Technology**		4,590	4,427	2,842	3,704	3,004	2,180	2,290	2,261
	Civic Systems support (12.92%)	1,392								
	IT Solutions (10%)	2,894								
	PSN Annual Sec Compliance & Monthly eBill (35%)	210								
	Anit-Spam Software	36								
	Microsoft Office for PW tablet	58								
320	**Communications (GENERAL)**		3,288	3,360	3,240	3,075	3,066	3,024	3,626	3,097
	PW Cell Phones (1/3)	1,740								
	PW wifi hotspot	624								
	Century Link Services	924								
322	**Postage**		3,532	4,501	4,501	3,273	2,396	3,991	1,947	1,159
	PO Box Fee (45%)	54								
	Monthly Statement Mailing (45%)	2,250								
	Pre-Stamped Window Envelopes (45%)	1,103								
	Annual Mailing Fee (45%)	75								
	Miscellaneous Postage	50								
351	**Legal Notices Publishing**		150	200	100	19	290	62	304	27
361	**General Liability Insurance**		17,751	17,262	17,405	17,506	17,197	19,321	18,975	21,086
	Property/Liability/Volunteer Insurance	17,751								
380	**Utilities**		100,014	86,025	92,210	78,524	76,691	83,875	87,041	89,519
	Connexus	78,411								
	Centerpoint	7,665								
	Lakes Gas	1,593								
	City of Isanti - Water & Sewer	11,300								
	City of Isanti - Storm Water Utility	1,045								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
400	**Ground Maintenance**		1,000	1,000	1,500	1,198	-	214	1,104	-
401	**Maint & Repairs - Bldgs**		10,930	11,700	10,200	1,080	1,181	3,159	3,536	52,843
	Dehumidifiers	600								
	Shop Roof Repair (20% Streets, Parks, Water, Sewer, Storm)	330								
404	**Repairs/Maint Machinery/Equip**		20,000	20,000	20,000	20,401	17,972	18,149	20,445	8,214
405	**Depreciation (GENERAL)**		477,000	461,000	461,000	477,075	477,425	460,958	449,077	457,792
410	**Rentals**		-	-	-	-	-	35	5,132	-
415	**Other Equipment Rentals**		-	-	-	-	-	-	-	-
417	**Uniform Rentals**		1,560	1,560	1,399	1,465	1,481	1,698	1,548	1,466
	Cleaning ($80 per month)	960								
	Allowance	600								
433	**Dues and Subscriptions**		1,875	1,850	1,825	1,784	2,977	1,675	1,643	1,550
	WWTF Hazardous Chemical	25								
	WWTP Annual Permit Fee	1,500								
	MN Rurual Water Assn (50%)	125								
	MWOA	25								
	TCALMC (25%)	75								
	APWA (25%)	125								
437	**Other Miscellaneous**		-	-	-	4	-	46	-	-
438	**Bank Charges**		-	-	-		-	-	-	-
492	**Testing-Waste/Water**		8,000	8,000	10,000	7,139	4,862	5,535	7,935	5,354
494	**Property Management**		-	800	800	-	-	857	776	414
500	**Capital Outlay (GENERAL)**		46,360	131,744	43,526	8,050	2,992	60	-	-
	Computer Replacement	1,180								
	Document Imaging	1,000								
	Website	2,500								
	Standing Desks	630								
	4-ton Hotpatch Trailer (Split x 4, Str, W, Sw, Stm)	7,500								
	Bulk Fuel Tank and Pump (Split x 5, Str, PRC, W, Sw, Stm)	1,200								
	Air Compressor (Split x 5, Str, PRC, W, Sw, Stm)	900								
	Vibrating Asphalt Roller (Split x 4, Str, W, Sw, Stm)	3,950								
	SCADA Hardware & Software	27,500								
530	**Improvements Other Than Bldg**		-	-	-		-	(1)	-	-

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
	BOND PAYMENTS									
	1997 MFPA									
22530	**Principal**		-	-	261,862	261,862	255,661	249,068	242,644	236,386
611	**Interest**		-	-	5,173	5,173	11,941	18,534	24,958	31,216
	2005A GO Improv Bonds (2013A)									
22510	**Principal (55%)**		-	-	-	-	-	319,000	316,250	304,698
611	**Interest (55%)**		-	-	-	-	-	1,755	3,178	12,671
	2009A GO Crossover Refund Bonds									
22530	**Principal**		55,000	55,000	55,000	55,000	50,000	50,000	50,000	50,000
611	**Interest**		1,925	3,850	5,555	5,555	7,005	8,355	9,605	10,730
	2010A GO Utility Rev Bonds									
22530	**Principal**		35,000	35,000	35,000	35,000	30,000	30,000	30,000	30,000
611	**Interest**		7,895	8,945	9,995	9,995	10,745	11,495	12,095	12,695
	2014B GO Bonds									
22530	**Principal**		100,000	100,000	95,000	95,000	90,000	-	-	-
611	**Interest**		13,493	14,568	15,375	15,375	15,933	13,465	-	-
	2016A GO Bonds									
22530	**Principal**		70,000	65,000	-	-	-	-	-	-
611	**Interest**		49,200	50,500	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
611	**Interest Accrual Adjustment**			-	-	5,274	1,747	(1,159)	(2,400)	(4,657)
620	**Fiscal Agent Fees (2009A/2010A)**		505	575	575	501	-	504	19,621	510
621	**Bond Discount**		-	-	-	-	71,498	-	9,391	21,448
630	**Amortization of Bond Discount**		-	-	-	(6,018)	(3,009)	-	-	-
700	**Operating Transfers**		39,190	34,668	34,668	34,668	34,668	35,013	35,185	-
	GO Improv Bond 2011 A - Fund 930	39,190								
	TOTAL BUDGET/EXPENDITURES		**1,518,058**	**1,740,461**	**1,846,391**	**1,729,416**	**1,788,135**	**1,907,148**	**1,854,967**	**1,912,444**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
	REVENUES									
	Sewer Sales		$ 1,221,000	$ 1,379,000	$ 1,379,000	$ 1,100,705	$ 1,398,803	$ 1,375,982	$ 1,341,517	$ 1,321,607
	Sewer Connection Fees (SAC)		164,028	64,590	64,590	430,248	361,336	193,703	166,673	(8,570)
	Miscellaneous		4,000	8,000	-	1,621	8,209	2,703	6,623	6,155
	Special Assessments		-	-	-	(53)	-	(1,520)	1,659	2,179
	Contributions		-	-	-		-	-	-	-
	Interest Income		40,000	30,000	16,029	37,538	37,140	27,370	28,086	(2,849)
	Loan Forgiveness		-	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
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		10,487	9,525	9,542	9,542	9,241	8,951	8,669	8,396
13300	2013 RR Ave & Walk Improv end 2015			-	-		-	14,352	29,221	-
36210	3rd Ave Improv - Interest 2010-2019		341	650	960	960	1,261	1,552	1,833	2,106
13100	Hotel Project		56,670							
	TOTAL REVENUES		**$ 1,498,115**	**$ 1,667,248**	**$ 1,645,604**	**$ 1,756,044**	**$ 1,991,473**	**$ 1,847,826**	**$ 1,809,019**	**$ 1,553,761**
	PROFIT(LOSS)		**$ 147,670**	**$ 411,309**	**$ 452,363**	**$ 644,302**	**$ 705,053**	**$ 688,553**	**$ 678,104**	**$ 377,054**
	CASH FLOW		**$ 457,057**	**$ 387,787**	**$ 260,213**	**$ 497,686**	**$ 677,754**	**$ 401,635**	**$ 403,129**	**$ 99,110**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 49,650	$ 44,701	$ 36,193	$ 35,184	$ 33,787	$ 36,981	$ 32,912	$ -
	PSD (4.3%) & 6 PW Staff (5%)	21,602								
	MS4 Tech	18,500								
	Main Tech I (25.0%)	9,448								
	Public Works Committee (25%)	100								
102	**FT Employees OT**		350	350	350	68	71	115	288	-
103	**Health Stipend (HRA)**		-	-	-		-	-	-	-
108	**Wages & Salaries Admin**		4,413	-	-		-	-	-	-
	Utility Billing Clerk (10%)	4,413								
112	**Contracted Services**		250	250	250	149	181	-	552	-
	Code Updates	250								
120	**Employer Contrib Ret General**		7,690	6940	5,612	5,015	4,887	5,378	4,263	-
	PERA 7.5%									
	FICA/Medicare - 7.65%	1,603								
128	**Employer Contrib Ret Admin**		669	-	-	-	-	-	-	-
	PERA 7.5%									
	FICA/Medicare - 7.65%									

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
129	**Pension Expense (GASB 68)**		-	5,000	5,000	216	(3,225)	5,409	-	-
130	**Employer Paid Ins General**		9,559	7,810	7,228	6,537	5,499	4,743	4,054	-
138	**Employer Paid Ins Admin**		700	-	-	-	-	-	1,138	-
151	**Worker's Comp Benefit**		3,829	1,199	891	42	38	44	30	-
208	**Training and Instruction**		1,085	1,000	500	60	958	1,043		
	Civic System Symposium - Util Clrk	85								
211	**S/W Billing Supplies**		387	397	397	289	269	355	787	-
	Post Card Paper	179								
	Printer Toner	50								
	Window Envelopes	58								
	Misc Supplies	100								
212	**Motor Fuels**		1,444	1,250	1,250	901	843	849	-	-
	Maintenance / Fuel	1,444								
220	**General Supplies**		400	500	1,000	125	220	230	406	-
230	**Salt/Sand/Sweepings**		5,500	5,500	3,500	2,053	10,398	3,754	3,128	-
231	**Street Maintenance**		-			112	312			
240	**Small Tools and Minor Equip**		1,150	1,750	1,000	488	737	459	-	-
	Fridge/Microwave Shop (PRC/Sts/W/S/Stm)	400								
300	**Professional Srvs (GENERAL)**		12,250	39,460	500	1,919	176	119	-	-
	City Attorney	250								
	Bolton & Menk - MS4 Application Assistance	6,000								
	Bolton & Menk - MS4 Misc. Assistance	6,000								
301	**Auditing and Acctg Services**		2,937	2,885	3,230	7,958	11,379	3,279	2,083	-
	10% from Financial Administration	2,937								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
303	**Engineering Fees**		35,000	40,000	40,000	17,724	36,842	21,717	4,143	-
305	**Technology**		420	379	1,111	420	606	538	4,774	-
	Civic System support (2.47%)	266								
	PSN Annual Sec Compliance & Monthly eBill (10%)	60								
	Anit-Spam Software	36								
	Microsoft Office for PW tablet	58								
322	**Postage**		774	989	989	786	533	887	445	-
	PO Box Fee (10%)	12								
	Monthly Statement Mailing (10%)	500								
	Pre-Stamped Window Envelopes (10%)	245								
	Annual Mailing Fee (10%)	17								
351	**Legal Notices Publishing**		200	250	500	-	48	283	41	-
361	**General Liability Insurance**		842	1,119	948	1,146	936	711	194	-
	Property/Liability/Volunteer Insurance	842								
380	**Utilities**		4,159	3,800	3,105	3,653	3,587	3,746	3,008	-
	City of Isanti - Storm Water Utility	4,159								
400	**Ground Maintenance**		15,000	15,000	40,000	3,999	7,740	-	145	-
	Rain Garden Incentive Program	5,000								
	Misc storm pond maintenance	10,000								
404	**Repairs/Maint Machinery/Equip**		5,330	6,200	8,000	5,822	2,650	2,902	5,265	-
	Shop Roof Repair (20% Streets, Parks, Water, Sewer, Storm)	330								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
405	**Depreciation**		40,500	20,500	20,500	40,416	36,991	20,409	5,872	-
410	**Rentals**		1,000	1,000	250	-	587	-	-	-
417	**Uniform Rentals**		250	250	350	194	203	217	170	-
	G&K Services ($6.77 per month)	84								
	Allowance	166								
433	**Dues & Subscriptions**		1,040	1,015	915	30	-	400		
	MS4 Stormwater Permit	400								
	MCSC Membership	515								
	APWA (25%)	125								
437	**Other Miscellaneous**		-	-	-	(583)	-	188		
500	**Capital Outlay (GENERAL)**		143,230	148,980	15,293	15,090	2,992	59	-	-
	Computer Replacement	1,180								
	Document Imaging	1,000								
	Website	2,500								
	4-ton Hotpatch Trailer (Split x 4, Str, W, Sw, Stm)	7,500								
	Bulk Fuel Tank and Pump (Split x 5, Str, PRC, W, Sw, Stm)	1,200								
	Air Compressor (Split x 5, Str, PRC, W, Sw, Stm)	900								
	Vibrating Asphalt Roller (Split x 4, Str, W, Sw, Stm)	3,950								
	Storm Pond Maintenance Plan	125,000								
700	**Operating Transfers**			-	-		-	94,367	-	-
TOTAL BUDGET/EXPENDITURES			**$ 350,009**	**$ 358,474**	**$ 198,863**	**$ 149,812**	**$ 160,244**	**$ 209,182**	**$ 73,699**	**$ -**
REVENUES										
	Storm Water Sales		$ 297,452	$ 262,540	$ 262,540	$ 272,806	$ 266,632	$ 262,741	$ 240,275	$ -
	Other Sales		$ -	$ -	$ -	$ 105	90,731.01	18,173.55	5,070.43	-
	Interest Income		1,000	250	250	888	(804)	(417)	(266)	-
TOTAL REVENUES			**$ 298,452**	**$ 262,790**	**$ 262,790**	**$ 273,799**	**$ 356,559**	**$ 280,498**	**$ 245,080**	**$ -**
PROFIT(LOSS)			**$ 91,673**	**$ 53,296**	**$ 63,927**	**$ 123,987**	**$ 196,315**	**$ 71,315**	**$ 171,381**	**$ -**
CASH FLOW			**$ (11,057)**	**$ (75,184)**	**$ 84,427**	**$ 164,403**	**$ 233,306**	**$ 91,724**	**$ 177,253**	

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 186,450	$ 171,771	$ 130,377	$ 152,812	$ 127,370	$ 116,789	$ 116,093	$ 113,526	$ 114,763
	Liquor Store Manager	76,436									
	Asst. Manager	47,075									
	Clerk II, Clerk III x2	61,739									
	Liquor Committee	1,200									
101	**PT Salaries & Wages**		55,101	36,029	47,229	46,903	46,303	60,873	48,601	41,706	41,258
102	**FT Employees OT**		-	-	-	-	-	179	48	129	-
103	**Health Stipend (HRA)**		-	-	-	-	-	-	-	98	130
105	**Labor Credit - Work for Others**		-	-	-	-	-	-	-	-	-
108	**Wages & Salaries Admin**		51,201	38,407	36,831	31,837	37,302	32,735	30,443	36,831	29,129
112	**Contracted Services**		-	-	-	-	-	3	-	-	102
120	**Employer Contrib Ret General**		36,505	31,392	26,817	33,189	26,221	26,674	23,853	22,559	21,950
	PERA 7.5%										
	FICA/Medicare - 7.65%										
128	**Employer Contrib Ret Admin**		7,757	5,819	5,608	-	5,651	4,484	4,539	4,480	4,217
	PERA 7.5%										
	FICA/Medicare - 7.65%	-									
129	**Pension Expense (GASB 68)**		-	550	550	35,648		15,883	581		
130	**Employer Paid Ins General**		44,767	60,209	34,143	32,769	34,196	31,284	31,481	32,345	33,731
138	**Employer Paid Ins Admin**		10,867	7,494	6,142	4,834	4,031	4,329	3,492	5,410	5,142
142	**Unemployment Comp Benefit**		-	-	-	2,769	-	93	83	993	13
151	**Worker's Comp Benefit**		9,455	7,182	9,658	7,019	8,005	8,595	8,130	7,322	6,245
200	**Office Supplies (GENERAL)**		5,500	6,000	7,000	4,482	7,000	4,771	5,690	7,825	6,272

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual
208	**Training and Instruction**		2,200	2,700	2,700	392	2,710	1,622	1,109	1,730	1,854
	20% of City Car (from Finance)	110									
	Mileage Allowance - $350/mth - Wood 10%	420									
	MMBA Conference	700									
	Alcohol Server Training	350									
	Food/Wine Pairing Training	200									
	Regional Meeting/Misc Training	420									
251	**Liquor for Resale**		629,664	600,459	567,318	614,306	539,407	585,813	553,481	526,250	505,569
252	**Beer for Resale**		1,127,465	1,042,697	1,013,139	1,099,966	1,004,176	1,017,266	988,429	979,684	965,745
253	**Wine for Resale**		184,643	169,135	151,658	180,139	143,699	165,010	147,959	140,194	141,266
257	**Ice for Resale**		8,665	8,592	8,292	8,453	7,437	8,383	8,090	7,255	6,894
259	**Other for Resale**		111,537	119,384	104,101	108,816	93,702	116,472	101,562	91,416	82,723
260	**Hauling**		9,708	7,904	7,294	9,471	7,317	7,712	7,116	7,139	6,743
300	**Professional Srvs (GENERAL)**		1,080	1,200	1,943	951	1,943	942	932	743	743
	Safety Training	980									
	Misc Attorney, Engineering, Etc.	100									
301	**Auditing and Acctg Services**		2,937	2,885	3,230	7,958	3,089	11,379	3,279	2,083	2,446
	10% from Financial Administration	2,937									
305	**Technology**		5,060	5,890	3,709	4,556	694	2,068	1,170	349	531
	Civic System support (5.44%)	586									
	Battery backup for register	250									
	IT Solutions (10%)	2,894									
	Zabinski - Firewall, Software Updates	1,330									

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual
320	**Communications (GENERAL)**		1,730	1,680	1,800	1,676	1,800	1,722	1,569	1,777	1,600
	CenturyLink	1,730									
322	**Postage**			-	-		-	-	-	-	-
340	**Advertising**		7,000	7,000	7,000	6,438	7,000	7,003	6,395	7,740	6,533
	Tastings	2,000									
351	**Legal Notices Publishing**		500	500	500	685	500	664	252	356	204
361	**General Liability Insurance**		4,410	3,954	3,818	4,036	4,735	3,773	4,553	4,446	4,622
	Property/Liability/Volunteer Insurance	4,410									
364	**Dram Shop**		3,041	2,914	2,715	2,756	2,881	2,649	2,619	2,619	3,710
	Insurance	3,041									
380	**Utilities**		15,348	13,300	12,520	12,506	13,776	12,905	13,319	13,955	12,877
	Connexus	12,575									
	Centerpoint	694									
	City of Isanti - Water & Sewer	1,606									
	City of Isanti - Storm Water Utility	473									
400	**Ground Maintenance**		375	1,700	1,700	303	367	154	167	-	271
	Snow Removal Retainer	175									
	Outdoor Sprinkler System	200									
401	**Maint & Repairs - Bldgs**		5,037	4,988	4,976	1,896	4,976	15,937	1,395	2,091	2,927
	Disposal Service $41/Month	486									
	Window Washing Services $25/Month	175									
	Rug Service $33/Month	576									
	Floor Waxing 2x per Year	650									
	Misc Main & Repairs	3,150									
404	**Repairs/Maint Machinery/Equip**		3,400	3,550	3,550	1,099	3,550	2,485	933	3,393	1,797
	Logivision Dial Up Card - Every 3 yrs										
	Register Equipment Repairs Fee/Misc	1,650									
	General Maint	1,750									

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual
405	Depreciation (GENERAL)		20,700	14,900	14,900	20,662	13,976	20,078	14,895	13,683	13,373
431	Over/Short		-	-	-	(5)	-	18	17	95	(95)
433	Dues and Subscriptions		2,010	2,010	1,992	1,970	1,894	1,870	1,905	1,788	1,630
	MMBA	1,700									
	Buyer's Card MOOFSL	20									
	Tobacco License	150									
	Other	140									
437	Other Miscellaneous		-	-	-		-	-	-	1	10,000
438	Bank Charges		37,451	31,000	28,000	34,046	27,000	30,545	28,146	27,345	25,713
443	Check Recovery Fee			-	-		-	-	-	-	-
490	Donations-Organizations			-	-	273	-	(273)	-	-	-
493	Alarm System		1,144	1,130	1,092	871	1,090	1,196	1,283	1,090	1,090
	Monitoring Service	1,144									
500	Capital Outlay (GENERAL)		5,000	300	-		-	-	30	-	-
	Computer Replacement	1,200									
	Document Imaging	1,000									
	Website	2,500									
	Standing Desks	300									
501	Replacement Fund			-	-		-	-	-	-	-
520	Building Structures			-	-		-	-	-	-	-
720	Operating Transfers		350,000	350,000	350,000	350,000	330,360	330,360	300,000	200,000	150,000
TOTAL BUDGET/EXPENDITURES			**$ 2,947,706**	**$ 2,764,625**	**$ 2,602,302**	**$ 2,826,481**	**$ 2,514,157**	**$ 2,654,447**	**$ 2,463,639**	**$ 2,310,445**	**$ 2,213,720**
REVENUES											
	Sales		$ 2,856,808	$ 2,679,523	$ 2,537,815	$ 2,787,130	$ 2,475,760	$ 2,614,169	$ 2,475,917	$ 2,415,375	$ 2,314,308
	Interest Income		7,000	5,400	5,400	5,796	5,400	$ 5,041	$ 7,972	$ 14,087	$ (4,338)
	Hotel Project - Land		53,619								
TOTAL REVENUES			**$ 2,917,427**	**$ 2,684,923**	**$ 2,543,215**	**$ 2,792,926**	**$ 2,481,160**	**$ 2,619,210**	**$ 2,483,889**	**$ 2,429,463**	**$ 2,309,970**
PROFIT(LOSS)			**$ (83,898)**	**$ (79,702)**	**$ (59,087)**	**$ (33,555)**	**$ (32,997)**	**$ (35,237)**	**$ 20,251**	**$ 119,018**	**$ 96,250**
CASH FLOW			**$ (9,579)**	**$ (64,252)**	**$ (43,637)**	**$ 22,755**	**$ (19,021)**	**$ 724**	**$ 35,727**	**$ 132,701**	**$ 109,623**

Transfers

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
303	**Engineering Fees**			-	-		-	-	-	-
320	**Communications (GENERAL)**			-	-		-	-	-	-
380	**Utilities**			-	-		-	238	(881)	327
437	**Other Miscellaneous**			-	-		-	237	(511)	(789)
490	**Donations-Organizations**			-	-		-	-	-	-
604	**TIF-Pay as You Go (101-49110-604)**		-	1,231	9,920	4,960	10,399	10,877	11,630	12,349
612	**Interest Expense**		341	-	-		-	1,552	1,833	2,106
700	**Transfers (GENERAL)**		124,995	119,840	143,525	147,400	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
	(10 year loan - 1st Installment 2006)									
	Transfer to Sewer Fund - 3rd Avenue		10,487	9,525	10,502	10,502	9,241	10,502	8,669	8,395
	(10 year loan - 1st Installment 2010)									
	Transfer to Water Fund - Hotel Project		28,330							
	10 year term 2019 thru 2028									
	Transfer to Sewer Fund - Hotel Project		56,670							
	10 year term 2019 thru 2028									
	Transfer to Liquor Fund - Hotel Project		53,619							
	2 year term 2019 thru 2020									
	TOTAL BUDGET/EXPENDITURES		**$ 277,620**	**$ 133,776**	**$ 167,127**	**$ 166,042**	**$ 169,383**	**$ 426,403**	**$ 73,174**	**$ 74,822**

Remaining Balances	**12/31/2019**
Deer Haven - Water	3,179.03
Deer Haven - Sewer	3,179.03
3rd Avenue - Sewer	-
Hotel Project - Water	254,970.00
Hotel Project - Sewer	510,030.00
Hotel Project - Liquor	53,618.50

Capital Outlay and Replacement

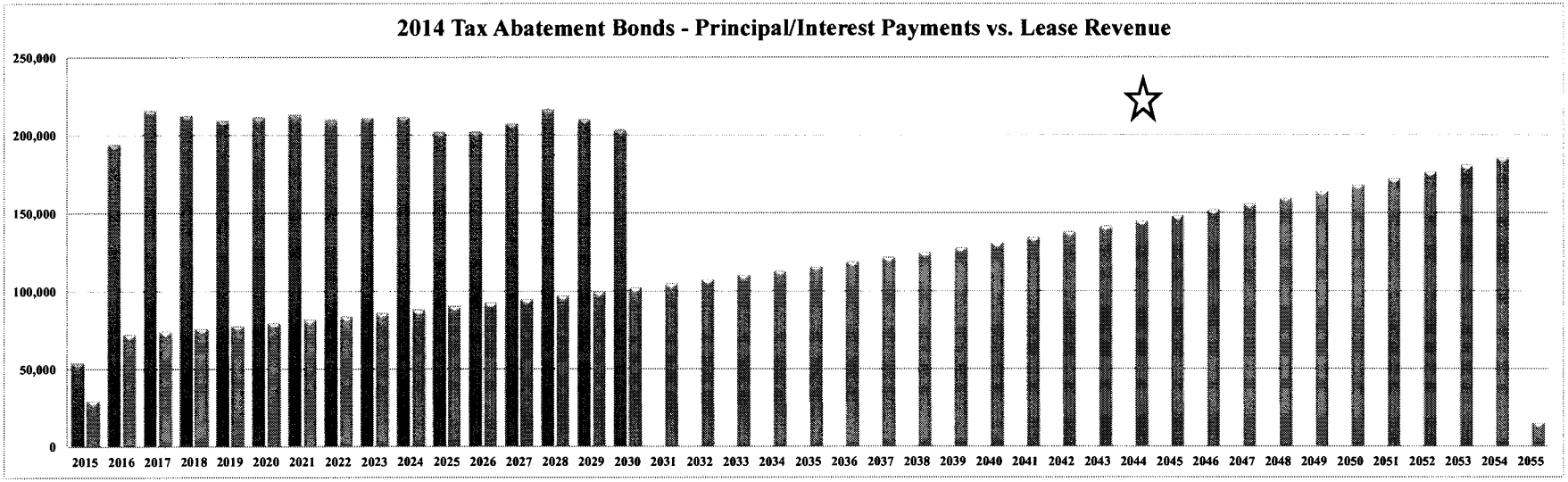
Account	Description		2019 Preliminary Budget	2018 Original Budget	2017 Final Budget	2016 Final Budget	2015 Final Budget	2014 Original Budget	2013 Original Budget
500	**Capital Outlay (GENERAL)**								
	41000-Capital Outlay		$ -	$ -	$ -	$ -	$ -	$ 13,000	$ -
	41110-City Council		-	-	-	-	-	-	-
	41200-Elections		-	-	-	-	-	-	-
	41500-Administration		4,984	1,484	-	-	-	-	-
	41910-Planning/Zoning		2,500	2,472	7,412	3,000	-	-	-
	41941-Muni Bldg		18,350	6,125	3,500	-	-	-	-
	42000-Public Safety		-	-	-	-	-	-	-
	42110-Police		53,700	4,000	42,000	36,000	-	29,000	-
	42401-Building Inspection		2,500	-	20,000	19,000	-	-	-
	42402-Code Enforcement		2,500	-	-	10,000	-	-	-
	45186-Community Ctr		-	-	-	-	27,000	-	-
	46500-EDA		-	-	-	-	-	-	-
	43010-General Maint		-	-	-	-	-	-	-
	43100-Streets		25,450	21,730	21,834	13,900	257,000	375,000	130,000
	43160-Street Lighting		-	20,000	20,000	14,536	-	-	-
	43210-Sanitation/Waste		-	-	-	-	-	-	-
	45200-Park Mnt Equip and Structures		-	-	-	-	7,000	10,000	-
	45300-Parks, Rec, Culture		12,000	53,770	69,190	12,900	7,000	10,000	-
Total Capital Outlay			**$ 121,984**	**$ 109,581**	**$ 183,936**	**$ 109,336**	**$ 298,000**	**$ 437,000**	**$ 130,000**

Account	Description		2019 Preliminary Budget	2018 Original Budget	2017 Final Budget	2016 Final Budget	2015 Final Budget	2014 Original Budget	2013 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)		36,500	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		**$ 36,500**	**$ 27,500**	**$ 7,500**	**$ 7,500**	**$ 157,500**	**$ -**	**$ -**

2019 Capital Outlay Requests									
				101	614	601	602	603	609
Expenditure	Primary Dept.	Allocation Method	Est. Cost	General	Tech	Water	Sewer	Storm	Liquor
Computer Replacement	CITY WIDE	SPLIT	$ 12,000		$ 6,060	$ 2,380	$ 1,180	$ 1,180	$ 1,200
Document Imaging	CITY WIDE	SPLIT x 5	$ 5,000	$ 1,000		$ 1,000	$ 1,000	$ 1,000	$ 1,000
Website	CITY WIDE	SPLIT x 12	$ 30,000	$ 20,000		$ 2,500	$ 2,500	$ 2,500	$ 2,500
Standing Desk - D. Lorsung	ADMIN	SPLIT x 4	$ 1,000	$ 742		$ 68	$ 90		$ 100
Standing Desk - K. Brooks	ADMIN	SPLIT x 4	$ 1,000	$ 742		$ 68	$ 90		$ 100
City Hall Handicap Sign Holders	City Hall	41941-Muni Bldg	$ 350	$ 350					
City Hall North Door and Frame Replacement	City Hall	41941-Muni Bldg	$ 10,000	$ 10,000					
City Hall Electronic Locks	City Hall	41941-Muni Bldg	$ 8,000	$ 8,000					
Squad Car Replacement	PD	42110-Police	$ 44,700	$ 44,700					
LETG Licensing for Reserve Squad Computer	PD	42110-Police	$ 4,500	$ 4,500					
Standing Desk - P. Anderson	PD	42110-Police	$ 1,000	$ 1,000					
Standing Desk - L. Goldben	PD	42110-Police	$ 1,000	$ 1,000					
4-ton Hotpatch Trailer	Street	SPLIT x 4	$ 30,000	$ 7,500		$ 7,500	$ 7,500	$ 7,500	
Bulk Fuel Tank and Pump	Street	SPLIT x 5	$ 6,000	$ 2,400		$ 1,200	$ 1,200	$ 1,200	
Pro-Tech Sno Pusher	Street	43100-Streets	$ 5,000	$ 5,000					
Air Compressor	Street	SPLIT x 5	$ 4,500	$ 1,800		$ 900	$ 900	$ 900	
Vibrating Asphalt Roller	Street	SPLIT x 4	$ 15,800	$ 3,950		$ 3,950	$ 3,950	$ 3,950	
CURB CUT	PRC	45300-PRC	$ 3,500	$ 3,500					
ICC North Patio Doors	PRC	45300-PRC	$ 4,400	$ 4,400					
Dog Park Development	PRC	45300-PRC	$ 15,000	$ 15,000					
Playground Refurbish - Bluebird Park	PRC	45300-PRC	$ 14,000	$ 14,000					
River Bluff Privacy Fence	PRC	45300-PRC	$ 1,500	$ 1,500					
WTP PVC Replacement	Water	49400-Water	$ 8,200			$ 8,200			
SCADA Hardware and Software	Water/Sewer	SPLIT x 2	$ 55,000			$ 27,500	$ 27,500		
Standing Desk - T. Peltier	Water/Sewer	SPLIT x 3	$ 1,000			$ 450	$ 450		$ 100
Storm Pond Maintenance Plan	Storm	Storm	$ 125,000					$ 125,000	
			$ 407,450	$ 151,084	$ 6,060	$ 55,716	$ 46,360	$ 143,230	$ 5,000
			$ 407,450						

Technology

Account	Description		2019 Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
200	Office Supplies (GENERAL)		$ -	$ -	$ -		$ -	$ -	$ -	$ 6
207	Computer Supplies		-	-	-	1,500	-	1,735	214	8,534
300	Professional Srvs (GENERAL)		-	-	-		-	-	-	2,204
320	Communications (GENERAL)		-	-	-		-	-	-	-
404	Repairs/Maint Machinery/Equip		-	-	-		-	876	-	-
500	Capital Outlay (GENERAL)		6,060	6,500	17,000	5,324	18,799	1,572	3,155	28,883
501	Replacement Fund		-	-	-		-	-	-	-
700	Transfers (GENERAL)		-	-	-		-	-	-	-
720	Operating Transfers		-	-	-		-	-	-	-
	TOTAL BUDGET/EXPENDITURES		**$ 6,060**	**$ 6,500**	**$ 17,000**	**$ 6,824**	**$ 18,799**	**$ 4,183**	**$ 3,369**	**$ 39,627**
	REVENUES									
	Cable Franchise (40%)		$ 13,750	$ 12,250	$ 12,250	$ 13,418	$ 12,796	$ 11,486	$ 11,486	$ 10,823
	Interest Income		50	50	50	27	21	(127)	(127)	58
	TOTAL REVENUES		**$ 13,800**	**$ 12,300**	**$ 12,300**	**$ 13,445**	**$ 12,818**	**$ 11,359**	**$ 11,359**	**$ 10,881**
	PROFIT(LOSS)		**$ 7,740**	**$ 5,800**	**$ (4,700)**	**$ 6,621**	**$ (5,981)**	**$ 7,176**	**$ 7,990**	**$ (28,746)**


2014 Tax Abatement Bonds - Principal/Interest Payments vs. Lease Revenue
250,000
200,000
150,000
100,000
50,000
0
2015 2016 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049 2050 2051 2052 2053 2054 2055

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 8/30/2018 - 9/4/2018

Aug 31, 2018 09:53AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/18	08/30/2018	49440	2251	TITLE SMART INC	601-20200	75.65
08/18	08/30/2018	49441	1503	7-UP BOTTLING	609-20200	345.08
08/18	08/30/2018	49442	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	1,470.00
08/18	08/30/2018	49443	494	ALLINA HEALTH SYSTEM	101-20200	168.00
08/18	08/30/2018	49444	494	ALLINA HEALTH SYSTEM	101-20200	448.50
08/18	08/30/2018	49445	2603	ANDERSON RACE MANAGEMENT	101-20200	157.05
08/18	08/30/2018	49446	2411	ANDERSON, JODI	101-20200	176.54
08/18	08/30/2018	49447	2645	ANDERSON, POPPE	101-20200	50.00
08/18	08/30/2018	49448	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	528.40
08/18	08/30/2018	49449	53	BELLBOY CORPORATION	609-20200	5,139.34
08/18	08/30/2018	49450	9	BERNICKS PEPSI-COLA	609-20200	2,612.61
08/18	08/30/2018	49451	1500	BOLTON & MENK INC	443-20200	17,618.50
08/18	08/30/2018	49452	2319	BREAKTHRU BEVERAGE	609-20200	13,995.70
08/18	08/30/2018	49453	2221	C & L DISTRIBUTING	609-20200	249.50
08/18	08/30/2018	49454	2644	CARLBERG, EVA	101-20200	147.50
08/18	08/30/2018	49455	1815	CENTURYLINK	609-20200	886.73
08/18	08/30/2018	49456	1937	CHILSON JEWELERS	108-20200	75.00
08/18	08/30/2018	49457	120	CONNEXUS ENERGY	101-20200	18,338.44
08/18	08/30/2018	49458	1768	COUNTRYSIDE REALTY	601-20200	78.33
08/18	08/30/2018	49459	1768	COUNTRYSIDE REALTY	601-20200	33.14
08/18	08/30/2018	49460	1472	CRAWFORDS EQUIPMENT INC	101-20200	93.09
08/18	08/30/2018	49461	918	CRYSTAL SPRINGS ICE	609-20200	667.70
08/18	08/30/2018	49462	8	DAHLHEIMER DISTRIBUTING CO	609-20200	25,944.15
08/18	08/30/2018	49463	1941	DELTA DENTAL	861-20200	2,778.20
08/18	08/30/2018	49464	827	EAGLE GARAGE DOOR CO	101-20200	1,111.25
08/18	08/30/2018	49465	257	EARL F. ANDERSEN - DIV. OF SAFTEY SIGNS	101-20200	305.35
08/18	08/30/2018	49466	2478	EAST CENTRAL ENERGY	101-20200	42.85
08/18	08/30/2018	49467	55	ECM PUBLISHERS INC	603-20200	1,260.71
08/18	08/30/2018	49468	1923	ENGQUIST, MARGARET	101-20200	174.04
08/18	08/30/2018	49469	2420	FARRELL, GLENN	101-20200	99.04
08/18	08/30/2018	49470	912	FASTENAL COMPANY	101-20200	139.23
08/18	08/30/2018	49471	385	FEDERATED CO-OPS INC	101-20200	1,229.47
08/18	08/30/2018	49472	2643	FISCHER, ELAINE	101-20200	101.54
08/18	08/30/2018	49473	2028	FURTHER	603-20200	35.40
08/18	08/30/2018	49474	2028	FURTHER	861-20200	521.56
08/18	08/30/2018	49475	1009	GAMETIME	101-20200	1,385.08
08/18	08/30/2018	49476	739	HACH COMPANY	601-20200	3,490.08
08/18	08/30/2018	49477	2422	HAIGH, LORI	101-20200	80.00
08/18	08/30/2018	49478	2638	HANSON, JESSICA	601-20200	2.88
08/18	08/30/2018	49479	160	HAWKINS INC	601-20200	2,801.15
08/18	08/30/2018	49480	2302	HOME SECURITY ABSTRACT	601-20200	48.45
08/18	08/30/2018	49481	2209	INNOVATIVE OFFICE	101-20200	234.12
08/18	08/30/2018	49482	1684	ISANTI COUNTY AUDITOR-	108-20200	13,311.90
08/18	08/30/2018	49483	1684	ISANTI COUNTY AUDITOR-	108-20200	35,101.50
08/18	08/30/2018	49484	1684	ISANTI COUNTY AUDITOR-	108-20200	1.65
08/18	08/30/2018	49485	114	ISANTI COUNTY RECORDER	108-20200	92.00
08/18	08/30/2018	49486	114	ISANTI COUNTY RECORDER	101-20200	46.00
08/18	08/30/2018	49487	252	ISANTI REDBIRDS	104-20200	250.00
08/18	08/30/2018	49488	1534	J. J. TAYLOR	609-20200	785.10
08/18	08/30/2018	49489	2401	JAC INVESTMENT LLC	601-20200	94.82
08/18	08/30/2018	49490	2423	JEMELKA, ANDREA	101-20200	200.20
08/18	08/30/2018	49491	7	JOHNSON BROTHERS LIQUOR CO	609-20200	15,459.27
08/18	08/30/2018	49492	2639	JOHNSON, LEROY	101-20200	101.54

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/18	08/30/2018	49493	2424	JOHNSON, MARGARET	101-20200	167.50
08/18	08/30/2018	49494	5	KAWALEK TRUCKING	609-20200	418.80
08/18	08/30/2018	49495	1338	KNIFE RIVER	601-20200	40.95
08/18	08/30/2018	49496	2413	LARSON, BONNIE F.	101-20200	101.54
08/18	08/30/2018	49497	2435	LINDBERG LAW OFFICE PA	601-20200	20.39
08/18	08/30/2018	49498	434	LITTLE FALLS MACHINE	101-20200	384.92
08/18	08/30/2018	49499	2417	MARX, LINDA L.	101-20200	176.54
08/18	08/30/2018	49500	17	MCDONALD DISTRIBUTING CO	609-20200	16,360.05
08/18	08/30/2018	49501	616	MENARDS - CAMBRIDGE	601-20200	359.99
08/18	08/30/2018	49502	2418	MEYER, DIANA	101-20200	95.00
08/18	08/30/2018	49503	1536	MINNESOTA DEED	219-20200	2,331.95
08/18	08/30/2018	49504	2208	MINNESOTA EQUIPMENT	101-20200	101.60
08/18	08/30/2018	49505	1846	MJL CONTRACTING	603-20200	3,910.00
08/18	08/30/2018	49506	176	MN DEPT OF REVENUE	101-20200	25,553.00
08/18	08/30/2018	49507	329	MN RURAL WATER ASSN	602-20200	250.00
08/18	08/30/2018	49508	2211	MN/SCIA	101-20200	195.00
08/18	08/30/2018	49509	2124	MOTION PICTURE	101-20200	597.81
08/18	08/30/2018	49510	2080	MVTL LABORATORIES INC	601-20200	217.36
08/18	08/30/2018	49511	2170	NHH BUILDING	101-20200	2,504.40
08/18	08/30/2018	49512	1252	OFFICE OF THE SECRETARY	101-20200	240.00
08/18	08/30/2018	49513	2640	O'NEIL, ASHLEY	601-20200	56.80
08/18	08/30/2018	49514	617	PAUSTIS & SONS	609-20200	1,015.00
08/18	08/30/2018	49515	2353	PERFORMANCE DOCK	101-20200	5.30
08/18	08/30/2018	49516	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,209.37
08/18	08/30/2018	49517	2341	RED BULL DISTRIBUTION	609-20200	225.50
08/18	08/30/2018	49518	2625	RESULTS TITLE	601-20200	230.16
08/18	08/30/2018	49519	2625	RESULTS TITLE	601-20200	13.88
08/18	08/30/2018	49520	2625	RESULTS TITLE	601-20200	11.16
08/18	08/30/2018	49521	1113	RJM DISTRIBUTING INC	609-20200	109.90
08/18	08/30/2018	49522	1829	S & S CUSTOM SPRINGS	101-20200	431.04
08/18	08/30/2018	49523	2163	SCHULZ, MARION	101-20200	126.54
08/18	08/30/2018	49524	2641	SIGNATURES & CLOSING TITLE INC	601-20200	63.95
08/18	08/30/2018	49525	2642	SMARTPRESS	108-20200	615.78
08/18	08/30/2018	49526	1442	ST. LOUIS MRO INC	101-20200	45.00
08/18	08/30/2018	49527	1361	STAPLES ADVANTAGE	609-20200	197.29
08/18	08/30/2018	49528	2156	SUMMIT COMPANIES	101-20200	7.00
08/18	08/30/2018	49529	1354	TAPES PLUS ADVERTISING	609-20200	295.00
08/18	08/30/2018	49530	1290	THE AMBLE GROUP	101-20200	383.91
08/18	08/30/2018	49531	626	THE WINE COMPANY	609-20200	279.00
08/18	08/30/2018	49532	1902	TORPY, LORRAINE	101-20200	165.00
08/18	08/30/2018	49533	1740	TOSHIBA FINANCIAL SERVICES	108-20200	287.88
08/18	08/30/2018	49534	919	UPS	101-20200	32.27
08/18	08/30/2018	49535	1347	V.F.W. POST 2735	101-20200	295.00
08/18	08/30/2018	49536	686	VERIZON WIRELESS	101-20200	503.77
08/18	08/30/2018	49537	42	VIKING COCA-COLA BOTTLING CO	609-20200	940.80
08/18	08/30/2018	49538	2168	VIKING TROPHIES	101-20200	31.31
08/18	08/30/2018	49539	361	VINTAGE LOCK	101-20200	490.00
08/18	08/30/2018	49540	4	WATSON CO INC	609-20200	5,939.44
08/18	08/30/2018	49541	2646	WILLIAMS, LAUREEN	101-20200	72.50
08/18	08/30/2018	49542	780	WINE MERCHANTS	609-20200	560.00
08/18	08/30/2018	49543	2067	ZABINSKI BUSINESS	609-20200	660.00
08/18	08/30/2018	49544	978	ZDON, ERIKA	101-20200	259.08
Grand Totals:						243,168.76

City of Isanti

Gross Payroll	84,103.22
Social Security & Medicare	4,751.03
Public Employees Retirement	8,241.23
Total City Expense	97,095.48

Pay Date 8/24/2018

Pay Period 17 (8/5-18/18)

CITY OF ISANTI
PLANNING COMMISSION
JULY 17, 2018

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:20 p.m.

B. Pledge of Allegiance.

The Pledge of Allegiance was recited.

C. Roll Call.

Members Present: George Wimmer, Steve Lundeen, Dan Collison, Ross Lorinser, Paul Bergley.

Members Absent: Joey Lemay, excused.

Staff Present: Ryan Kernosky, Community Development Director.

1D. Agenda Modifications.

Motion by Lundeen, seconded by Collison to adopted the agenda, approved unanimously.

2. Approval of the Minutes from the July 3, 2018 Planning Commission

Motion by Collison, seconded by Lundeen to approve the minutes from the July 3, 2018 Special Planning Commission meeting, approved unanimously.

3. Public Hearings

A. Request from La Crosse Sign Co. on behalf of Kwik Trip Inc. for a Conditional Use Permit to install dynamic signage at 400 E Dual Blvd NE (Legally Described as Lot 1, Block 1, Kwik Trip 1019)

Chairman Wimmer opened the public hearing at 7:21 p.m.

No one spoke during the public hearing.

Chairman Wimmer closed the public hearing at 7:22 p.m.

Motion by Lundeen, seconded by Collison to recommend approval of the Conditional Use Permit for La Crosse Sign Co. for the installation of dynamic signage at 400 E Dual Blvd NE (legally described as Lot 1, Block 1, Kwik Trip 1019). Motion passed unanimously.

4. Discussion Items

A. No discussion items.

5. Adjournment

Motion by Bergley, second by to Lundeen to adjourn the July 17, 2018 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:22 p.m.

Dated at Isanti, Minnesota this 20th day of July, 2018.

Respectfully submitted,

Ryan Kernosky
Community Development Director

K.3.

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
July 24, 2018
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, Aaron Zdon, and Mayor Wimmer
Staff Present: Katie Everett, Parks, Recreation, and Culture Manager

D. Agenda Modifications.
Zdon asked if there were any agenda modifications; there were none. Motion by Garvey, second by Wimmer to approve the agenda for the July 24, 2018 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from June 26, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Johnson; second by Witte. Minutes were unanimously approved.

3. Activity Stencils – Academy Park

Everett explained reminded the Board what the stencils look like. A while back we had found that we couldn't get the same hopscotch for Bluebird and the Park Board decided to get the activity stencils in place of those. Public Work will be putting them out at Bluebird. There are two places where the trail comes up to the playground, so we're going to do a circuit out of the playground, onto the trail, and back into the playground. They'll do that in the next couple of weeks. We're wondering, so we get enough paint, if we should do something similar at Academy Park. Everett went out with Erickson, the summer intern, and found that it will take use the area from the curve around the playground. If the Board is interested in doing that, we will do that. Garvey said that she thinks it's a great addition. Zdon said that now that we have them it's just paint and staff time, so it's a pretty affordable thing to add in. Everett added that we should be able to reuse the stencils many times to touch them up in the future as well. Johnson asked what the stencils say. Everett said that there is one that says tightrope, one that is stones so it says step, another is log and that says jump, there's a snake that says tiptoe, one is a crab crawl, and there are ants that say march. Everett will let Public Works know to put the stencils at Academy Park as well. They will use street paint, so we'll have blue, white, and yellow paint. Some of the stencils need two colors to look right.

4. Fir Street Parcel Planning Timeline

Everett stated that she provided a second page with scale for a shelter included. She added that those pictures are just meant to give visuals for what existing things in that space would be. The stage the Board is in now, is for them to choose options for Everett to look into further. She will then come back with those ideas mostly as an information piece until future planning allows for the project to move forward. A basketball court fills up most of the distance from front to back, and then there's some extra space on the sides which could give a buffer for those houses. Or if we put in a shelter, there's an idea in the picture of what space we have to work with. Witte said he thinks a basketball court or exercise equipment. He's not sure if a shelter or grill would be used. He doesn't see people using the charcoal grills as often. Garvey and Zdon agreed, and Zdon mentioned that people probably have their own grills at home. Zdon stated that he likes the idea of exercise equipment and/or a shelter. There's a basketball court around the corner not too far from there, that actually does get used. He mentioned that his son goes there, but he's not sure how many other people are

using it. Zdon said that some outdoor exercise equipment would be good, that stuff is pretty cool. Mayor Wimmer added that we'd be looking at exercise equipment for the trails on the other side of 65, so maybe there's something that could tie together doing that at the same time as this one. Zdon said maybe there could be some savings if we bought two of each instead of one of each. Witte asked if we'd still send out a survey to the neighborhood. Everett clarified that at some point in the future we can send out a survey that says "These are the options that the City has found feasible, and we want your feedback before moving forward." That's kind of what we're looking at. Garvey said that it's hard to predict the future because there's going to be another great idea down the road that we don't know about yet, but bocce ball is an area that other cities are getting into with permanent courts. Everett added that the casual yard game idea is coming around right now. Garvey said that there are concrete cornhole or bean bag games too, since horseshoes are kind of on their way out. She said she doesn't necessarily want to put in concrete ones because it might be obsolete in ten years, but that type of thing. She said there are also special bocce "courts." Wimmer said that the biggest suggestion we get is pickleball. Cambridge has done that, and they've actually started teaching that in school. If we're looking at different type of court that we get a lot of requests on, that would be it. Zdon said it wouldn't have to be centered, it could be to one side and you'd still have room for a shelter and some exercise equipment or something depending on the budget. Garvey said that if we get into a basketball court, or a court like this, it increases the cost significantly; but whereas we have more of a passive type of activity, the cost might not be as high. She agrees that pickleball and basketball are huge right now. The board commented that pickleball might just be a trend. Garvey said that maybe we do a surface that could be multipurpose. It could be something with different stripes for a multipurpose structure. She said she knows we're in the very beginning stages, but those different ideas to start getting cost ideas. Johnson mentioned that there are lot of little kids in that area, from 4 to 12 years of ages. He doesn't know if we can focus on something for them; we're kind of focusing on adult activities more than kids. He's been through there and there a ton of little kids. Zdon said that their nearest playground is what used to be the Tot Lot; Wimmer added that Rum River is close too. Wimmer stated that what we have run into with the play parks is that yeah, they're there now, but 3 years from now they have no interest in doing it. That's why we've tried to mix up with just active space kind of stuff. Everett stated that in her outdoor education experience, if you give kids outdoor space and tell them to entertain themselves, they will. Sometimes just an open space is kind of the best thing, and then people can use it the way they want to instead of being restricted. Garvey said that a lot of the lots around there are smaller where the kids don't have that space they need. It'd be two or three yards wide that they'd need to get a kickball game going or something, so she likes the idea of open space. She mentioned that playground equipment really ups the cost too. Johnson asked if those are the exact measurements. Everett said that they're not; they're just as close as she could get on GIS, but the property lines are not exact in that program. Johnson said it's a pretty large area, there's just the light post and electrical box. Everett stated that to get exact dimensions we'd have to get a survey done and that costs money. This gives us an idea. She said for now, she'll look into options for a multiuse court, maybe there's a cool version of a yard game set up – more of a passive thing, and exercise equipment that could maybe be incorporated into both places. Witte said that he assumes there's exercise equipment for children too. Everett said that there definitely is, and there are some really fun kind of ninja warrior things out now too. Some of those have kid versions up to adult elements in them.

Everett stated that this will come back in the fall; she'll put together some mock-ups for the board. Then we'll just kind of leave it there for now. We're working on doing some comp plan stuff in the next couple of years, so if it makes sense maybe we can do it with some of that. But we don't really want to get it out there until we have money to do it.

5. Parks Updates

Everett said that we're in the thick of things. Passport to Parks is still open. She's hoping to get a lot more of those in. There are a lot out in circulation, and she's had people tell her they're working them. We are planning to split the Grand Prize into three drawings this year. The first 100 people still get their prize when they turn them in. They're due August 3rd.

The July street dance went well. Jonah and the Whales are great to work with. They commented that they love coming here and our crowd is always awesome. She has actually gotten that comment from our food vendors and other bands that they love coming to Isanti because people here are really respectful and everyone is having a good time. It's great to hear that about our community.

Everett provided the schedule for Celebrate Isanti in the agenda. If the board knows of any groups that want to be involved to let her know. She just got the soccer club's registration so they will be there. BMX is planning to be open during the kids festival so people can at least see inside the arena. Public Works has some really cool things going on this year too. They're bringing over all the plow blades for us, and people will get to see the plow. They have a semi trailer with a simulator in it that people will be able to go in and kind of test drive some of the equipment that Public Works uses. That was a partnership with the union, so they're trying to get more people involved with labor jobs as well, but it's at no cost to us. It's a cool chance for people to see what Public Works does for the City. The race is being chip-timed this year. We're still looking for more registrations, but we're getting there. The link is on website. There's a whole page on the website with the detailed event information, so people can be directed there if they have questions, or they can contact Everett. The Street Dance is Bad Girlfriends. The car show is expecting a really good turnout; there used to be a car show in Oak Grove that they're not doing this year. Staff ordered some sunglasses for the event as well.

The farmers market is going really well this year. As of this week, we are almost $200 over our total vendor revenue from last year. And we are 9 out of 19 weeks through the season. It's hard to compare just vendor numbers because we have more new vendors that signed up for full seasons or half seasons this year. It's not a great comparison since we had many vendors just come once or twice last year. As far as how many booths have been full, we're well ahead of last year.

Everett stated that the cedar tree revetment was approved by City Council. The tentative schedule is for that work to be done in October. They will probably deliver the trees the week before. Everett will give an update on that as it gets closer.

Everett had sent out park project emails with updates. VFW park is complete and they're working on Mattson Park this week. We are going to hold off on Bluebird; it has taken longer than anticipated to get more mulch so we want to make sure the park looks good for Celebrate Isanti.

6. Adjournment

Motion by Witte, second by Johnson to adjourn the July 24, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:24 p.m.

Dated at Isanti, Minnesota this 24th day of July, 2018.

Respectfully submitted,

Katie Everett

Katie Everett
Parks, Recreation, and Culture Manager

A Community For Generations.

Isanti

K.4.

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: North Branch Area Education Foundation

Address of Organization: 5842 Old Main St - Ste 7-4, North Branch, MN 55056

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Name	Address	Phone No.
Theresa M. Nelson Treasurer/Director		

Type of Event: Fundraiser Date of event: October 13, 2018

Use of Proceeds: Educational Grants in the North Branch Area School District 138

Location and address of event:

Spirit River Community Center - 1320 County Rd 5 NE Isanti, MN 55040

Estimated value of prizes to be awarded: $3000.00

Name of applicant: Theresa M. Nelson Applicant's phone number: _____

Signature of applicant: Theresa Nelson

Date: 8/23/18

Approved by City Council _____ Resolution # _____

POS = 3 / 311

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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: North Branch Area Education Foundation

Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 5842 Old Main Street - Suite 7-4

City: North Branch State: MN Zip: 55056 County: Chisago

Name of Chief Executive Officer (CEO): _____

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 Community Center

Address (do not use P.O. box): 1320 County Road 5 NE

City or Township: Isanti Zip: 55040 County: Isanti

Date(s) of activity (for raffles, indicate the date of the drawing): October 13th, 2018

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: $** 3000.00 **)**

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.

RESOLUTION NO. 2018- 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 13th, 2018 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 13th, 2018
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 4th day of September 2018.

Attest: _____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources / City Clerk

A Community For Generations.

Isanti

K.5.

TO: Mayor Wimmer and City Council

FROM: Don Lorsung, City Administrator

DATE: August 24, 2018

RE: Warning Siren Maintenance Contract

Our existing siren maintenance agreement with Ready Watt Electric expires at the end of this year. Ready Watt has provided a new proposal for a 4 year maintenance agreement. Staff also contacted Granite Electronics, but they did not provide a proposal. The proposal from Ready Watt has the same pricing as the current agreement ($2140.00 per year). As per the past contract the batteries in the sirens will be replaced on a rotating basis.

The Finance Committee has reviewed the proposal from Ready Watt and is recommending approval. A resolution for your consideration is attached, as well as a copy of Ready Watt's proposal.

RESOLUTION NO. 2018-xxx

RESOLUTION APPROVING A CONTRACT FOR MAINTENANCE OF THE CITY'S OUTDOOR WARNING SIRENS

WHEREAS, the City has previously entered into a contract for maintenance of the city's outdoor warning sirens; and

WHEREAS, the current provider Ready Watt Electric has provided a new proposal for a contract for $2,140.00 per year for maintenance on the City's outdoor sirens, which includes annual maintenance service to the sirens, batteries and minor parts (if needed) for four years (2019 through 2022); and

WHEREAS, the Finance Committee has reviewed the proposal, including services by an alternate service provider and recommends entering into a four year contract with Ready Watt Electric.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows: approves entering into a four year contract with for siren maintenance with Ready Watt Electric.

This resolution was duly adopted by the Isanti City Council this 4th day of September, 2018.

Attest: Mayor George A. Wimmer

Katie Brooks, Human Resources/City Clerk

Ready Watt ELECTRIC

Estimate

Date	Estimate #
8/3/2018	19-22

21269 Jarvis Street NW
Nowthen, MN 55330
Phone 763-241-4944
Fax 763-241-5245
www.readywattelectric.com
rschiller@readywattelectric.com

Name / Address	Project
City of Isanti 100 Isanti Pkwy Po Box 428 Isanti, MN 55040-0428 Attention: Don Lorsung	19-22 Civil Defense Siren Maintenance

Description

A. Specifications:
Our company will provide preventive maintenance services for 4 year contract period on (4) civil defense sirens. This contract will include service calls per year for sirens; however, in the event of a radio problem, we will work with the radio repair facility for on site or shop repairs. However, any costs sustained in making radio repairs will not be part of this contract.

B. Costs:
As provided in this contract, an annual lump sum price will compensate our Company for maintenance as outlined above. However, any motors or parts at a cost exceeding $10.00 and labor to install will be considered extra, and billed at a list price less a 5 percent discount. parts included in contract are batteries, pulleys, belts ,fuses, oil, grease, screens and bucket truck. Labor and equipment costs for servicing sirens as outlined are included in the contract price.

C. Contract Period: 2019 2020 2021 2022
Cost per Year $2140.00

We look forward to doing business with you.
Rob Schiller 612-221-4983

ACCEPTANCE OF PROPSAL
(must be signed and returned for work to begin)
NOTE: This propsal may be withdrawn by Ready Watt Electric if not accepted with in 15 days.
The above prices, specifications and conditions are satisfactory and are herby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

A Community For Generations.

Isanti

K.6.

TO: Mayor Wimmer and City Council

FROM: Don Lorsung, City Administrator

DATE: August 30, 2018

RE: Sunday Liquor Store Hours

The Finance Committee requested review of Sunday Liquor Store hours, as we have passed the 1 year mark since Sunday sales were instituted. During the first year, Sunday hours were set at 11 a.m. to 6 p.m. After a review of customer counts per hour during various times of the year, the Finance Committee is recommending amending Sunday store hours to 11 a.m. to 4 p.m. for the months of November through March. For the remainder of the year store hours will be 11 a.m. to 6 p.m.

A resolution amending Sunday sales hours as proposed is attached for your consideration.

110-1st Avenue NW • P.O. Box 428 • Isanti, MN 55040-0428
Phone: (763) 444-5512 • Web Site: www.cityofisanti.us • Fax: (763) 444-5560

RESOLUTION NO. 2018-XXX

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, pursuant to state law 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 City Council set Sunday Liquor Store hours in City Resolution 2017-143, to implement Sunday sales effective July 2, 2017; and

WHEREAS, it has been over a year since Sunday Sales were implemented. The Finance Committee has since reviewed Sunday sales and has made a recommendation that the Holiday Policy is amended as per Attachment A:

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.

This resolution was duly adopted by the Isanti City Council this 4th day of September, 2018.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
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 on Sundays are: 11 a.m. to 6:00 p.m. from March through October and 11 a.m. to 4:00 p.m. from November through March.

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.-4:00 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. – 4:00 p.m.)
Easter (Store closed)

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.

A Community For Generations.

Isanti

K.7.

To: Mayor Wimmer and City Council Members

From: John Jacobi, Liquor Store Manager

Date: August 28th, 2018

Subject: Resolution Opposing the Sale of Strong Beer, Spirits, and Wine for Grocery and Convenience Stores

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Background:

Because of the negative impact that it would have on control and accountability, over 130 municipal governments in Minnesota have passed resolutions to prevent convenience stores and grocery stores from selling strong alcohol for off premise consumption.

Increased competition also has the potential to decrease profits generated by municipal liquor sales, which would decrease the amount of money available to the City of Isanti to reduce property taxes and fund special projects.

RESOLUTION 2018-XXX

A RESOLUTION OPPOSING THE SALE OF STRONG BEER, SPIRITS AND WINE IN GROCERY OR CONVENIENCE STORES

WHEREAS, the sale of strong beer, spirits and wine has long been regulated to preserve public health and minimize public safety concerns; and

WHEREAS, to promote public safety and public health, cities have an interest in preventing youth and at risk adults from obtaining alcohol; and

WHEREAS, increased alcohol availability is associated with increased alcohol related problems in youth, at risk adults, and the general public; and

WHEREAS, the public health risks of increasing youth access to alcohol and increased alcohol related motor vehicle accidents among youth caused by sale of strong beer, spirits, and wine in grocery and convenience stores are preventable; and

WHEREAS, the public supports existing regulations controlling the sale of alcohol to minimize the risk to youth, at risk adults, and the general public; and

WHEREAS, the public health risks of increasing youth access to alcohol and increased alcohol-related motor vehicle accidents among youth outweigh any convenience to the public of relaxing present regulations and allowing the sale of strong beer, spirits and wine in grocery stores and convenience stores:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti, Minnesota, hereby opposes the sale of strong beer, spirits and wine in grocery and convenience stores.

This resolution was duly adopted by the Isanti City Council this 4th day of September 2018.

_____
George A. Wimmer, Mayor

Attest

_____
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: September 4th, 2018

Subject: Consider Resolution to Declare Metal as Scrap and Authorize Its' Disposal

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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 2018-XXX – Resolution to Declare Metal as Scrap and Authorize Its' Disposal

RESOLUTION NO. 2018-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 4th day of September, 2018.

Attest: _____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: September 4, 2018

SUBJECT: **CONSTRUCTION HOURS FOR KWIK TRIP**

Kwik Trip has provided a letter asking for permission to perform construction between the hours 6:00 AM and 9:00 PM. Per Ch. 216-4(B)(m):

Construction activities. No person shall engage in or permit construction activities involving the use of any kind of electric, diesel, or gas-powered machine or other power equipment, manual tools, movement of equipment, and other activities except between the hours of 7:00 a.m. and 9:00 p.m. on any weekday or between the hours of 8:00 a.m. and 8:00 p.m. on any weekend or holiday.

Within Ch. 216-5(b): *Approved work. Upon timely application being made and the necessity therefor being established, the City Council may suspend the operation of this subsection for a specific purpose at a specific location and for a specific length of time by Council action and by giving public notice of the nature and limits of the suspension. The City Engineer may also authorize an exception for dewatering, mass grading, road construction, and other activities for Council approved projects.*

DOAC has reviewed the request and believes that, because the area is commercial and industrial, that this request be approved.

I've enclosed a letter asking for the exception and have put together a resolution. If approved, I will publish the notice in the paper.

KWIK TRIP INC.

Store Engineering

FAX 608-793-6237

1626 Oak St., P.O. Box 2107
La Crosse, WI 54602

www.kwiktrip.com

August 21, 2018

City of Isanti
Ryan J Kernosky, Community Development Director
110 1st Ave NW
PO Box 428
Isanti, MN 55040

RE: Kwik Trip 1019 – 400 E Dual BLVD NE – City Code Chapter 216-4 B.(4)(m)

Mr. Kernosky

This letter is in regards to City Code Chapter 216-4 Public nuisances affecting peace, safety and general welfare, subsection B. (4) item (m) Construction Activities.

Kwik Trip is requesting an alteration to this Code that prohibits working hours from 9:00PM – 7:00AM.

With the intensity of our construction schedule, Kwik Trip would like to propose these prohibited working hours be revised to 9:00PM – 6:00AM.

Activities occurring before 7:00AM would consist of; daily set-up, material lay-out, tool box talks, etc. High decibel activities would commence during the current City Code time frame.

Please let me know if you have any other questions or concerns regarding this request.

Thank you,

Steven Lowe
Kwik Trip Store Engineering
608-793-5954
slowe@kwiktrip.com

OUR MISSION

To serve our customers and community more effectively than anyone else by treating our customers, co-workers and suppliers as we, personally, would like to be treated, and to make a difference in someone's life.

RESOLUTION NO. 2018-XXX

A RESOLUTION APPROVING EXTENDED CONSTRUCTION ACTIVITY HOURS FOR KWIK TRIP, INC.

WHEREAS, Kwik Trip, Inc. has submitted a written request for extended construction hours to allow construction activities between 6:00 a.m. and 9:00 p.m.; and,

WHEREAS, Chapter 216-4(B)(m) states that no person shall engage in or permit construction activities involving the use of electric, diesel, or gas-powered machines or other power equipment, manual tools, movement of equipment, and other activities except between the hours of 7:00 a.m. and 9:00 p.m. on any weekday; and,

WHEREAS, Chapter 216-5(b) states that upon timely application being made and the necessity therefor being established, the City Council may suspend the operation of this subsection for a specific purpose at a specific location and for a specific length of time by Council action and by giving public notice of the nature and limits of the suspension; and,

WHEREAS, the Development and Operations Advisory Committee reviewed the request on August 23, 2018 and has recommended granting Kwik Trip's request; and,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti hereby approves the request from Kwik Trip to extend working construction hours from 6:00 a.m. to 9:00 p.m. weekdays for the property at 400 E Dual Blvd NE commencing on September 6th, 2018 and concluding February 8th, 2019. **BE IT FURTHER RESOLVED** that the City Council of the City of Isanti hereby directs the Community Development Director to publish a public notice of the extended construction hours in the *Isanti County News.*

This Resolution is hereby approved by the Isanti City Council this 4th day of September, 2018.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
City Clerk/Human Resources

K.10.

RESOLUTION 2018-XXX

RESOLUTION ACCEPTING PART TIME LIQUOR STORE CLERK BRANDY ANKER LETTER OF RESIGNATION

WHEREAS, Part Time Liquor Store Clerk Brandy Anker has submitted a letter of resignation to the City of Isanti and presented this to Liquor Store Manager John Jacobi on August 14th , 2018; and,

WHEREAS, the effective date of this resignation is August 16th, 2018; and,

WHEREAS, Brandy Anker is leaving employment not in good standing as she did not fulfill her two week notice per personnel policy; 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 Brandy Anker is hereby accepted effective August 16th, 2018.

2. That Human Resources/City Clerk and Liquor Store Manager John Jacobi are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 4th day of September, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

K.11.

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 29, 2018

Subject: Criminal Justice Data Agreement with Isanti County Sheriff's Office

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Background:

The Police Department is not considered a 24 hour CJDN (Criminal Justice Data Network) agency with regards to receiving requests for confirming items that have been entered into the NCIC (National Criminal Information Center). All of our warrants, stolen items, missing persons, some criminal histories and so forth are entered / requested by the Isanti County Sheriff's Office on behalf of the Isanti Police Department because Isanti County Sheriff's Office is the 24 hour answering point in Isanti County.

The Police Department does have these capabilities; however, they are not monitored 24/7 as required by the MnBCA and the F.B.I. The Cities of Braham and Cambridge also fall into this category. This is common practice for most local municipal Minnesota Police Departments because they do not have their own dispatch center.

Isanti County Auditor's Office is requesting updated agreements with current signatures from Chief Law Enforcement Officers from each of the three Police Department's in the County.

Action:

For the City Council to review and approve its Chief of Police to have the authority to enter into and sign an agreement that allows criminal justice information sharing between the Isanti Police Department and the Isanti County Sheriff's Office as outlined in the standardized agreement attached.

Respectfully,

Chief Gene C. Hill

RESOLUTION NO. 2018-XXX

A RESOLUTION AUTHORIZING TO ENTER INTO AN AGREEMENT BETWEEN THE CITY OF ISANTI POLICE DEPARTMENT AND THE ISANTI DEPUTY SHERIFF'S OFFICE TO SHARE CRIMINAL JUSTICE INFORMATION

WHEREAS, the Isanti Police Department is not a 24/7 public answering point with continually monitored access to the National Criminal Information Center (NCIC) and the Minnesota Criminal Justice Data Network (CJDN), and;

WHEREAS, the Isanti County Sheriff's Office is the 24/7 public answering point for all of the law enforcement entities in Isanti County, and;

WHEREAS, an agreement is required by the Minnesota Bureau of Criminal Justice (MnBCA) and the Federal Bureau of Investigations (FBI) for its police department to receive and share information with the Isanti County Sheriff's Office on its behalf, and;

WHEREAS, this agreement meets the requirements of the MnBCA, FBI and the Isanti County Auditor's Office to allow this criminal information to be shared, and;

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

1. To grant authority to allow its Chief of Police to enter into and sign this agreement with Isanti County Sheriff's Office to share criminal justice data/information in accordance to the rules and regulations that are required by the MnBCA and FBI.

Adopted by the Isanti City Council this 4th day of September, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

AGREEMENT

Between

Isanti Police Department and Isanti County Sheriff's Office

relating to

NATIONAL CRIME INFORMATION CENTER TELECOMMUNICATIONS

WHEREAS, Isanti Police Department has access to certain Criminal Justice Data Network (CJDN) data based including Wanted Persons, Missing Persons and Stolen Property records, and;

WHEREAS, it is in the public interest for Isanti County to perform certain categories of CJDN telecommunication messages for the Isanti Police Department, and;

WHEREAS, it is required by National Crime Information Center (NCIC) rules and regulations to enter into the following Agreement setting forth the responsibilities and rights assumed by the parties to this agreement relating to the telecommunication of CJDN data.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties herein agree as follows:

1. All CJDN communications on behalf of the Isanti Police Department utilizing the Isanti Sheriff's ORI shall be relayed through the Isanti Sheriff's dispatch center terminals within a reasonable time after requests therefore are received from the Isanti Police Department.

2. All NCIC communications entered into the CJDN by the Isanti County Sheriff on behalf of the Isanti Police Department shall utilize the ORI for the Isanti County sheriff and shall note the Isanti Police Department in the miscellaneous field of the entry.

3. The Isanti Police Department remains responsible for the accuracy of the law enforcement data provided to the Isanti County Sheriff and remains responsible for modification and cancellation in a timely manner of all law enforcement messages which it has introduced into the CJDN through the Isanti County Sheriff.

4. The Isanti Police Department agrees to maintain all original law enforcement records as required by NCIC regulations, and applicable data practices statutes, rules, and regulations and remains responsible for completing all CJDN validation reports.

5. The Isanti County Sheriff agrees to modify or cancel the messages described in this agreement pursuant to the authority of the Isanti Police Department within a reasonable time after receipt of requests therefore from the Isanti Police Department.

6. Isanti Sheriff's liability will be limited to the timely and accurate transmission of the Isanti Police Department's messages, records and data described in this Agreement.

7. The Isanti Sheriff agrees to respond within 10 minutes to all the hit confirmation records marked "urgent" and one hour on all requests marked "routine" on records the Isanti County Sheriff enters in the CJDN for the Isanti Police Department. Isanti County Sheriff's response shall indicate a positive or negative confirmation, or a notice of the estimated amount of time necessary to confirm or reject the record confirmation.

8. The entire Agreement of the parties is contained herein and this Agreement supersedes all oral Agreements and negotiations had between the parties relating to the subject matter hereof.

9. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when reduced to writing and duly signed by the parties herein.

10. The term of the Agreement is from the date of the last signature hereto and shall continue until terminated as provided herein.

11. This Agreement may be terminated by either party at any time with or without cause, upon sixty (60) days written notice delivered to the address of the parties specified above.

12. This Agreement will automatically be terminated sixty (60) days from the date that the Isanti Police Department becomes a terminal agency having direct access to the CJDN. At the earliest practicable date, the Isanti Police Department will notify the Isanti County Sheriff in writing delivered to the Isanti Sheriff that the Isanti Police Department will or has become a terminal agency.

ISANTI POLICE DEPARTMENT

By: _____

Dated: _____

COUNTY SHERIFF

_____

Dated: _____

CITY OF ISANTI
PLANNING COMMISSION
AUGUST 21, 2018

1. Meeting Opening.
A. Call to Order.
Chairman Wimmer called the meeting to order at 7:17 p.m.

B. Pledge of Allegiance.
The Pledge of Allegiance was recited.

C. Roll Call.
Members Present: George Wimmer, Steve Lundeen, Dan Collison, Ross Lorinser, Paul Bergley, Joey Lemay.

Members Absent: None.

Staff Present: Ryan Kernosky, Community Development Director.

1D. Agenda Modifications.
Motion by Lundeen, seconded by Lorinser to adopted the agenda, approved unanimously.

2. Approval of the Minutes from the July 17, 2018 Planning Commission
Motion by Lorinser, seconded by Lundeen to approve the minutes from the July 17, 2018 Planning Commission meeting, approved unanimously.

3. Public Hearings
A. None

4. Discussion Items
A. 2018 Quarter 2 Community Development Director's Report

Community Development Director Kernosky provided his 2nd quarter Community Development Report. Mayor Wimmer asked Director Kernosky to discuss what the MS4 Technician will be, and why we need it. Director Kernosky stated that the MPCA designated the City of Isanti to become an MS4 (Municipal Separate Storm Sewer System) community, and this unfunded mandate requires we rigorously enforce State standards to prevent illicit discharge from entering into our storm sewer system. Due to the large amount of new construction, the City budget for a part-time MS4 Technician to assist with enforcement and reporting.

5. Adjournment

Motion by Lundeen, second by to Lorinser to adjourn the August 21, 2018 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:22 p.m.

Dated at Isanti, Minnesota this 22nd day of August, 2018.

Respectfully submitted,

Ryan Kernosky
Community Development Director

L.2.

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
August 28, 2018
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, and Mayor Wimmer
Members Absent:	James Witte and Aaron Zdon
Staff Present:	Katie Everett, Parks, Recreation, and Culture Manager Ryan Kernosky, Community Development Director

D. Agenda Modifications.
Garvey asked if there were any agenda modifications; there were none. Motion by Wimmer, second by Johnson to approve the agenda for the August 28, 2018 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from July 24, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Wimmer; second by Johnson. Minutes were unanimously approved.

3. Bike and Pedestrian Plan Update (Ryan Kernosky, Community Development Director)

Kernosky explained that the what is included in the packet is the visualization of the future Bicycle and Pedestrian Plan. It was taken from comments by this body and members of staff. You'll notice there are lot of extensions of sidewalks and multimodal paths, things of that nature. What I've also done is considered future road planning in the community – future collector streets and major and minor arterials – then ran multimodal paths next to those future streets. The numbers of the maps are associated within the other part of the document with what needs to occur, who is responsible for that, and then kind of a general timeline. A lot of them are going to be as the property develops as the developer's responsibility. That would include sidewalk extensions and some multimodal transportation extensions. There are future options for bridges, and that was something that came up with the submitted documents from this board, that we need to have something that identifies possible future extensions for a pedestrian and bike bridge and/or tunnel to go under 65 to connect the west side to the east side. Kernosky asked the board for questions or feedback. Everett stated that Zdon provided comment ahead of the meeting that Isanti Parkway by Bluebird Park and BMX was a top priority as well as along County Road 5. Kernosky stated that the portion along Isanti Parkway is a future extension of the multimodal path and the City controls all of the frontage, so when the City would decide to do that extension it would be much easier than some other parts. County Road 5 is a challenge because the City has no jurisdiction over that road, but we would look forward to working with the County to ensure bike lanes, sidewalks, or multimodal paths are installed to enhance the safety of that corridor. Wimmer added that the issue with that is that the County has stated repeatedly that they don't have right-of-way in that area as we've tried to work with Safe Routes to School grants. The issue comes in adding to the north side, those homes have very small frontages so they've been less than excited about wanting to have a sidewalk or trail in that area as well. We did try a couple of years ago to have discussion of having a bike lane through there (doesn't do anything for pedestrian traffic), but the County did adopt last year incorporating bike routes on County highways. That may help move that along. Everett asked if we get any sort of notice when the County is planning to do a construction project so we can provide the input that these things are important. Wimmer said that if it's through the City, yes it goes to the Engineering staff. We are not involved in design and things along that line. That's why it was important to get the bike portion in their overall planning so when they look at redoing County highways they're looking at doing that. Their board has changed their direction on that, starting last year.

DRAFT

Everett asked if in the Isanti Hills area where there are no sidewalks if there is enough space to add sidewalks the next time the roads are done. Kernosky stated that those streets do have a 60 foot right-of-way, so it could be just like with Palomino with the addition of a sidewalk and a 4- or 5-foot tree boulevard. It is all 60 or 66 foot right-of-way depending on the street in that neighborhood.

Garvey thanked Kernosky for his work on the document. Kernosky added that he is aiming to present the final document at the September meeting.

4. Community Garden Discussion

Everett stated that board has images of what the garden looks like, and explained that we actually have four raised beds and have removed the table options. The areas on the north side of the garden were left open on purpose when we designed the garden so that we could expand in a way that made sense based on the kind of participation we got with the garden. Both of those spaces have taken a lot of time for maintenance because weeds grow very fast out there. Essentially we have room for 33 more plots if follow the same 10'x10' model on the north section. The maps give an idea if we do one side or the other. A couple of things to consider: we can turn it all into plots and tell the school and the Master Gardeners that they can reserve actual plot spaces instead of having an open space that they have to maintain everything. That may be easier for them to handle, and then we might get more participation out of them as well. This kind of thing then, Public Works can just till and it goes a lot faster, even if next year an entire row were to not be used, the maintenance of doing something like that goes a lot faster. Everett has not heard yet from School For All Seasons if they're considering incorporating that into their curriculum this year, but this year they did not participate and previous couple of years it was really a struggle for them to maintain the big space over the summer. This year, the Master Gardeners have kept up pretty well, but Everett thinks it was more space than they really needed too. She hasn't gotten a report from them yet on how many families were involved with that. Everett said that there would be some cost associated with mulch to make the paths, but nothing too considerable since we have to buy mulch for playgrounds every year anyway. Wimmer asked if we were just about full this year. Everett confirmed that all 60 plots were reserved this year and all 4 raised beds, but we do have 2 more raised beds that we can add if they are reserved. Everett explained she spoke with a gardener at the pot luck whose wife is in a wheelchair, and he said they have a couple of those tables at home. So it may be that most people have space for that size table at home, so that might be why they weren't rented from us. It's good to be able to accommodate people, so maybe there's a different way we can do that to make it more worth someone's while. Everett stated that she doesn't know that we'll get more than 50% more reservations, so if we do all of it at once we may have some empty plots again in 2019.

Wimmer stated that he thinks we should look at doing at least a 10% increase in plots for next year, so that's just adding 6 more plots. Garvey asked if it would make sense to keep going in the straight row format so we as we add more in the future it keeps going that way. Wimmer thought it would, especially sense most people out there with more than one plot have them in the same row. We have a fair amount of people that have more than one plot, so that would make it consistent. Garvey asked if it would be an option if we opened up one of the lines [on the west side], knowing the rest is still future plots, to keep the pollinator plants. She asked if the pollinator plants perennials or annuals. Everett explained that they're most perennial. In that section right now there were some plugs that we planted and many of them now have been eaten by rabbits. Last year and this year, we planted some wildflower seed to cover the area and this year we planted more plants. We do have a row of some Black Eyed Susans, coneflowers, and hyssop that came back really well this year. Potentially some of that will want to come back next year, and we can move the bigger plants if we decide we want to use that space for plots. Garvey said she would like to see the pollinator garden continued if that's a possibility. Everett said that the community gardeners have been really interested in pollinators too, and many of them plant flowers too. At the point that the whole garden is plots, we potentially could plant some of those pollinator plants around the garden sign or somewhere in the area too. It would still be beneficial to the garden. Garvey added that she thought if we provided plots for the school and Master Gardeners, that would be a better option because it is more manageable on their side of it, and then it fits in more with what we're offering at the garden too. Whether it's that we don't sell out the new plots and we let them use those, we can always work at it each year a little differently.

Everett summarized that we are going to leave the educational plot area as-is for next year, but do the farthest left row – does that feel too disconnected from the rest of the garden? Wimmer said we could do the interior line,

since the ones on the outside are the ones that get the most visitors. Garvey agreed that it would make sense to do the row closest to the raised beds and then expand outside.

5. Parks Updates

Everett gave a summary of summer events. She said that she got great feedback about Celebrate Isanti. Lots of families with young kids came out to the Kids' Festival, and they all loved the simulator. It was super cool for the kids to get to try out that equipment. The Union said that it was a good event for them too, and we hope that they want to come back. Wimmer said that in talking with them, it sounds like once we get them a date they'll get it scheduled. Everett said that it sounded like the car show went pretty well; she didn't get final numbers but when she talked to the organizer at the event it sounded like there were at least 150 cars. The street dance went really well. Bad Girlfriends was a good band and they said they had a good time and are interested in coming back. BMX was open that day, and they said they had a good handful of people sign up for activities after the event so it was worth their time to be open. Wimmer said he talked to them and they got a lot of new riders out of it.

Everett explained that Curious Creatures went really well. The only time we've been able to hold those is at Mattson Park because there's a person who does home daycare and she brings her kids over. This time we had a bunch of unrelated people come too, so hopefully we can get them to come back and maybe come to some of the other parks too. The next one is at River Bluff and it is a harvest theme.

Everett stated that the Farmers' Market goes through the end of September so there are 5 weeks left. She is still continuing to get new vendors. At next month's meeting she will give a full report about how the season went, but it's looking like overall it went really well.

Everett added that there was a potluck out at the Community Garden and there were about 8 people there. They were the people that usually come out for things, and they have a lot of good feedback about what's growing out there and how to help each other out. They did mention that the picnic the Cambridge community garden does has some awards for people's plots. That could be something fun to think about doing as well. They have the Master Gardeners go around and decide on the best the plot, most creative, and it sounds like there's one for something like the weediest plot too. That kind of idea is interesting because it might hold people more accountable when they know that people are looking at what they're doing. Everett will look into doing something like that next year. This year it was just really casual and we asked people to bring something to share that was made with something from the garden. The garden is open through mid-October.

Everett gave an update on fall programs as well. Movie Nights start in October, and the volunteer groups we've had in the past have been emailed the sign up form. If the board has ideas of local youth organizations that might want to take over concessions for a night to let her know. Hopefully we get all of the dates filled again. New this fall is family day at Legacy Park on October 6. It will include fun fall things, and a lot of people go out there to take family photos so we'll have options for families to do that too. We haven't done anything like this one before, so we'll see how it goes.

6. Adjournment

Motion by Johnson, second by Wimmer to adjourn the August 28, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:27 p.m.

Dated at Isanti, Minnesota this 28th day of August, 2018.

Respectfully submitted,

Katie Everett

Katie Everett
Parks, Recreation, and Culture Manager

DRAFT

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 18, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards
1. Years of Service Award for Officer Steven Callahan
2. Proclamation to observe October 1 to October 7, 2018 as Minnesota Manufacturing Week

F. Approve City Council Minutes
1. September 4, 2018 – Regular Meeting of the City Council

G. Announcements

1. Parks, Recreation and Culture Board Meeting	Tuesday, September 25, 2018 @ 6:00 p.m.
2. City Council Meeting	Tuesday, October 2, 2018 @ 7:00 p.m.
3. EDA Meeting	Tuesday, October 2, 2018 *(Immediately following the City Council Meeting)*

H. Council Committee Reports

I. Public Hearings

J. Business Items

Community Events and Parks Coordinator Katie Everett
1. Resolution 2018-XXX Approving a Special Event Permit Application for BMC Open House and Stiff Upper Lip Car Show

City Administrator Don Lorsung
2. Ordinance XXX Amending Chapter 352, Article I, Lawn Sprinkling, Watering and Irrigation

Community Development Director Ryan Kernosky
3. Resolution 2018-XXX Approving the Preliminary Plat for Legacy Pines Subdivision

Assistant City Engineer Jason Cook
4. Intersection Control Evaluation Report
    a. Resolution 2018-XXX Accepting Intersection Control Evaluation Report
    b. Resolution 2018-XXX Authorize Local Initiative Project Funding Application to the Minnesota Department of Transportation

K. Approve Consent Agenda

1. Consider Accounts Payable in the amount of $275,674.78 and Payroll in the amount of $111,882.05
2. Final Meeting Minutes for the September 4, 2018 Economic Development Authority Meeting
3. Contractor's Final Pay Request No. 2 for Pavement Management in the Amount of $22,324.13
4. Contractor's Final Pay Request No. 5 for 2017 Palomino Road Improvements in the Amount of $29,290.81
5. Resolution 2018-XXX Resolution Accepting the Letter of Resignation of Officer Steven Callahan
6. Resolution 2018- XXX Approving Update to Landscaping of Community Sign at Isanti Police Department
7. Resolution 2018- XXX Approving an Open Burning Permit for Isanti Fire District
8. Resolution 2018- XXX Approving Community Center Monthly Renter Reservation Form"
9. Resolution 2018- XXX Approving Emergency Repair of the Fire Alarm Panel at City Hall
10. Resolution 2018- XXX Approving 5th Annual MMBA Animal Drive
11. Resolution 2018- XXX Authorizing and Execution of Repayment Agreement on Lot 6, Block 1, Sun Prairie Third Addition with J Robinson Construction, Inc
12. Resolution 2018- XXX Authorizing and Execution of Repayment Agreement of Lot 7, Block 1, Sun Prairie Third Addition with J Robinson Construction
13. Resolution 2018- XXX Authorizing Compensation to Community Development Director Ryan Kernosky in the Interim Period of a Vacant Economic Development Director position

L. Other Communications

1. Draft Minutes of the September 4, 2018 Economic Development Authority Meeting
2. Draft Minutes of the September 11, 2018 Special Planning Commission Meeting
3. August Police Department Report
4. August Code Enforcement Report
5. August Building Inspector Report
6. September Engineering Report

Adjournment

Proclamation

Whereas: Manufacturing is a dynamic and robust industry, crucial to the health and strength of Minnesota's diverse economy; and

Whereas: The manufacturing industry contributed $49.2 billion to Minnesota's economy in 2017, and at 16 percent, is the largest sector contributing to the state's private gross domestic product; and

Whereas: In 2017, workers took home $21 billion in wages from Minnesota manufacturing jobs, the second-highest amount among the state's business sectors; and

Whereas: Manufactured exports brought $19 billion into the Minnesota economy in 2017; and

Whereas: Manufacturing provides 319,000 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 $65,728, which is 16 percent higher than the state's overall average wage.

Now, therefore, I, George A. Wimmer, Mayor of the City of Isanti, do hereby proclaim that the week of October 1 to October 7, 2018 shall be observed as:

MINNESOTA MANUFACTURING WEEK

in the City of Isanti, Minnesota on this 18th day of September, Two Thousand and Eighteen.

_____

Mayor George A. Wimmer

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 4, 2018 – 7:00 P.M.
CITY HALL

F.1.

I. Citizens Input
None.

II. Agenda
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: Community Development Director Ryan Kernosky, Assistant City Engineer Jason Cook, Human Resources/ City Clerk Katie Brooks, City Administrator Don Lorsung, Finance Director Mike Betker, and City Attorney Clark Joslin

Others Present: Isanti County Commissioner Mike Warring, Jeff Johnson, Lisa Johnson, Arissya Simon, George Heman, Elizabeth Anderson and Jared Charles

D. Adopt Agenda
Motion by Lorinser, second by Lundeen to approve the Agenda as presented. Motion carried.

E. Proclamations/Commendations/Certificate Awards
None.

F. Approve City Council Minutes
1. August 21, 2018 – Regular Meeting of the City Council

Motion by Lundeen, second by Bergley to approve minutes as presented. Motion carried.

G. Announcements

1. Special City Planning Meeting	Tuesday, September 11, 2018 at 7:00 p.m.
2. City Council Meeting	Tuesday, September 18, 2018 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, September 18, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*
4. Park, Recreation, and Culture Board Meeting	Tuesday, September 25, 2018 at 6:00 p.m.

H. Council Committee Reports
None.

I. Public Hearings
None.

J. Business Items
1. Interview Applicant for the Vacant Term Seat Planning Commission Board (*Mayor Wimmer*)
    a. **Resolution 2018-199** to Appoint Candidate to Fill Vacant Planning Commission Board Seat

Applicant Arissya Simon was interviewed by Mayor Wimmer for the open Planning Commission seat. Ms. Simon was asked questions specific to the Planning Commission.
Motion by Lorinser, second by Collison to approve and appoint the applicant to the seat. Motion carried.

City Administrator Don Lorsung

2. **Resolution 2018-200** Approving the Purchase of a Replacement Generation RIO H4 Miox Chlorination Unit for the Water Treatment Plant

Assistant City Engineer Jason Cook shared the price comparison for repairs to the existing Chlorination system and the cost of replacing with a new Chlorination system.
Mayor Wimmer added that replacing a portion of the system now may lead to the system needing repairs in the future and potentially be more costly than replacing the Chlorination system as a whole.
Motion by Lorinser, second by Collison to approve the request as presented. Motion carried.

Assistant City Engineer Jason Cook

3. **Resolution 2018- 201** 2018-2029 Capital Improvement Plan

Assistant City Engineer Jason Cook explained that 2010 was the last Capital Improvement Plan.
Assistant City Engineer Jason Cook clarified the current plan will expire in two years; with the need for updates. Assistant City Engineer Jason Cook also noted that the updates included a 10-year Payment Management Plan 2014, 5-year Storm Water Management plan, 2017 Water Tower evaluation, and 2018 for a Service Area Extension. Council Member Bergley asked if the City is responsible for $4.163 Million.
Motion by Lorinser, second by Collison to approve request as presented. Motion carried.

4. **Resolution 2018- 202** 2018 Storm System Maintenance Bid

Assistant City Engineer Jason Cook explains that the City only received one bid for $175,675 which was over the engineers estimate. It was recommended to reject the bid and receive another bid in the winter.
Council Member Collison asked what type of maintenance is needed and wondered if Public Works was able to do the work. Assistant City Engineer Jason Cook responded affirmatively that it includes simple tasks. However, others are more extensive.
Motion by Collison, second by Bergley to reject the bid and have the Public Works Committee review the scope of the work. Motion carried

Finance Director Mike Betker

5. 2019 Preliminary Budget and Levy Adoption
    a. **Resolution 2018-203** Setting the 2019 Final Budget and Levy Meeting
    b. **Resolution 2018-204** Approving the 2019 Preliminary Budget for the City of Isanti
    c. **Resolution 2018-205** Adopting the Proposed 2018 Tax Levy Collectible in 2019 for the City of Isanti

Finance Director Mike Betker shared that the proposed property tax rate is 72%, a 10% decrease from the 2018 Budget and the Health Insurance renewal rate is 15.8% where previously previous assumption had been only 10%. Mayor Wimmer added that there is an 11% increase in the Market Value for the City for 2018.
Motion by Lundeen, second by Collison to approve Preliminary Budget and Levy Adoption. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $243,168.76 and Payroll in the amount of $97,095.48
2. Final Minutes of the July 17, 2018 Planning Commission Meeting
3. Final Minutes of the July 24, 2018 Park, Recreation and Culture Board Meeting
4. **Resolution 2018-206** Approving Exempt Gambling Permit for North Branch Area Education Foundation
5. **Resolution 2018-207** Approving a Contract for Maintenance of the City's Outdoor Warning Siren

6. **Resolution 2018-208** Amending the Holiday Policy as it Relates to the Liquor Store Policies
7. **Resolution 2018-209** Opposing the Sale of Strong Beer, Spirits and Wine in Grocery and Convenience Stores
8. **Resolution 2018-210** to Declare Metal as Scrap and Authorize Its' Disposal
9. **Resolution 2018-211** Approving Extended Construction Activity Hours for Kwik Trip, Inc.
10. **Resolution 2018-212** Accepting Resignation of Liquor Store Employee Brandy Anker
11. **Resolution 2018-213** A Resolution Authorizing to Enter into an Agreement Between the City of Isanti Police Department and the Isanti County Deputy Sheriff's Office to Share Criminal Justice Information

Motion by Bergley, second by Collison to approve Consent Agenda. Motion carried.

L. Other Communications

1. Draft Minutes of the August 21, 2018 Planning Commission Meeting
2. Draft Minutes of the August 28, 2018 Meeting of the Park, Recreation and Culture Board

Adjournment

Motion to adjourn by Lundeen, second by Bergley. Motion carried. The meeting was adjourned at 7:31 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Administrative Data Clerk

Request for City Council Action - MEMO

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

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: September 18, 2018

Subject: A Resolution Approving a Special Event Permit Application for BMC Open House and Stiff Upper Lip Car Show

---

Background

The City received a special event application from BMC British Auto which will be hosting an open house and car show on their premises at 444 East Dual Blvd on Saturday, October 13, 2018 from 10:00 am to 3:00 pm. Organizers are expecting about 70 people for the event. Show cars will be parked on the premises; spectators will park along both sides of East Dual Blvd. Organizers may also use the Metal Coatings property with permission from the owners to use their property for additional show car parking; proof of permission will be submitted to the City if applicable. Event organizers anticipate their onsite restrooms to be adequate for the event. Their staff and volunteers will clean up after the event; the $100 clean up deposit is due prior to the event. Organizers have notified area businesses of the event 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. 2018-
- Special Event Application
    - Special Event Application
    - Departmental Review Sheet
    - Event Map
    - Certificate of Liability Insurance
    - Event Marketing Information

RESOLUTION 2018-

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE BMC OPEN HOUSE AND STIFF UPPER LIP CAR SHOW

WHEREAS, BMC British Auto will be hosting an open house and car show on Saturday, October 13, 2018 from 10:00 am to 3:00 pm on their premises at 444 East Dual Blvd in Isanti; and,

WHEREAS, the estimated number of participants 70; and,

WHEREAS, show cars will be parked on BMC premises spectator parking will occur on the street; and,

WHEREAS, event staff and volunteers will clean-up after the event, and the organizers will submit 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 BMC British Auto Open House and Stiff Upper Lip Car Show to be held on October 13, 2018 with the following conditions:

- Property owner approval for overflow use at Metal Coatings property.
- Submittal of the $100 clean up deposit prior to the event.

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 18th day of September, 2018.

Attest: _____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 8/29/18

APPLICANT INFORMATION

Sponsoring Entity (if applicable): BMC Auto

Contact Person: John Engstrom

Address: 444 East Dual Blvd

City: Isanti State: MN Zip: 55040

Phone [redacted] Fax: ___-___-___ Cell: ___-___-___

E-mail: [redacted]

Secondary Contact Person: Brian McCullough

Address: 444 East Dual Blvd

City: Isanti State: MN Zip: 55040

Phone [redacted] Cell: ___-___-___ E-mail:

EVENT INFORMATION

Event Name: Open house and STiFF upper Lip CarShow

Date(s) of Event: Saturday, October 13th

Hours of Event: 10 Am until 3 pm

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 and Parts Shop open - Customer Appreciation Event

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):
At the BMC Shop - 444 East Dual

Estimated Number of People in Attendance (includes staff, participants, and spectators):
70

Parking Impact – Describe in detail:
Show cars parked in our lot -
Spectator parking Along dual Blvd

Tents, equipment, amusement rides, etc. None
Type:
Size:
Location:

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.
Two(2) Restrooms in buildings

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 plans

Clean-up Plans – Describe in detail:
Clean up by STAFF + 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:

None

Will any other public addressing system or sound amplification be used? If so, describe:

No

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?

Not on public property
No donations Asked For
Free event

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: John Engstrom

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

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Wednesday, August 29, 2018 11:57 AM
To: Isanti Parks
Subject: RE: Special Event Permit Request

Hi Katie,

IFD approves the BMC open house on 10/13/18 as presented. Thank you.

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 <IsantiParks@cityofisanti.us>
Sent: Wednesday, August 29, 2018 11:54 AM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; aljankovich@isantifiredistrict.org
Subject: Special Event Permit Request

Good morning,

Please find attached the Special Event Permit application from BMC Auto for an open house event on October 13. Outside impact is expected to be pretty minimal, but they will have spectactor parking along East Dual Blvd.

Please respond with your comments or approval at your convenience.

Thank you,

Katie Everett
Parks, Recreation, and Culture Manager
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: Wednesday, September 05, 2018 11:15 AM
To: Isanti Parks
Subject: Re: Special Event Permit Request

APPROVED...

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."

BMC British Automobile
444 East Dual Blvd.
Isanti, Mn. 55040

This letter is to inform you of our intention to hold a car show and an open house at our place of business on Saturday, October 13th 2018. The show is scheduled to run from 10AM until 3PM. We invite you to come over and visit the show. The show has an emphasis on Classic British Cars but all classic Foreign and American autos are invited to come.

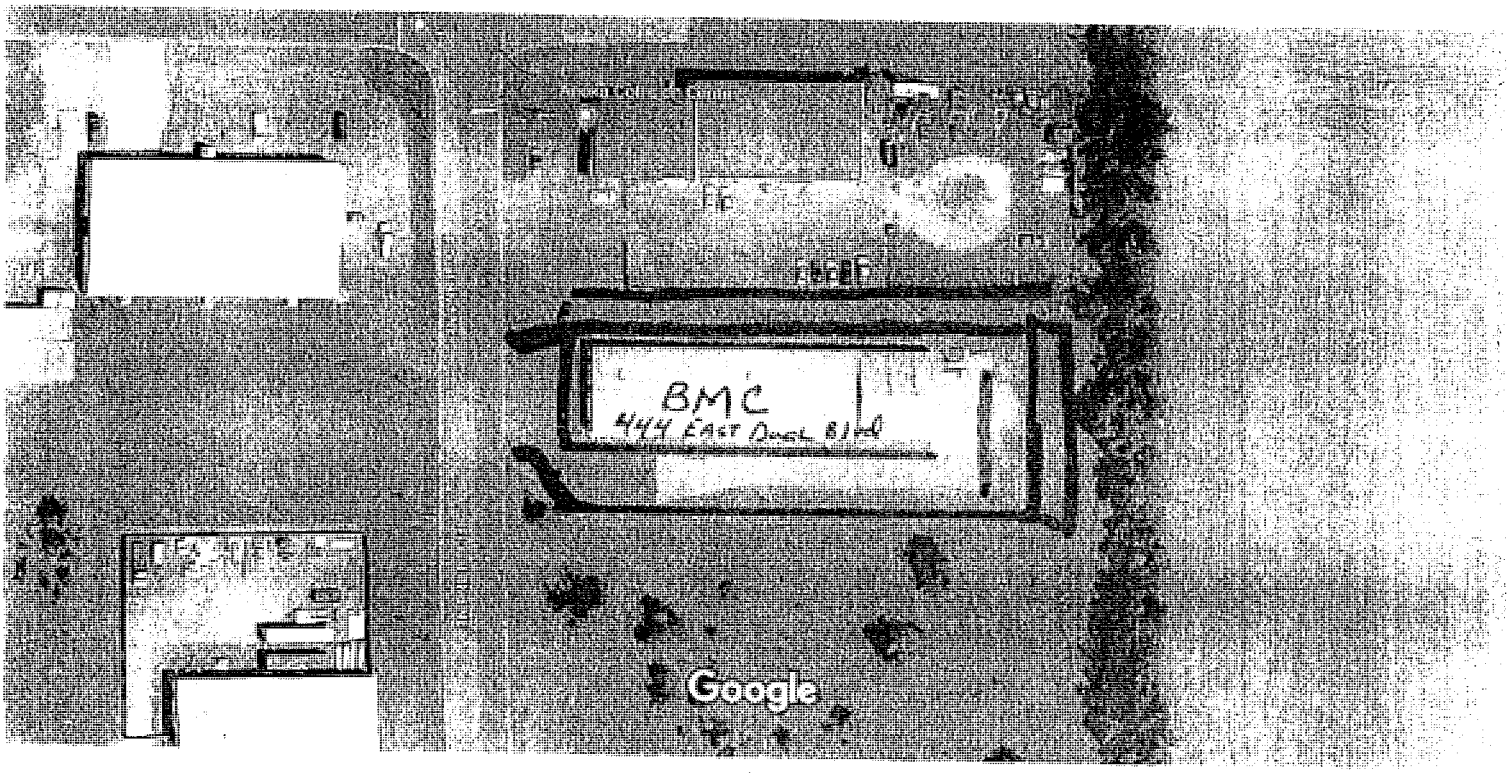
There is no charge to place a car in the show and no registration for the show is needed. If you don't have a car to show, we would encourage you to just stop over and visit the shop and see the cars on display.

If you have any questions, feel free to contact us at 651-400-0145 and ask for John or Brian

Notification Letter
Hand Delivered

Anoka Collision
Metal Coatings
North Woods Finishing

Site Map



Imagery ©2018 Google, Map data ©2018 Google 100 ft

Show CAR parking Area

Parking - 2 Rows of CARs down either Side of Building
+ 3 Rows in Back of Buildings
+ Front parking LOT

Client#: 120066 BMCBRI

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/09/2018

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CBIZ Insurance Services, Inc. 222 S 9th St. STE 1000 Minneapolis, MN 55402 763 549-2200	CONTACT NAME: PHONE (A/C, No, Ext): 763 549-2200 FAX (A/C, No): E-MAIL ADDRESS:
INSURED BMC British Automobile Brian Mc Cullough dba: 444 E. Dual Blvd Isanti, MN 55040	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : United Fire & Casualty Company — 13021 INSURER B : Star Insurance Company — 18023 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	COMMERCIAL GENERAL LIABILITY			60335878	05/01/2018	05/01/2019	EACH OCCURRENCE	$300,000
	CLAIMS-MADE OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$300,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$900,000
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
A	AUTOMOBILE LIABILITY			60335878	05/01/2018	05/01/2019	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)	$100,000
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC0786802	05/01/2018	05/01/2019	PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N: N	N/A					E.L. EACH ACCIDENT	$500,000
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$500,000

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

CERTIFICATE HOLDER

****

FOR INFORMATIONAL PURPOSES

****

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

John A. Gondek

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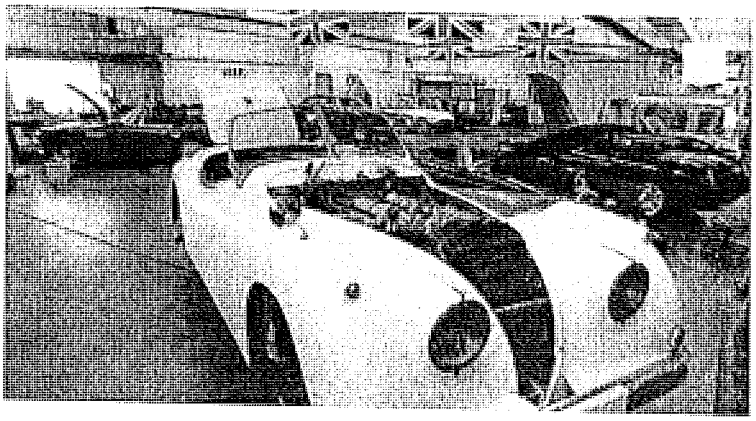
CRT

Advertising Information



Face Book Invitation

OCT
13

Stiff Upper Lip Open House and Car Show

Public · Hosted by BMC Classic British Car Restoration and Conversion Sports Car Specialists

Interested Share

Saturday, October 13 at 10 AM – 3 PM

BMC Classic British Car Restoration and Conversion Sports Car Specialists
444 East Dual Blvd, Minneapolis, Minnesota 55040

Hosted by BMC Classic British Car Restoration and Conversion Sports Car Specialists
Typically replies within a few hours

Message Host

About Discussion

INSIGHTS See More

Write Post Add Photo/Video Create Poll

Write something...

7 Going · 32 Interested

Message

Brian, Dwight and 2 others are going or interested

Suggested Friends

Nona Johnstone Invite

Brian Hannah
Likes BMC Classic British Car Restoration and Conversion Sports Car Specialists Invite

Audience

Men 35-44
16% of total reach

Get More Responses
Boost your event to reach more people.

Visi

RECOMMENDED ACTIONS

Ian Holmes
Likes BMC Classic British Car Restoration and Conversion Sports Car Specialists.

Invite

Share

Details

If you are interested in Classic British cars, BMC British Automobile invites you to our Stiff Upper Lip Customer Appreciation Day & Car Show. We can Almost Always promise cooler weather as the last car show of the year. Real car guys will have their tops down and windows open in Defiance to Old Man Winter....

-but we will provide Hot Coffee, Food and Great Company at This end. All for No charge.

Reach More People, Share Your Event

Help people find out about your [illegible] by sharing it in News Feed.

Share Event

Create a Post

Create a post in the event to engage your audience.

Create Post

Track Ticket Sales

Let people easily get tickets or sign up to your event by including a link to tickets.

Add Link

Search

Event Insights

Share Edit

Events

Events

Calendar

Stiff Upper Lip Open House and Car Show

Birthdays

Discover

Hosting

Create Event

BMC British Automobile (& Classic Auto LEDs!)

See More

Party Kid Friendly Antiques +2

About the Venue

BMC Classic British Car Restoration and

Automotive Restoration Service · [illegible]

+28

Go to Page

EVENT FRAMES Manage Effects

Help people share at your event

Create a custom camera frame for your event using handy templates. People can add it to the photos and videos they share with friends.

Get Started

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J.2.

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: September 12, 2018

Subject: City Code Amendments – Chapter 325, Water – Addition of Water Conservation Restrictions and Critical Water Deficiency

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Public Services Director / Assistant City Administrator Josi Wood is preparing a required update of the Water Supply Plan. As a part of this plan, the City needs to adopt city code language regarding water conservation restrictions in the event of a critical water shortage. Staff has prepared an amendment of Article I of City Code Chapter 325, that includes the required language. Attached is the proposed ordinance with the new language titled as 325-1 Water Conservation Restrictions, Critical Water Deficiency.

The City Attorney's Office has reviewed the draft ordinance and the Development, Operations and Advisory Committee recommends its consideration.

ORDINANCE NO. xxx

AN ORDINANCE AMENDING CHAPTER 325, ARTICLE I, LAWN SPRINKLING, WATERING AND IRRIGATION

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Article I, Lawn Sprinkling, Watering and Irrigation of Chapter 325 of the Code of the City of Isanti is hereby deleted in its entirety and replaced with the following title and language:

ARTICLE I
Water Conservation Restrictions, Critical Water Deficiency, Lawn Sprinkling, Watering and Irrigation

This article establishes water conservation restrictions; and the plan will be in effect at any time the Governor, and/or Mayor, declares by executive order a critical water deficiency, pursuant to Minnesota Statutes section 103G.291. This article also regulates lawn sprinkling and irrigation to conserve water resources and prevent harmful and wasteful effects on water resources by limiting lawn sprinkling, lawn watering and irrigation during mid-day hours.

325-1 Water Conservation Restrictions, Critical Water Deficiency

Definitions.
As used in this article, unless the context otherwise requires, the following terms shall have the meanings intended:
City Administrator - in statutory cities means the person or his/her designee assigned duties pursuant to Minn. Stat. § 412.111.
Department - means the city water department.
Emergency - means the declaration of a critical water deficiency by the Governor, and/or Mayor.
Irrigation - means the watering of shrubs, trees, sod, seeded areas, gardens, lawns, or any other outdoor vegetation, except outdoor vegetation utilized for agricultural purposes.
Notification to public - means notification through local media and city website, including interviews and issuance of news releases.
Public water supplier - means the city or other entity that owns, manages, or operates a public water supply, as defined in Minn. Stat. § 144.382, subdivision 4.
Reclaimed water - means water collected from rooftops, paved surfaces, or other collection devices and all water utilized more than once before re-entering the natural water cycle.
Water recirculation system - means any system which enables a user to reuse water at least once prior to returning the water to the natural water cycle.

A. APPLICATION.
(1) This ordinance applies to all customers of public water suppliers who own or control water use on any premises.
(2) No person shall make, cause, use, or permit the use of water received from a public water supply for residential, commercial, industrial, governmental, or any other purpose in any manner contrary to any provision in this ordinance.

(3) Mandatory emergency conservation measures shall be implemented based upon the declaration of a critical water emergency by the Governor, and/or Mayor.

B. DECLARATION OF CRITICAL WATER DEFICIENCY.

Upon the declaration of a critical water deficiency by the Governor, and/ or Mayor, the public water supplier shall immediately post notice of the emergency declaration at the usual meeting place of the city council, or the official city bulletin board. The city shall provide notification to the public as quickly as possible or through established water supply plans, emergency response plans, or procedures.

C. MANDATORY EMERGENCY WATER CONSERVATION MEASURES.

Upon declaration of a water emergency and notification to the public, the following mandatory restrictions upon nonessential water use shall be enforced:

(1) Outdoor irrigation of yards, gardens, golf courses, parklands, and other non-agricultural land, except for those areas irrigated with reclaimed water, is prohibited.

(2) Washing or spraying of sidewalks, driveways, parking areas, tennis courts, patios, or other paved areas with water from any pressurized source, including garden hoses, except to alleviate immediate health or safety hazards, is prohibited.

(3) The outdoor use of any water-based play apparatus connected to a pressurized source prohibited.

(4) Restaurants and other food service establishments are prohibited from serving water to their customers, unless water is specifically requested by the customer.

(5) Operation of outdoor misting systems used to cool public areas is prohibited.

(6) The filling of swimming pools, fountains, spas, or other exterior water features is prohibited.

(7) The washing of automobiles, trucks, trailers, and other types of mobile equipment is prohibited, except at facilities equipped with wash water recirculation systems, and for vehicles requiring frequent washing to protect public health, safety, and welfare.

D. VARIANCES.

The City Administrator, or his/her designee, is authorized to grant variances to this ordinance where strict application of its provisions would result in serious hardship to a customer. A variance may be granted only for reasons involving health or safety. An applicant may appeal the denial of a variance within five (5) days of the decision by submitting a written appeal to the City Administrator. The City Council shall hear the appeal at the next City Council meeting. The decision of the City Council is final.

E. VIOLATIONS.

(1) Violations shall be determined and cited by the City Administrator or his/her designee.

(2) Upon discovery of a first violation, the violator shall be issued, either personally or by mail, a warning letter that sets forth the violation and shall describe the remedy and fines for future violations.

(3) Upon subsequent violations at the same location, the violator shall be issued, either personally or by mail, an administrative citation that sets forth the violation and shall describe the remedy. The City reserves the right to charge the violation as a misdemeanor violation, as per Section 325-2, Paragraph D of this article.

(4) A violator may appeal the citation within five (5) days of its issuance by submitting a written appeal to the City. The City Council shall hear the appeal at the next City Council meeting. The decision of the City Council is final. Violators may be granted an administrative waiver if evidence is provided that equipment failure was the cause of the violation. A letter from a qualified vendor or invoice for equipment repair will be required to show proof of equipment failure.

F. SEVERABILITY.
If any provision of this ordinance or the application of any provision to a particular situation is held to be invalid by a court of competent jurisdiction, the remaining portions of the ordinance and the application of the ordinance to any other situation shall not be invalidated.

325-2 Lawn Sprinkling, Watering and Irrigation

A. USE AND REGULATION.
The use of the municipal water system or any private well or other source of water for lawn sprinkling, lawn watering or lawn irrigation purposes shall be regulated as provided in this article. In the event the City Administrator, determines that a water shortage exists, the City Administrator, is authorized to restrict the sprinkling, watering or irrigation of lawns within the City by posting a notice at City Hall setting forth the restrictions. Such restrictions may include a limitation as to which days of the week, dates of the months, or hours of the day during which lawn sprinkling, lawn watering and lawn irrigation is prohibited. In addition, the City Administrator may declare a total lawn sprinkling, lawn watering and lawn irrigation ban if the City Administrator determines that a water shortage of such magnitude as to threaten the public health or safety exists or will likely exist if such ban is not imposed.

B. USE OF PRIVATE WELLS.
The use of any private well or source of water other than the City's water system, for lawn sprinkling, lawn watering, or lawn irrigation purposes, shall be exempt from any restrictions imposed pursuant to Section 325-1. A. of this chapter and from the annual watering restrictions imposed pursuant to Section 325-2 of this chapter if the water user has registered the private well or other source of water to be used for such purposes with the Public Works Department of the City of Isanti, obtained a water appropriation permit, if required under any applicable State or Federal law or regulation, and posted a sign provided by the Public Works Department that clearly informs the public of the alternative water source. If any person or entity claims the privilege of exemption from the restrictions otherwise applicable under Section 325-1 or Section 325-2, a representative of the City may inspect the subject property during reasonable times to ensure that there is compliance with this provision.

C. ANNUAL RESTRICTIONS.
During the period from May 1 through September 1 annually, all lawns on all property with addresses that end with an odd number may be sprinkled, watered or irrigated only on odd-numbered days, and all lawns on property with addresses that end with an even number may be sprinkled, watered or irrigated only on even-numbered days, provided, however, that during this time period, no lawn sprinkling,

lawn watering nor lawn irrigation shall be allowed from 12:00 p.m. to 6:00 p.m. each day. This provision shall automatically apply unless superseded by action of the City Administrator as provided in Section 325-1 above imposing more restrictive measures. Notwithstanding the provisions of this Section, the City Administrator or his/her designee, may, upon request of a property owner, authorize daily sprinkling, watering or irrigation of newly seeded or sodded lawn areas provided that such permission will not increase the risk of a water shortage of such magnitude as to threaten the public health or safety.

D. VIOLATIONS AND PENALTIES

A person violating any provision of this article shall be subject to a usage charge for the first, second and third violation occurring within a 12 month period. The usage charge shall be as set by resolution of the City Council and specified in City Code Chapter A344, Fee Schedule. The usage charge shall be added to the monthly water bill. Any unpaid charges shall become a lien on the property, as per Section 7, Article II of this Chapter. Any violation thereafter shall be a misdemeanor violation punishable 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 18th day of September, 2018.

_____

Mayor George A. Wimmer

Attest:

_____

Katie Brooks, Human Resources /City Clerk

Posting Date:	09-07-2018
Reading Date:	09-18-2018
Publication Date:	09-27-2018
Effective Date:	09-27-2018

J.3.

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: September 18, 2018

SUBJECT: **REQUEST FROM ODYSSEY HOMES, INC FOR APPROVAL OF A PRELIMINARY PLAT OF LEGACY PINES SUBDIVISION FOR THE LAND LEGALLY DESCRIBED AS OUTLOT B, VILLAGES ON THE RUM THIRD ADDITION 2ND REPLAT PARK ADDITION, ISANTI COUNTY, ISANTI, MINNESOTA**

Background
Odyssey Homes, Inc (applicant) has submitted a completed application and paid applicable fees for a preliminary plat known as "Legacy Pines" for the property legally described as Outlot B of Villages on the Rum Third Addition, 2nd Replat Park Addition. In June 2003, the City entered into a Development Agreement with the previous developer, Ferraro and Iverson, LLC. This original development agreement included the original Planned Unit Development (PUD) for the Villages on the Rum Development. During the 2008 economic recession, the original developer lost the property and until recently, it was owned by Premier Bank.

Premier Bank requested an amended to the PUD, which was approved in 2010 via Resolution No. 2010-111. The 2010 amendment included several items, some of which dedicated Legacy Park to the City along with a lot for a future park entrance/parking area, specific home and garage sizes to be constructed, and a required tree preservation plan. Due to various economic challenges following the economic recession of 2008, Premier Bank never acted upon the approved amendment.

In June of 2018, Premier Bank sold the property to Odyssey Homes, Inc for the future development of the property. The aforementioned development agreements and PUD requirements remain with the property.

Request
The applicant has submitted a preliminary plat for a phased approach development, Planning Commissioners will notice that the applicant has submitted a conceptual plan for the remaining portions of the property that will be developed at later phases. Phase I includes extending Bellaire

Blvd NW to service a proposed 23 additional lots and extending Moline Loop NW to service a proposed 21 lots. Once complete, the development may include 177 lots.

Development and Operations Advisory Committee Recommendation
DOAC met on August 23, 2018 and September 6, 2018 to review the preliminary plat, and has recommended approval.

Planning Commission
The Planning Commission held a public hearing at a Special meeting on September 11, 2018. Concerns about additional access points to 3rd Ave NW with the proposed expansion of Moline Loop were discussed extensively. Planning Commission advised the developer to address the issue for the September 18, 2018 City Council meeting. Staff believes that the neighborhood has valid concern, and advises the City Council and developer to pursue additional access.

Staff Comments
General Comments –Overall, the proposed phase I of the subdivision is consistent with the overall design of the development, and the 2010 PUD Amendment.

City staff has requested that water is looped from Bellaire Blvd NW to Whiskey Rd NW as part of phase I, and that future right-of-way is dedicated to the City and various outlots are created for future phases.

Comprehensive Plan – This proposal is consistent with the City's 2008 Comprehensive Plan Future Land-Use Map, which identifies this parcel as low and medium density residential for future development.

Public Hearing Notice – Notice of this hearing was published in the *Isanti County News* on August 30, 2018, property owners within 350' of the subject site were provided written notification as required by City Code.

Public Comments – Staff has received written comment from a few citizens, those providing comment stated that they were saddened to see the open space become developed, and hoped that the existing ponds (storm water retention ponds) would be retained.

During the public hearing held by the Planning Commission on September 11, 2018, concerns about additional access points to 3rd Ave NW with the proposed expansion of Moline Loop were discussed extensively. Planning Commission advised the developer to address the issue for the September 18, 2018 City Council meeting.

Certificate of Taxes Paid - As of September 4, 2018, ½ of the property's taxes have been paid. Per City Code and County policy, the applicant will need to pay the remaining balance by the time the final plat is recorded.

Deadline for City Council Action – The City of Isanti received a complete application for this request on August 21, 2018. Per State Statute, the City Council must act upon this by December 20, 2018.

City Engineers Recommendation
City Engineer Brad DeWolf and Jason Cook reviewed the document, their recommendations are outlined in Exhibit A, attached to this document.

Staff Recommendation
I am recommending approval of the preliminary plat with the following conditions:

1. The developer must enter into a Development Agreement with the City of Isanti, which will outline the general terms for the remainder of the development. Subsequent developments will require additional Development Agreements as the property is built out. Development fees will be charged to the developer at the time of each development agreement and based upon the City Fee Schedule.

2. The developer shall be responsible for any and all permits and approvals that may be necessary from other applicable governmental agencies. These permits and approvals shall be submitted to the City of Isanti and/or other governmental jurisdictions that may require said permits prior to development.

3. The developer shall dedicate City Right-of-Way for the extension of Bellaire Blvd NW to Whiskey Rd NW to allow for the installation of a water main extension at the developers cost.

4. Any and all costs associated with the recording and processing of each subsequent Final Plat for additional phases shall be assumed by the developer.

5. The home sizes shall be consistent with Resolution No. 2010-111, amending the original PUD.

6. The setback requirements are as follows:

Front yard setback:	Thirty (30) feet; however, when adjoining principal buildings existing at the time of construction on a vacant lot, the required front yard setback for the new structure shall not be greater than the average front yard setbacks of the building on either side of the vacant lot.
Side yard setback:	Ten (10) feet
Street side yard setback:	Twenty (20) feet
Rear yard setback:	Thirty (30) feet

7. A tree preservation plan shall be prepared by the developer and submitted tot eh City of Isanti for those portions of the development site that have significant tree stands. Such plans shall show the locations of homes and grading for these lots, so as to protect as many of these trees as possible.

8. Installation of a temporary bituminous cul-de-sac at the end of Phase I roads, built to meet City Standards.

9. Dedication of a temporary cul-de-sac easement to the City of Isanti.

10. City of Isanti will need to vacate portions of an existing utility and access easements within the property.

11. Dedication, if required, of utility and access easements are granted to the City of Isanti.

12. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances.

13. Address items of importance identified in the Memorandum from City Engineers Brad DeWolf and Jason Cook dated August 28, 2018 to CD Director Ryan Kernosky.

14. Dedicate 33' of Right of Way along 3rd Ave NW to the City of Isanti.

15. Extension of Moline Loop NW to connect to Third Avenue NW for additional access during Phase One Shall be required.

Options & Proposed Motion Language

1. Recommend Approval with No Conditions: Motion to recommend approval of the request from Odyssey Homes, Inc, for Preliminary Plat Approval of Legacy Pines, Outlot B, Villages on the Rum Third Addition 2nd Replat Park Addition, Isanti County, Isanti, Minnesota.
2. Recommend Approval with Conditions: Motion to recommend approval of the request from Odyssey Homes, Inc, for Preliminary Plat Approval of Legacy Pines, Outlot B, Villages on the Rum Third Addition 2nd Replat Park Addition, Isanti County, Isanti, Minnesota. with the following conditions……
3. Recommend Denial: Motion to recommend denial of the request from Odyssey Homes, Inc, for Preliminary Plat Approval of Legacy Pines, Outlot B, Villages on the Rum Third Addition 2nd Replat Park Addition, Isanti County, Isanti, Minnesota. for the following reasons……
4. Table: Motion to table the request from Odyssey Homes, Inc, for Preliminary Plat Approval of Legacy Pines, Outlot B, Villages on the Rum Third Addition 2nd Replat Park Addition, Isanti County, Isanti, Minnesota. (a specific reason and information request should be included in the motion to table).

Attachments

- Exhibit A – Engineers Report dated August 28, 2018
- Resolution No. 2018-XXX
- Findings of Fact & Conclusion
- Preliminary Plat for Legacy Pines as prepared by Hakanson Anderson dated 9-5-2018

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7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
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MEMORANDUM

Date: August 28, 2018

To: Ryan Kernosky, Community Development Director

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Legacy Pines - Preliminary Plat Review
City of Isanti, MN
Project No.: R13.113062

We have reviewed the Preliminary Plat and supporting documents entitled "Legacy Pines" received on August 21, 2018 with a signature date of 8/10/2018.

The preliminary plat includes the construction of 177 single family lots, extension of city streets and utilities and site and storm water pond grading.

Also submitted were a stormwater management plan, a stormwater pollution prevention plan, wetland delineation report, geotechnical exploration, and the site development and phase 1 construction plans.

We have reviewed the submitted documents and have the following comments:

Preliminary Plat:

1. Block numbers are not clearly labeled.
2. Show drainage & utility easements where pond grading extends onto parcels (ex. PP-1).
    a. Final plat will require drainage and utility easements over the existing storm sewer pipes in the outlot, all proposed utilities in the outlot, and a drainage easement over the Phase 1 ditch and any ponds that are constructed.

Stormwater Management Plan:

3. Atlas-14 storm event modeling is required.
4. Subcatchments for each CB needs to be shown.
5. Submit spread calculations at each catch basin.
6. Submit pipe sizing calculations for all storm pipes.

Storm Water Pollution Prevention Plan:

7. Submit a soils map showing the existing soil types within the construction limits
8. Submit a one-mile boundary figure of the proposed project and identify all receiving waters within that boundary as well as noting if they are a special or impaired water.

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Wetland Delineation Report:

9. Submit report to LGU and possibly the Corps of Engineers for review and approval prior to performing any excavations in the identified areas.

Geotechnical Evaluation:

10. Organic soils shall be removed from below the proposed roadway sections. The City will not accept additional risk of failure as noted in the report.

Site Development and Phase 1 Construction Plans:

11. Make the work to be performed in Phase 1 clearer throughout planset.
    a. Show sewer, water, and storm as future where not included in phase 1.
12. Grading for PP-1 is not shown in phase 1 construction on sheet 20A. The trench does not have a point of discharge.
13. The pavement section shall be:
    a. 1.5-inches of bituminous wear course
    b. 2-inches of bituminous non-wear course
    c. 8-inches of aggregate base class 5
14. Vertical curve lengths shall be 90' minimum (30 mph minimum design).
15. Sewer & water services shall be placed near property corners, not center of lots.
16. Proposed contours do not connect at the end of each block.
17. Show proposed flow arrows in erosion control plan.
18. Show emergency overflow locations and stabilization for all pond EOFs.
19. Show riprap at all apron outlets.
20. Low points shown at the back of multiple building pads. Back yards need to have positive drainage away from building pads.
21. Need signing and striping plan.
    a. Include signage at the end of the temporary cul-de-sacs as shown in detail.
    b. Include advisory speed and curve signs where horizontal curve is under 300' (30 mph design)
22. Convert storm manhole to catch basin at approximate STA 1+40
23. Note tree protection areas. Show tree protection fencing where needed.
24. Show street lighting plan.

Permits (To be completed prior to construction):

25. NPDES - Construction Storm Water General Permit

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26. LGU and Army Corps of Engineers – Wetland Delineation
27. Minnesota Department of Health - Watermain Extension Permit
28. MPCA – Sanitary Sewer Extension Permit
29. DNR Dewatering Permit and Water Appropriations Permit – if planning to withdraw more than 10,000 gal water per day or 1 million gal water per year.
30. City Grading Permit
31. Army Corps of Engineers Section 404 Permit – if filling existing wetlands.

We recommend approval of the preliminary plat once the above items are addressed.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

RESOLUTION NO. 2018-XXX

A RESOLUTION APPROVING THE PRELIMINARY PLAT OF LEGACY PINES

WHEREAS, Odyssey Homes, Inc, has made application for Preliminary Plat Approval for Legacy Pines; which is legally described as Outlot B, Villages on the Rum Third Addition 2nd Replat Park Addition, Isanti County, Isanti, Minnesota; and,

WHEREAS, the Isanti Planning Commission conducted a public hearing on the Preliminary Plat on September 11, 2018 during a Special Meeting of the City Planning Commission; 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 September 18, 2018; 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 Legacy Pines. **BE IT FURTHER RESOLVED** that the requested Preliminary Plat Approval from Odyssey Homes, Inc, be approved with the following conditions:

1. The developer must enter into a Development Agreement with the City of Isanti, which will outline the general terms for the remainder of the development. Subsequent developments will require additional Development Agreements as the property is built out. Development fees will be charged to the developer at the time of each development agreement and based upon the City Fee Schedule.

2. The developer shall be responsible for any and all permits and approvals that may be necessary from other applicable governmental agencies. These permits and approvals shall be submitted to the City of Isanti and/or other governmental jurisdictions that may require said permits prior to development.

3. The developer shall dedicate City Right-of-Way for the extension of Bellaire Blvd NW to Whiskey Rd NW to allow for the installation of a water main extension at the developers cost.

4. Any and all costs associated with the recording and processing of each subsequent Final Plat for additional phases shall be assumed by the developer.

5. The home sizes shall be consistent with Resolution No. 2010-111, amending the original PUD.

6. The setback requirements are as follows:

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8. Installation of a temporary bituminous cul-de-sac at the end of Phase I roads, built to meet City Standards.

9. Dedication of a temporary cul-de-sac easement to the City of Isanti.

10. City of Isanti will need to vacate portions of an existing utility and access easements within the property.

11. Dedication, if required, of utility and access easements are granted to the City of Isanti.

12. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances.

13. Address items of importance identified in the Memorandum from City Engineers Brad DeWolf and Jason Cook dated August 28, 2018 to CD Director Ryan Kernosky, as marked as Exhibit A in this document.

14. Dedicate 33' of Right of Way along 3rd Ave NW to the City of Isanti.

15. Extension of Moline Loop NW to connect to Third Avenue NW for additional access during Phase One Shall be required

Adopted by the Isanti City Council on this 18th day of September, 2018.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

FINDINGS OF FACT AND CONCLUSION

Request

Request from Odyssey Homes, Inc, for Preliminary Plat Approval of Legacy Pines, legally described as Outlot B of Villages on the Rum Third Addition 2nd Replat Park Addition, Isanti County, Isanti, Minnesota.

Findings of Fact

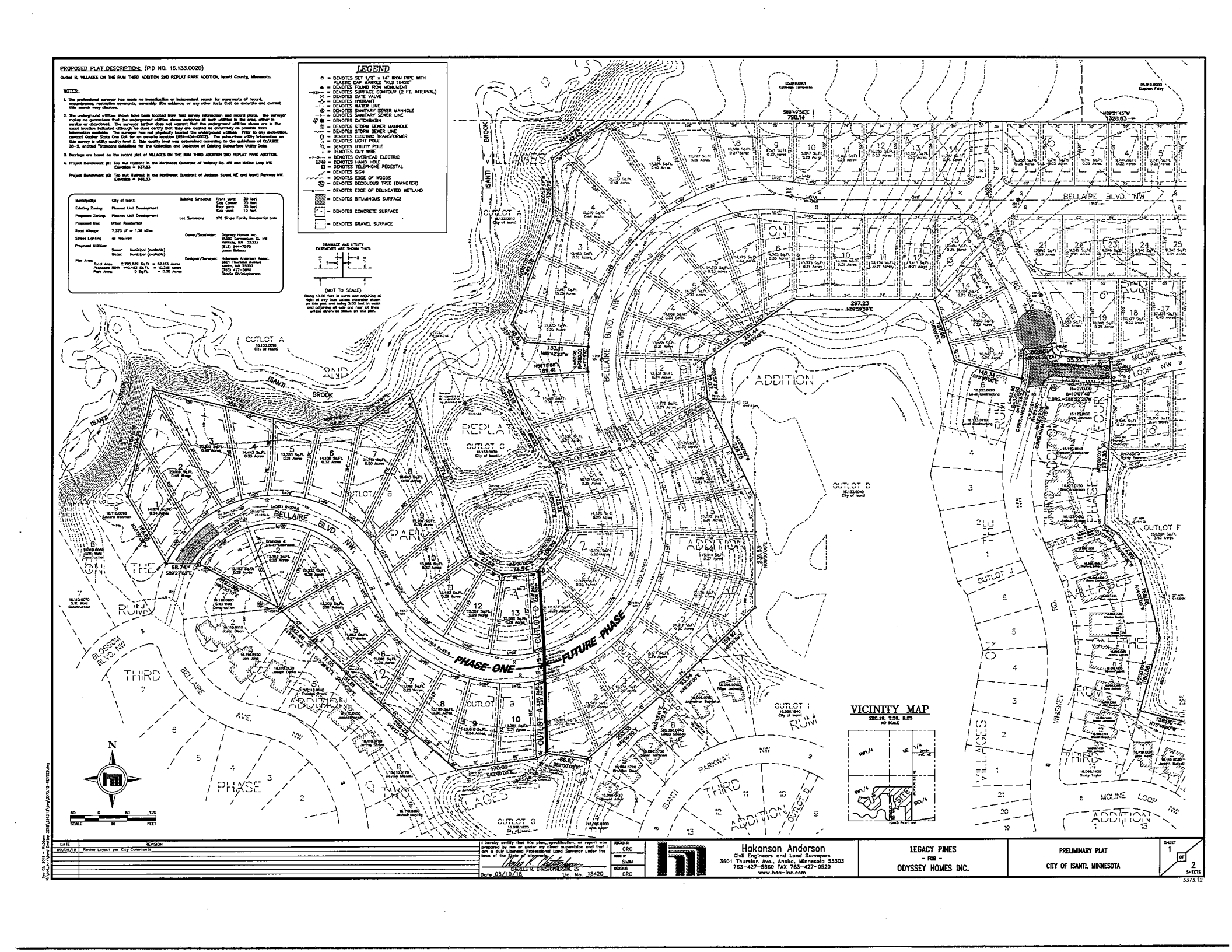
1. The applicant, Odyssey Homes, Inc ('the applicant'), has made application for Preliminary Plat Approval of Legacy Pines, Isanti County, Minnesota.
2. The property is legally described as Outlot B of Villages on the Rum Third Addition 2nd Replat Park Addition, Isanti County, Isanti, Minnesota.
3. The Applicant is requesting Preliminary Plat Approval in an effort to create 44 lots in the first phase of the development.
4. The property is zoned both "R-1" Single-Family Residential and "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 August 21, 2018. It was deemed complete on August 21, 2018.
7. A public hearing date before the Planning Commission was scheduled for Tuesday, September 11, 2018 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.

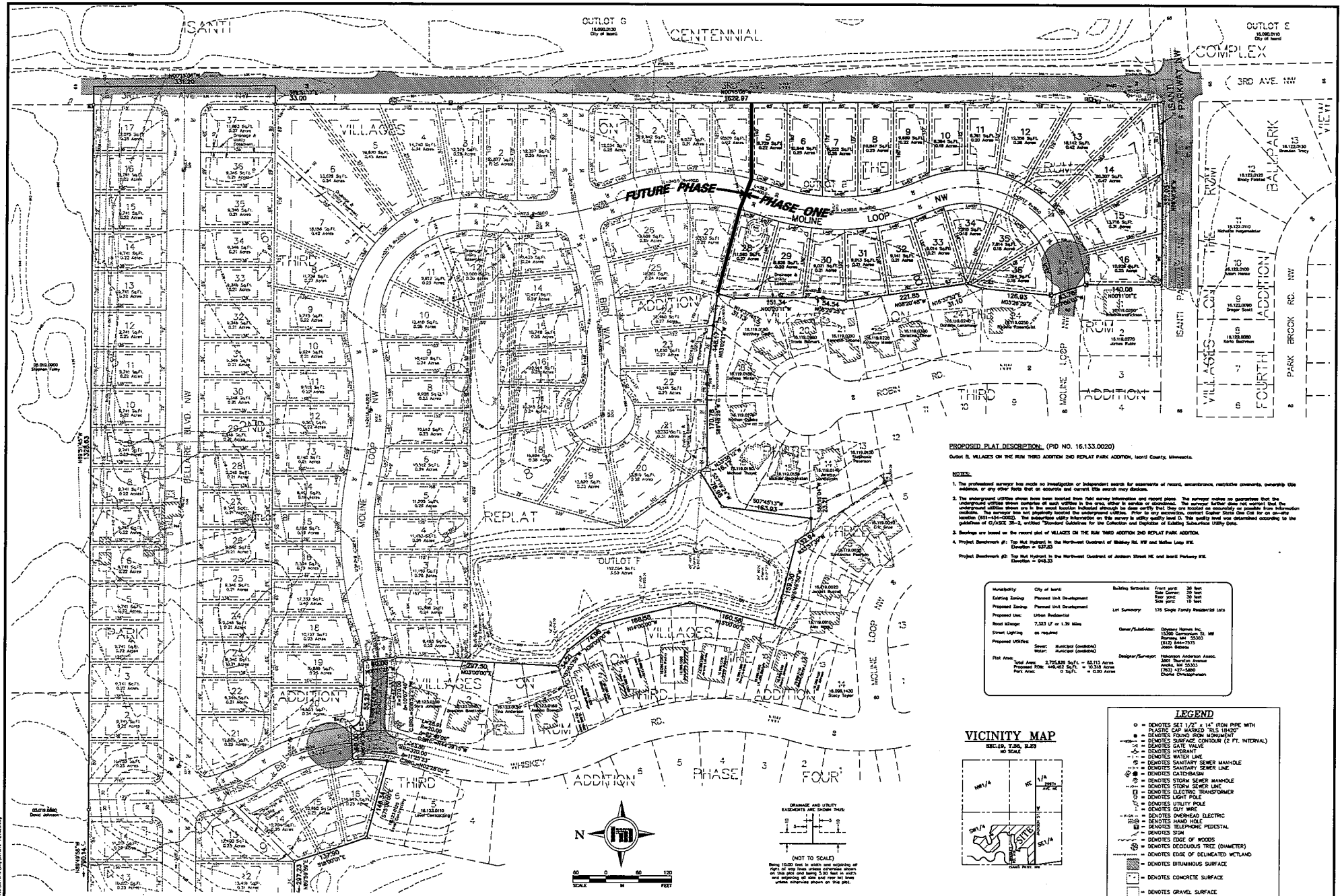
Conclusions

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-1" Single-Family Residential and "R-3A" Low Density Multi-Family Residential District.
2. The platting is consistent with the 2003 Development Agreement and Planned Unit Development (PUD) for this property, and is consistent with the 2010 PUD Amendment
3. The platting of the property would appear to meet the Design Standards as required by Ordinance No. 536.

Decision

Motioned by Bergley seconded by Lorinser to recommend approval of the preliminary plat, with questions regarding the traffic and access brought up during the public hearing is addressed by the applicant. Motion passed unanimously.


PROPOSED PLAT DESCRIPTION: (PID NO. 16.133.0020)
Outlot B, VILLAGES ON THE RUN THIRD ADDITION 2ND REPLAT PARK ADDITION, Isanti County, Minnesota.
NOTES:
1. The professional surveyor has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.
2. The underground utilities shown have been located from field survey information and record plans. The surveyor makes no guarantees 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 located as accurately as possible from information available. The surveyor has not physically located the underground utilities. Prior to any excavation, contact Gopher State One Call for an on-site location (651-454-0002). The subsurface utility information on this survey is widely quality level D. This quality level was determined according to the guidelines of CI/ASCE 38-2, entitled "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data.
3. Bearings are based on the record plat of VILLAGES ON THE RUN THIRD ADDITION 2ND REPLAT PARK ADDITION.
4. Project Benchmark #1: Top Nut Hydrant in the Northwest Quadrant of Whitney Rd. NW and Mallee Loop NW. Elevation = 937.83
Project Benchmark #2: Top Nut Hydrant in the Northwest Quadrant of Jackson Street NE and Isanti Parkway NW. Elevation = 948.33
Municipality: City of Isanti
Existing Zoning: Planned Unit Development
Proposed Zoning: Planned Unit Development
Proposed Use: Urban Residential
Road Mileage: 7,323 LF or 1.38 Miles
Street Lighting: as required
Proposed Utilities: Sewer: Municipal (available) Water: Municipal (available)
Plat Area: Total Area: 3,700,829 Sq.Ft. = 82.113 Acres; Proposed ROW: 440,162 Sq.Ft. = 10.315 Acres; Park Area: 0 Sq.Ft. = 0.00 Acres
Building Setbacks: Front yard: 30 feet; Side Corner: 20 feet; Rear yard: 30 feet; Side yard: 10 feet
Lot Summary: 178 Single Family Residential Lots
Owner/Subdivider: Odyssey Homes Inc. 13340 Commerce Dr. NW Ramsey, MN 55303 (612) 644-7575 Jason Sobieski
Designer/Surveyor: Hakanson Anderson Assoc. 3601 Thurston Avenue Anoka, MN 55303 (763) 427-5860 Charlie Christopherson
LEGEND
DENOTES SET 1/2" x 14" IRON PIPE WITH PLASTIC CAP MARKED "RLS 18420"
DENOTES FOUND IRON MONUMENT
DENOTES SURFACE CONTOUR (2 FT. INTERVAL)
DENOTES GATE VALVE
DENOTES HYDRANT
DENOTES WATER LINE
DENOTES SANITARY SEWER MANHOLE
DENOTES SANITARY SEWER LINE
DENOTES CATCHBASIN
DENOTES STORM SEWER MANHOLE
DENOTES STORM SEWER LINE
DENOTES ELECTRIC TRANSFORMER
DENOTES LIGHT POLE
DENOTES UTILITY POLE
DENOTES GUY WIRE
DENOTES OVERHEAD ELECTRIC
DENOTES HAND HOLE
DENOTES TELEPHONE PEDESTAL
DENOTES SIGN
DENOTES EDGE OF WOODS
DENOTES DECIDUOUS TREE (DIAMETER)
DENOTES EDGE OF DELINEATED WETLAND
DENOTES BITUMINOUS SURFACE
DENOTES CONCRETE SURFACE
DENOTES GRAVEL SURFACE
DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:
(NOT TO SCALE)
Being 10.00 feet in width and adjoining all right of way lines unless otherwise shown on this plat and being 5.00 feet in width and adjoining all side and rear lot lines unless otherwise shown on this plat.
BELLAIRE BLVD. NW
ISANTI BROOK
OUTLOT A
OUTLOT B
OUTLOT C
OUTLOT D
OUTLOT E
OUTLOT F
OUTLOT G
OUTLOT H
OUTLOT I
OUTLOT J
OUTLOT K
PHASE ONE
FUTURE PHASE
MOLINE LOOP NW
WHITNEY PARKWAY
BLOSSOM BLVD. NW
VICINITY MAP
SEC.19, T.35, R.25
NO SCALE
SITE
Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520
www.haa-inc.com
LEGACY PINES
- FOR -
ODYSSEY HOMES INC.
PRELIMINARY PLAT
CITY OF ISANTI, MINNESOTA
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 Land Surveyor under the laws of the State of Minnesota.
CHARLES R. CHRISTOPHERSON, LS
Date 08/10/18 Lic. No. 18420
DESIGN BY: CRC
DRAWN BY: SMM
CHECKED BY: CRC
DATE: 08/07/18
REVISION: Revise Layout per City Comments
SHEET 1 OF 2 SHEETS
3373.12



PROPOSED PLAT DESCRIPTION: (PID NO. 16.133.0020)

Outlot B, VILLAGES ON THE RUN THIRD ADDITION 2ND REPLAT PARK ADDITION, Isanti County, Minnesota.

NOTES:

1. The professional surveyor has made no investigation or independent search for easements of record, encumbrance, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.
2. The underground utilities shown have been located from field survey information and record plans. The surveyor makes no guarantees 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 located as accurately as possible from information available. The surveyor has not physically located the underground utilities. Prior to any excavation, contact Gopher State One Call for on-site location (651-454-0002). The interpretive utility information on this survey is solely used in this quality level D. This quality level was determined according to the guidelines of C/ASCE 38-2, entitled "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data.
3. Bearings are based on the record plat of VILLAGES ON THE RUN THIRD ADDITION 2ND REPLAT PARK ADDITION.
4. Project Benchmark #1: Top Nut Hydrant in the Northwest Quadrant of Whiskey Rd. NW and Moline Loop NW. Elevation = 937.83

   Project Benchmark #2: Top Nut Hydrant in the Northwest Quadrant of Jackson Street NE and Isanti Parkway NW. Elevation = 948.33

Municipality:	City of Isanti	Building Setbacks:	Front yard: 30 feet Side Corner: 30 feet Rear yard: 30 feet Side yard: 10 feet
Existing Zoning:	Planned Unit Development		
Proposed Zoning:	Planned Unit Development		
Proposed Use:	Urban Residential	Lot Summary:	176 Single Family Residential Lots
Road Mileage:	7,333 LF or 1.39 Miles		
Street Lighting:	as required	Owner/Subdivider:	Odyssey Homes Inc. 15360 Commerce St. NW Ramsey, MN 55303 (612) 644-7575 Jason Benson
Proposed Utilities:	Sewer: Municipal (available) Water: Municipal (available)		
Plat Area:	Total Area: 2,705,629 Sq.Ft. = 62.113 Acres Proposed ROW: 449,462 Sq.Ft. = 10.318 Acres Park Area: 0 Sq.Ft. = 0.00 Acres	Designer/Surveyor:	Hakanson Anderson Assoc. 3801 Thurston Avenue Anoka, MN 55303 (763) 427-5860 Charles Christopherson

VICINITY MAP

SEC.19, T.36, R.23

NO SCALE

LEGEND

- DENOTES SET 1/2" x 14" IRON PIPE WITH PLASTIC CAP MARKED "RLS 18420"
- DENOTES FOUND IRON MONUMENT
- DENOTES SURFACE CONTOUR (2 FT. INTERVAL)
- DENOTES GATE VALVE
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- DENOTES DECIDUOUS TREE (DIAMETER)
- DENOTES EDGE OF DELINEATED WETLAND
- DENOTES BITUMINOUS SURFACE
- DENOTES CONCRETE SURFACE
- DENOTES GRAVEL SURFACE

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:

(NOT TO SCALE)

Being 10.00 feet in width and adjoining all right of way lines unless otherwise shown on this plat and being 5.00 feet in width and adjoining all side and rear lot lines unless otherwise shown on this plat.

DATE	REVISION
08/05/18	Revise Layout per City Comments

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 Land Surveyor under the laws of the State of Minnesota.

Charles R. Christopherson

CHARLES R. CHRISTOPHERSON, LS
Date 08/10/18 Lic. No. 18420

DESIGNED BY:	CRC
DRAWN BY:	SMM
CHECKED BY:	CRC

Hakanson Anderson
Civil Engineers and Land Surveyors
3801 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520
www.haa-inc.com

LEGACY PINES
- FOR -
ODYSSEY HOMES INC.

PRELIMINARY PLAT
CITY OF ISANTI, MINNESOTA

SHEET 2 OF 2 SHEETS

3373.12

J.4.

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MEMORANDUM

Date: September 4, 2018

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 Control Evaluation (ICE) Report Summary

As directed by the City Council, Bolton & Menk has completed an Intersection Control Evaluation (ICE) Report for the intersection of Trunk Highway (TH) 65 and Cajima Street. The ICE report includes a detailed 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.

Background:

- 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).
- 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 operates acceptably overall except the side-street left turns onto TH 65 operate at poor levels during the AM and PM peak hours.
- Traffic counts were collected throughout the City to determine traffic flows and volumes.
- The intersection was found to meet traffic signal warrant volume requirements for 5 hours.

Study Findings:

Traffic Signal:

- The intersection does not meet the MnMUTCD 8-hour volume criteria to warrant the construction of a traffic signal.
- The future 20-year traffic projections do not warrant a traffic signal.

Right In Right Out (RIRO):

- The intersection does meet the MnMUTCD 4-hour volume criteria to warrant the construction of a Right In Right Out intersection.
- A RIRO would block traffic movements and force vehicles to divert to adjacent intersections, increasing travel time causing a worse condition that currently exists.

Restricted Crossing U-Turn (RCUT):

- The intersection currently meets the MnMUTCD 4-hour warrant to consider an RCUT.
    - The future 20 year projection may warrant the addition of signals on the RCUT.
- MnDOT is currently installing RCUT's on TH 65 south of Isanti County. Seven RCUTs will be installed on Highway 65 from 187th to 143rd by the end of 2019.
- The estimated project cost of the RCUT is $759,000.
    - MnDOT supports an RCUT at this location and is willing to provide $450,000 through the Local Initiative Project program to help fund the project. (The City would commit $309,000)
- Attached is a layout depicting the RCUT.

Bolton & Menk is an equal opportunity employer.

At the August 9, 2018 Finance Committee Meeting we were directed to contact area businesses to discuss their opinions regarding the possible installation of the RCUT.

Sean Sullivan and Jason Cook met with UPS, Metal Coatings, and Knife River on August 16, 2018.

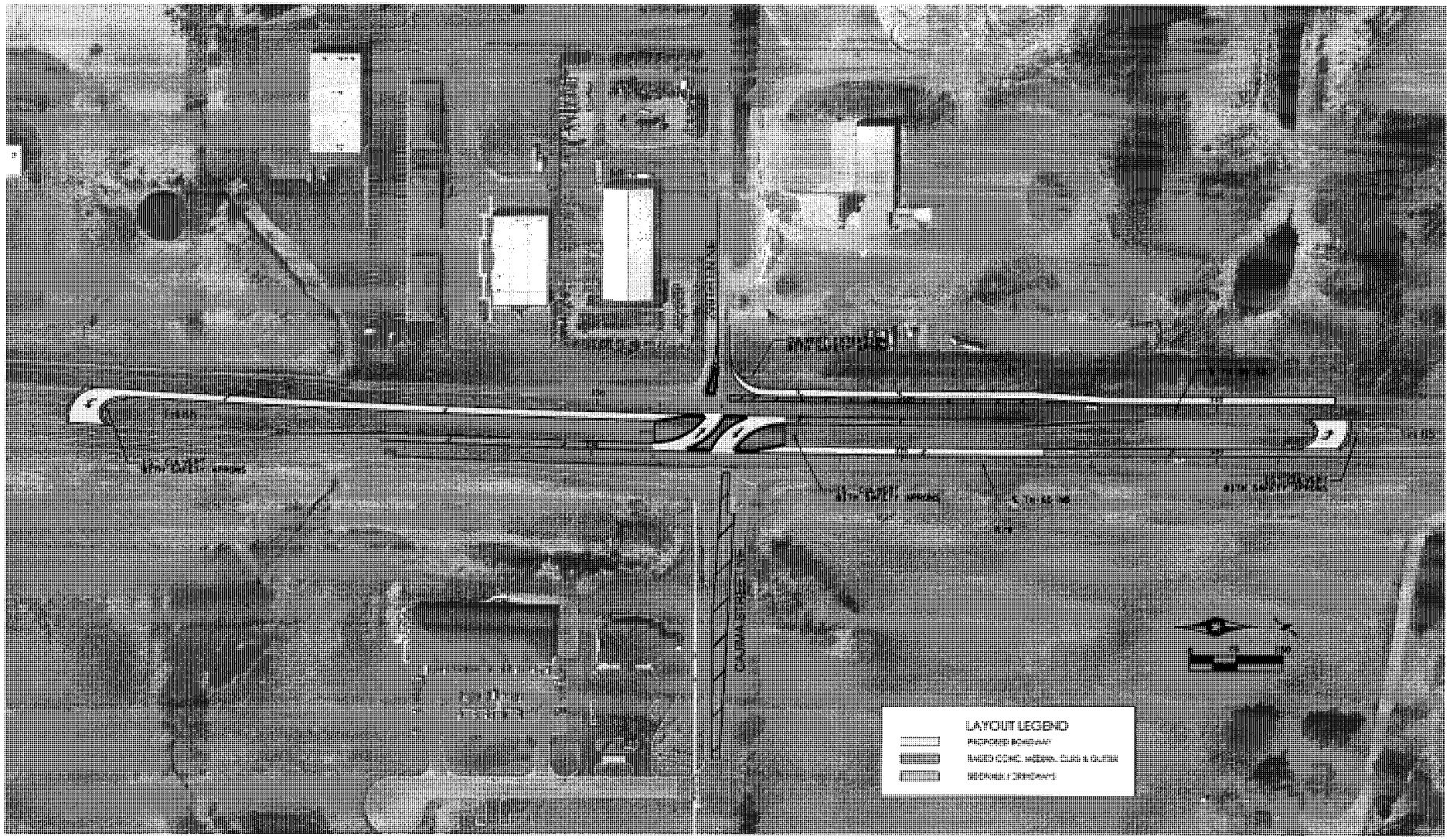
Attached are the questionnaires from each of the meetings.

In summary, all three businesses felt, if funding was available from MnDOT, it made sense to construct the project to improve safety. They did not think the installation of an RCUT would negatively impact their business.

If the City should elect to accept the ICE report and request the $450,000 in funds to construct the RCUT, we will submit the attached report and letter of commitment to the MnDOT Traffic Engineer for approval.

Jason will be at the September 18, 2018 Council Meeting to answer any questions you may have.

Please contact me at (612) 756-1032 if you have any questions or need additional information prior to the meeting.



BOLTON & MENK

CITY OF ISANTI, MINNESOTA
INTERSECTION STUDY
R-CUT INTERSECTION

FIGURE 1

J Turn Questionnaire for Knife River 8/16/18 @ City Hall

Present: Jerry Lang (Knife River), Jason Cook, Sean Sullivan

Do you think the proposed J Turn at the intersection of Hwy 65 and Cajima Street will impact your business?

Not Severely. Went on to say that it would be minimal and didn't have any major concerns.

Will the proposed J Turn change the traffic flow of your business? If so, how?

No

Approximately how many of your trucks currently use the Hwy 65 / Cajima Intersection?

89 trips – Includes both Cement trucks (54) and delivery of aggregate and flyash trucks (35)

Due to the timing there is a great opportunity for the City to leverage funds to this project that may not be available in the future. Should the City do this project or should the City just leave the intersection as is?

Makes sense to move forward if fund are there now to reduce the cost for the City and to make intersection safer.

Additional Comments and / or concerns.

Knife River wants to be sure that a median will not be installed West of 65 on Cajima. Jason told him there would not be a median and that the graphic only showed the striping. The y would be able to continue making left and right turns onto Cajima from their existing plant. Jerry Lang was satisfied with answer.

J Turn Questionnaire for Metal Coatings 8/16/18 @ Metal Coatings

Present: Jason Polzin (Metal Coatings), Jason Cook, Sean Sullivan

Do you think the proposed J Turn at the intersection of Hwy 65 and Cajima Street will impact your business?

No. We do not see any negative impact.

Will the proposed J Turn change the traffic flow of your business? If so, how?

Yes, would help it out at times. Might use Cajima St intersection more due to busy E Dual Blvd NE intersection and waits to get on to Heritage Blvd NE at times.

Approximately how many of your trucks currently use the Hwy 65 / Cajima Intersection?

About 15% of our trucks use the Cajima / Hwy 65 intersection currently. That number could increase.

Due to the timing there is a great opportunity for the City to leverage funds to this project that may not be available in the future. Should the City do this project or should the City just leave the intersection as is?

Do it, but don't raise taxes.

Additional Comments and / or concerns.

Jason indicated that there is a lot of stacking of vehicles of parents dropping of their kids at the Arts and Science Academy exiting northbound on 65 to Cajima St. He thinks there is potential for accidents based on current traffic flow volumes.

Randy Polzin was not at meeting but ED Director Sullivan spoke with him on the phone. Randy indicated he felt that this installation of J Turns at Cajima and Hwy 65 intersection would not have any negative impact on Metal Coatings.

J Turn Questionnaire for UPS 8/16/18 @ UPS

Present: Eric Lindell (UPS), Jason Cook, Sean Sullivan

Do you think the proposed J Turn at the intersection of Hwy 65 and Cajima Street will impact your business?

Yes. It will increase miles for routes. However it could create some efficiencies relating to Hwy 65 Access during busy times.

Will the proposed J Turn change the traffic flow of your business? If so, how?

Will depend on Kwik Trip and its impact on Heritage Blvd NE and E Dual Blvd NE intersection. This could ultimately push more traffic to J turn if it jams on E Dual Blvd NE. The J Turn could ultimately be a time saver for UPS if the traffic does actually jam up at E Dual Blvd NE

Approximately how many of your trucks currently use the Hwy 65 / Cajima Intersection?

15 trucks a day currently use the Hwy 65 / Cajima St Access daily. If J Turn installed, 3 tractor trailers would likely be routed that way upping the daily total to 18. As mentioned before, if E Dual jams up due to Kwik Trip there could be more UPS traffic sent to Cajima / Hwy 65 intersection.

Due to the timing there is a great opportunity for the City to leverage funds to this project that may not be available in the future. Should the City do this project or should the City just leave the intersection as is?

UPS doesn't see any negative impact on their business for installation of the J Turn. Seems like right thing to do especially if there is more money to help with cost.

Additional Comments and / or concerns.

There is a concern relating to potential stacking at stoplight during busy time in the morning (8:45 AM). It might be difficult to get access on Hwy 65 from Cajima and cross two lanes of traffic to head north. Will see how this actually plays out. Jason indicated that it should be no worse than it is right now with the potential installation of the J turn.

RESOLUTION 2018-xxx

A RESOLUTION ACCEPTING INTERSECTION CONTROL EVALUATION REPORT

WHEREAS, the City Council authorized City Engineers, Bolton & Menk, Inc. to prepare an evaluation of the Intersection of Cajima Street NE and Trunk Highway 65; and,

WHEREAS, Bolton & Menk has prepared the report and have had it reviewed by MnDOT:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the Intersection Control Evaluation Report prepared by Bolton and Menk, Inc.

This Resolution is hereby approved by the Isanti City Council this 18th day of September, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

J.4.a.

BOLTON & MENK

Real People. Real Solutions.

Intersection Control Evaluation Report

TH 65 at Cajima Street NE
City of Isanti, MN

September 4, 2018
BMI Project Number R13.112908

Submitted by:
Bolton & Menk, Inc.
7533 Sunwwod Drive NW
Suite 206
Ramsey, MN 55303
P: 763-433-2851
F: 763-427-0833

Certification

Intersection Control Evaluation Report

TH 65 and Cajima Street NE Intersection

in

City of Isanti, Isanti County

Program: Funding:

Proposed Letting Date: Work Identification:

I hereby certify that this 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.

Bryan T. Nemeth, P.E., PTOE — 43354 Reg. No. — 9/4/2018 Date

REVIEWED:

City of Isanti Engineer — 9/4/2018 Date

MnDOT District State Aid Engineer — Date

APPROVED:

MnDOT District Traffic Engineer — Date

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Appendix A: Existing Year (2017) Turning Movement Count

Appendix B: Intersection Crash Rate Calculation

Appendix C: Warrant Analysis

Appendix D: Trip Forecast

I. INTRODUCTION

The intersection of Cajima Street NE at Trunk Highway (TH) 65 is located in Isanti, Isanti County, Minnesota. The intersection itself is located approximately 3/4 mile north of County State-Aid Highway (CSAH) 5 (Heritage Blvd). (See **Figure 1, Project Location Map**). The US Census Bureau 2010 Population Estimate for the City of Isanti is 5,251.

II. EXISTING CONDITIONS

Physical Attributes

TH 65 is currently a four lane divided north-south highway through Isanti. It is functionally classified as a minor arterial and has a posted speed limit of 65 mph. TH 65 is also identified as a MAP-21 National Highway System (NHS) Principal Arterial. TH 65 currently has left turn lanes and right turn lanes in both directions at the intersection with Cajima Street NE. The 2014 Annual Average Daily Traffic (AADT) on TH 65 is 18,100.

Cajima Street NE is currently a two lane undivided east-west urban street at the project location. At the intersection with TH 65, the eastbound direction has a single lane of approach with a left turn lane, and the westbound direction has a single lane of approach with both left turn and right turn lanes. The posted speed limit on Cajima Street NE is 30 mph and the AADT (2012) is 2,100 west of TH 65. There is no historical AADT to the east of the intersection.

The Minnesota Department of Transportation (MnDOT) Access Management Category Assignments defines the section north of the intersection as 3A (rural principal/minor arterials), and south of the intersection as 3B (urban/urbanizing principal/minor arterials). According to MnDOT's Access Management Manual, the recommended public street spacing from a primary full-movement intersection of category 3A/3B is between 1/2 mile to 1 mile, and the recommended signal spacing of category 3A/3B is 1/2 mile or less. The intersection location is in compliance with public street spacing and signal spacing on TH 65 in relation to the signal at CSAH 5 (Heritage Blvd).

Traffic Volumes

Traffic counts were collected at the TH 65 and Cajima Street NE intersection on Wednesday, January 18th, 2017. The AM peak hour was determined to be 7:30 a.m. to 8:30 a.m. and the PM peak hour was determined to be 4:15 p.m. to 5:15 p.m. (See **Appendix A**). This data was used for the analysis and to develop peak hour traffic projections.

Based on MnDOT's historical AADT, a traffic growth rate was projected to be 1% on TH 65, and 1.7% on Cajima Street NE. Existing peak hour turning movement counts are shown in **Figure 2**.

Safety Analysis

A crash analysis was completed using data obtained from the Minnesota Crash Mapping Analysis Tool (MnCMAT) from 2013 to 2015. Crash rates were determined using MnDOT's 2014 AADTs. An observed crash/severity critical index over one indicates that the intersection operates outside the expected, normal range for similar intersections statewide.

Ten crashes were recorded at this intersection from 2013 to 2015, five crashes occurred in 2014 and another five crashes occurred in 2015. Over this period, the intersection had a crash rate of 0.50, resulting in a critical crash index of 0.86. Based on similar statewide intersections, an additional 2 crashes over the three-year study period would indicate this intersection operates outside the normal range. There were zero observed fatal & serious injury crashes over the time period, which indicates the intersection operates within the normal range. (See **Appendix B**, and **Figure 3**).

Five of the crashes were classified as right angle crashes, where vehicles on the minor approach failed to yield. Two of the five crashes included drivers that were determined to be traveling over

the speed limit (65mph) on TH 65. The remaining three crashes were classified as sideswipe, rear end, and run off road. (See **Appendix B**).

Warrant Analysis

The intersection volumes were evaluated with respect to the warrants outlined in the (MnMUTCD) Minnesota Manual of Uniform Traffic Control Devices. The signal warrant analysis allows a reduction in the traffic volumes when the population of the community is less than 10,000 people but was not applied as the corridor is identified as MAP-21 NHS PA.

While the intersection currently meets MnMUTCD signal warrant 2 (4-Hour Volume) to consider a traffic signal (See **Appendix C**), MnDOT typically requires that a signal on their system meet Warrant 1 (8-Hour Volume). Warrant 1 is not met at the intersection with existing traffic volume. (See **Table 1**).

Table 1: Existing Volume Warrant Analysis

Intersection	Warrant 1A Hours Met	Warrant 1B Hours Met	Hours Required to Meet Warrants
TH 65 & Cajima Street NE	0	5	8

The existing traffic counts is less than 20 vehicles per hour for three additional hours from meeting warrant 1B. A traffic redistribution was completed to investigate the need for a traffic signal with current traffic volume. (See **Appendix C** and **Table 2**). Redistribution was made based on the investigation of TH 65/CR 5 eastbound turning movements. Approximately 40% of total eastbound movements are eastbound left turns, which means approximately 40% of southbound left turns from Whiskey Rd NW/CR 5, 3rd Ave NW/CR 5 and E Dual Blvd NE/CR 5 intersections will make left turns at the TH 65/CR 5 intersection. It is estimated that half of those southbound left turns (20% of left turns) may be redistributed to the TH 65/Cajima St NE intersection if signalized, while the remaining half of the traffic would still make eastbound left turns at the TH 65/CR 5 intersection.

Table 2: Existing Volume Warrant Analysis (Redistribution)

Intersection	Warrant 1A Hours Met	Warrant 1B Hours Met	Hours Required to Meet Warrants
TH 65 & Cajima Street NE - Eastbound Left Turn Redistribution	0	8	8

Based on the potential redistribution, warrant 1B is met. If the warrant threshold for volume is not reduced based on the speed of the roads, zero (0) hours would meet the warrant.

Operations Analysis

Analysis was completed for both the AM and PM peak hours using the turning movement counts collected in 2017. The analysis was performed using the methodology of the 2010 Highway Capacity Manual through Synchro/SimTraffic, a traffic analysis software program by Trafficware, for existing conditions as well as the signal, and roundabout alternatives. To measure level of service and delay for the roundabout, the Highway Capacity Manual roundabout delay equation was used. This equation compares entering volumes to conflicting circulating volumes to determine effective capacity.

Results of the analysis are displayed as measures of effectiveness. Measures of effectiveness display quantitative information about the performance of an intersection or network of intersections. The primary measures that are used in this study are level of service and delay.

Level of Service

The operational analysis results are described as a Level of Service (LOS) ranging from A to F. These letters serve to describe a range of operating conditions for different types of facilities. Levels of Service are calculated based on the 2010 Highway Capacity Manual, which base the level

of service on control delay. Control delay is the delay experienced by vehicles slowing down as they are approaching the intersection, the wait time at the intersection, and the time for the vehicle to speed up through the intersection and enter into the traffic stream. The average intersection control delay is a volume weighted average of delay experienced by all motorists entering the intersection on all intersection approaches for signalized and roundabout intersections. Based on the area Level of Service C is taken as an acceptable design year LOS. The level of service and its associated intersection delay for a signalized and unsignalized intersection is presented below. The delay threshold for unsignalized intersections is lower for each LOS compared to signalized intersections.

Table 3: Level of Service Criteria

	Signalized Intersection	*Unsignalized Intersection*
LOS	**Control Delay per Vehicle (sec.)**	**Control Delay per Vehicle (sec.)**
A	≤ 10	≤ 10
B	>10 and ≤ 20	>10 and ≤ 15
C	>20 and ≤ 35	>15 and ≤ 25
D	>35 and ≤ 55	>25 and ≤ 35
E	>55 and ≤ 80	>35 and ≤ 50
F	>80	>50

Existing operations are acceptable on TH 65 and unacceptable on the Cajima Street NE approaches. (See **Table 4**).

Table 4: 2017 Traffic Operations at TH 65 and Cajima Street NE

Traffic Control Scenario	Peak Hour	Intersection Delay* - LOS		Worst Movement	Worst Movement Delay - LOS	
Existing Conditions	AM	9	A	WBL	90	F
	PM	8	A	WBL	73	F

III. FUTURE CONDITIONS

Future development growth has been reviewed for this area, including a proposed school, potential commercial and single family homes in the northeast quadrant of TH 65/Cajima Street NE intersection. Furthermore, potential residential development expansion is anticipated on the west side of the study area. (See **Figure 4**). The additional trips generated by the potential developments would be anticipated to increase the delay and degrade the LOS if a two way stop condition remains in place. Trip forecasts for the developments are estimated based on trip ratios in the ITE Trip Generation Manual. (See **Appendix D**). 2038 traffic forecasts are shown in **Figure 5**.

IV. ANALYSIS OF ALTERNATIVES

Intersection configurations and traffic control options are provided as alternatives to the current stop control.

Intersection Alternatives

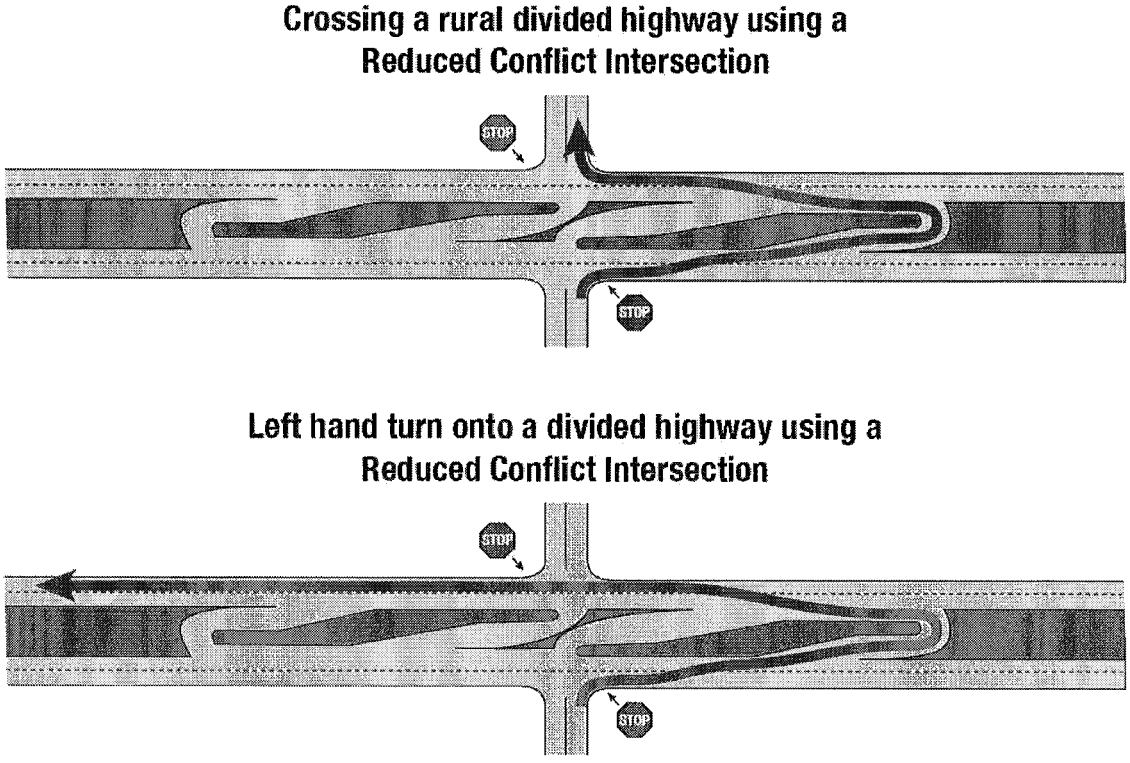
No-Build Alternative - the current two-way stop control at this intersection with the current geometry will act as the "Do-Nothing" or No-Build alternative.

Build Alternatives - the build alternatives includes the reconstruction of the TH65 and Cajima

Street NE intersection with four different options for intersection traffic control:

- Traffic Signal
    - Advantages: Provides an orderly flow of traffic. It may reduce the severity and frequency of right angle and left turn crashes.
    - Disadvantages: May increase the frequency of rear end crashes. It requires considerable maintenance, and it also increases mainline traffic delay and traffic queues.
- Restricted Crossing U-Turns (RCUTs) (See **Figure 6**)
    - Advantages: Provides safety improvements, especially for severe right-angle crashes. It has fewer conflict points than a traffic signal intersection and less delay for major street movements than a signal. It also shows significant savings on cost and time to implement versus a traditional interchange.
    - Disadvantages: Potential for longer travel distance and time for minor street movements. It requires a wider median, and it might be a difficult concept for the public to accept as a reasonable solution.
    - MnDOT is currently working with Anoka County to implement RCUTs on TH 65, south of Isanti County. An RCUT would be consistent with other locations on this corridor in the future.

Figure 6: Restricted Crossing U-Turns (RCUTs) Concept Drawings



- Signalized RCUTs
    - A signalized RCUT has similar geometrics to the unsignalized RCUT. Signalization can be added to an RCUT as needed. A potential strategy could include: signalize the U-turns in one stage; and signalize the left turns in a separated stage. A signalized RCUT would be anticipated to be implemented when

there is a traffic demand increase in the future.

- Advantages: A signalized RCUT would be anticipated to reduce the total delay at the intersection. It is possible to achieve a maximum amount of traffic progression in both directions along the major street.
- Disadvantages: Similar to the unsignalized RCUT.

- Right-in/Right-out (RIRO)
  - Minor street traffic can only make right turns, meanwhile major street traffic cannot make left turns at a RIRO intersection. All left turns together with minor street through movements are anticipated to be diverted to nearby intersections.
  - Advantages: RIRO improves safety compared with all other alternatives. It has fewer conflict points.
  - Disadvantages: RIRO has potentially the longest travel distance compared with all other alternatives. It also diverts the traffic demand to the nearby intersections.

Concept drawings are shown from **Figure 7 – 10**.

- **Figure 7** indicates the existing layout.
- **Figure 8** illustrates traffic signal alternative. In this option, channelized right turns on every leg are proposed.
- **Figure 9** indicates the RCUT alternative.
- **Figure 10** illustrates the RIRO alternative.

Operations Analysis

The five alternatives were evaluated for the intersection of TH 65 at Cajima Street NE: existing condition (Side Street Stop), traffic signal, RCUT (Restricted Crossing U-Turn) and RIRO (right-in/right-out). The traffic operations results are shown in **Table 5** below.

Table 5: Traffic Operations Analysis at TH 65 and Cajima Street NE

Traffic Control Scenario	Peak Hour	Intersection Delay* - LOS		Worst Movement	Worst Movement Delay - LOS	
Build Year 2018						
Two-Way Stop (existing)	AM	9	A	WBL	90	F
	PM	8	A	WBL	73	F
Traffic Signal	AM	10	A	NBL	39	D
	PM	9	A	WBT	37	D
RCUT (unsignalized) Stage 1	AM	2	A	SBL	7	A
	PM	1	A	SBL	8	A
RIRO	AM	4	A	NBR	10	A
	PM	5	A	NBR	10	B
Design Year 2038						
Two-Way Stop (existing)	AM	10	A	WBL	1155	F
	PM	9	A	WBL	1360	F
Traffic Signal	AM	19	B	SBL	54	D
	PM	18	B	SBL	38	D
RCUT (unsignalized) Stage 1	AM	8	A	WBR	34	C
	PM	3	A	SBL	18	B
RCUT (Signalized) Stage 2	AM	9	A	WBR	42	D
	PM	4	A	SBL	19	B
RCUT (Signalized) Stage 3	AM	7	A	WBR	23	C
	PM	5	A	SBL	12	B
RIRO	AM	5	A	NBR	11	B
	PM	6	A	NBR	12	B

* Delay in seconds per vehicle

- For all options, the intersection LOS is LOS B or better over the next 20 years.
- The westbound left delay is anticipated to increase from less than 90 seconds to over 1,100 seconds (18 minutes) over the next 20 years with the current stop control.
- All options are deemed acceptable based on operations except the existing stop control. The RCUT and Signalized RCUT would be anticipated to have greater capacity for traffic movements as indicated by better operations on the worst movements and lower delay levels overall.
- In design year 2038, signalized RCUT stage 2 indicates a worst movement delay LOS D on westbound right turns. With intersection signalized on RCUT stage 3, it improves the westbound right turns to LOS C.
- RIRO option has LOS B or better on all movements, but results in a negative impact on the TH 65/CR 5 intersection. (See **Table 6**)

Table 6: Traffic Operations Analysis at TH 65/CR 5

Traffic Control Scenario	Peak Hour	Intersection Delay* - LOS		Worst Movement	Worst Movement Delay - LOS	
Build Year 2018						
Traffic Signal (Existing)	AM	17	B	SBL	57	E
	PM	21	C	NBL	40	D
Traffic Signal (RIRO on TH 65/Cajima St)	AM	22	C	SBL	125	F
	PM	36	D	NBL	154	F
Design Year 2038						
Traffic Signal (Existing)	AM	32	C	EBL	65	E
	PM	26	C	SBL	53	D
Traffic Signal (RIRO on TH 65/Cajima St)	AM	116	F	SBL	446	F
	PM	73	E	SBL	322	F

* Delay in seconds per vehicle

- TH 65/CR 5 intersection has an overall LOS C or better over the next 20 years under existing traffic signal option. With the RIRO option implemented on TH 65/Cajima Street NE intersection, traffic diverts to the TH 65/CR 5 intersection. Under this diversion, the overall LOS is C or worse over the next 20 years. The worst movement has a failing LOS on both AM and PM peak hours over the next 20 years.

Travel Times Analysis

The eastbound left is the critical movement most impacted by the high delay and is the volume that meets the 8-hour signal warrant. A comparison of eastbound left turn travel time and travel distance table is shown in **Table 7** for each of the alternatives.

Table 7: TH 65 and Cajima Street NE Intersection Left Turn Comparison (Eastbound Left)

Traffic Control Scenario	Peak Hour	Total Travel Time (sec)	Intersection Delay Component (sec)						Travel Distance (miles)
Build Year 2018									
Two-Way Stop (existing)	AM	69	TH 65/Cajima St NE (EBL)				69		0
	PM	66	TH 65/Cajima St NE (EBL)				66		
Traffic Signal	AM	47	TH 65/Cajima St NE (EBL)				47		0
	PM	49	TH 65/Cajima St NE (EBL)				49		
RCUT	AM	41	TH 65/Cajima St NE (EBR)	1	TH 65/Cajima St NE (SBU)	12	-		0.5 (28 sec)
	PM	43		1		14			
Signalized RCUT	AM	37	TH 65/Cajima St NE (EBR)	1	TH 65/Cajima St NE (SBU)	8	-		0.5 (28 sec)
	PM	38		1		9			
RIRO	AM	237	Isanti Pkwy/E Dual Blvd (SBT)	2	E Dual Blvd/Heritage Blvd (SBL)	16	Heritage Blvd/TH 65 (EBL)	23	2.0 (196 sec)
	PM	267		5		46		20	
Design Year 2038									
Two-Way Stop (existing)	AM	1020	TH 65/Cajima St NE (EBL)				1020		0
	PM	933	TH 65/Cajima St NE (EBL)				933		
Traffic Signal	AM	58	TH 65/Cajima St NE (EBL)				58		0
	PM	66	TH 65/Cajima St NE (EBL)				66		
RCUT	AM	61	TH 65/Cajima St NE (EBR)	2	TH 65/Cajima St NE (SBU)	31	-		0.5 (28 sec)
	PM	60		2		31			
Signalized RCUT	AM	43	TH 65/Cajima St NE (EBR)	2	TH 65/Cajima St NE (SBU)	14	-		0.5 (28 sec)
	PM	44		2		15			
RIRO	AM	334	Isanti Pkwy/E Dual Blvd (SBT)	2	E Dual Blvd/Heritage Blvd (SBL)	24	Heritage Blvd/TH 65 (EBL)	112	2.0 (196 sec)
	PM	362		4		101		62	

- Under existing side street stop control, travel time is anticipated to increase for the eastbound left from less than 70 seconds to over 900 seconds over the next 20 years.
- The traffic signal option results in an eastbound left travel time less than 50 seconds per vehicle, in 2018 and less than 70 seconds per vehicle in 2038.
- The unsignalized RCUT results in a total travel time decrease compared to the two-way stop option and a relatively similar travel time compared to the traffic signal option in 2018. The unsignalized RCUT delay would also be similar to the signal in 2038. The travel distance is increased for eastbound left drivers due the southbound U-turn movement.
- In comparison with the unsignalized RCUT option, the signalized RCUT total travel time would be anticipated be less than a signal.
- The RIRO option results in the longest travel time for the eastbound left compared to the other alternatives. The eastbound left travel distance is two miles due to the rerouting of traffic to CSAH 5(Heritage Blvd) and using the signal at that intersection to complete a left movement.

Crash Analysis

An analysis was completed to determine the potential for reduction of crashes at the TH 65 & Cajima Street NE intersection for each traffic control alternative. Crash reduction factors were taken from the Crash Modification Factors (CMF) Clearinghouse and applied to the intersection. The potential crash reduction with the alternatives are summarized in **Table 8** below.

Table 8: Anticipated Crash Reduction

Alternative	Anticipated Crash Reduction	Safety Notes
RCUT	60% (all crashes) – decrease	Likely **reduction** in crashes
Traffic Signal	-58% (rear-end crashes) – increase 77% (right-angle crashes) – decrease	Likely **increase** in crashes (but fewer severe crashes)
Signalized RCUT	49% (all crashes) – decrease	Likely **reduction** in crashes

Based on the above data, there is anticipated to be a crash reduction for the Restricted Crossing U-turn (RCUT) traffic control alternatives. The RCUT alternative is anticipated to reduce 60% of the crashes, especially right angle type crashes. The traffic signal alternative is anticipated to reduce the right-angle crashes but likely increase the number of rear-end crashes.

By comparison, the signalized intersection of Heritage Ave/CSAH 5 to the south has had 31 rear-end crashes over the last 3 years, approximately 10 per year. There have been only 5 right-angle crashes over the same time period. Rear-end crashes account for 66% of the crashes at the Heritage Ave/CSAH 5 intersection. This indicates that as an intersection is signalized, the number of crashes may increase due to rear-end crashes. This is consistent with crash data throughout the state which indicates that signalized intersections have crash rates up to three times higher than unsignalized intersections.

While the above indicates a potential increase in crashes at a signal, there is potential for a signal to reduce right-angle crashes, which tend to be more severe. This may override the concern for the overall increase in crashes, especially as traffic volumes increase to a point that a signal may serve the intersection better due to capacity concerns. This is conveyed through traffic signal warrants.

Alternative Costs

A comparison of estimated construction cost of alternatives are summarized in **Table 9** below.

Table 9: Alternative Costs

Traffic Control Scenario	Estimated Construction Cost
Two-Way Stop (existing)	N/A
Traffic Signal	$800,000
Unsignalized RCUT	$759,000
Signalized RCUT (Stage 2)	TBD
Signalized RCUT (Stage 3)	TBD
Right-in/Right-out (RIRO)	*

** Cost not computed. Alternative does not meet the access needs of the area and removed from consideration*

V. SUMMARY

Safety analysis at this intersection has indicated that improvements may be needed to reduce crashes and help drivers on the minor approach maneuver the TH 65/Cajima Street NE intersection. The operations analysis suggests an RCUT, signalized RCUT and RIRO alternatives out performed TWSC and traffic signal alternatives. Left turn comparison indicates that the traffic signal and signalized RCUT alternatives greatly reduce the total travel time in peak periods. However, as the intersection is identified as a MAP-21 NHS PA, a traffic signal is not warranted under the current traffic volume.

Table 10 summarizes the results of the analyses presented above and includes cost estimates relative to each intersection modification alternative. MnDOT is currently working with Anoka County to implement Restricted Crossing U-Turns (RCUTs) on TH 65, south of Isanti County.

A long-term traffic control/intersection vision should be determined. The existing Two-Way Stop is not recommended for consideration as the final vision because it would operate at LOS F and the left-turn movement wait time is more than 15 minutes for the minor street. Additionally, the RIRO alternative is also not recommended because it would divert high traffic volume to TH 65/CR 5 intersection which makes the intersection operate at LOS F for the next 20 years.

Table 10: Summary Matrix

Traffic Control Scenario	2018 Worst Movement LOS (AM/PM)	2038 Worst Movement LOS (AM/PM)	Potential Crash Change	Estimated Construction Cost
Two-Way Stop (existing)	F/F	F/F	-	N/A
Traffic Signal	D/D	D/D	increase	$800,000
Unsignalized RCUT	A/A	C/B	decrease	$759,000
Signalized RCUT (Stage 2)	A/A	D/B	decrease	TBD
Signalized RCUT (Stage 3)	A/A	C/B	decrease	TBD
Right-in/Right-out (RIRO)	A/B	B/B	decrease	*

Based on the analysis, the primary alternative for consideration at the intersection is the RCUT.

RCUT:

- MnDOT is currently working with Anoka County to implement RCUTs on TH 65, south of Isanti County. An RCUT would be consistent with other locations on this corridor in the future.
- RCUT provides significant safety benefit.
- RCUT provides less delay for 95% of vehicles, other 5% have increased travel time but overall less stopped delay.
- Implement an unsignalized RCUT. Design the intersection with signals in mind. Signals implemented when determined to be needed by traffic.
- MnDOT would support an RCUT and would be willing to provide 50% of the funds for an RCUT.

A signal may be possible for future conditions.

Traffic Signal:

- Is not currently justified based on 8-hour signal warrants. MnDOT will require the intersection meet warrants before approval. MnDOT district policy indicates a reduction in warrant threshold volumes not be used due to roadway classification as TH 65 is a MAP-21 NHS PA. Therefore, zero (0) hours would meet the warrant today.
- Traffic signal provides for less delay on side streets.
- Likely would increase crashes overall, but less severe crashes.
- Traffic signal can be implemented for a lower cost than an RCUT.
- Implement a traffic signal at the location along with other intersection geometric improvements when volumes indicate that the warrants are met.

Either option will require approval from the Minnesota Department of Transportation as far as design and implementation. Ultimately, the RCUT could likely be implemented in a shorter time frame than the signal as the signal would require volume to increase before being warranted.

VI. FIGURES

Figure 1: Location Map

Figure 2: 2017 Turning Movements Counts

Figure 3: MnDOT Crash Diagram – TH 65 & Cajima Street NE

Figure 4: Future Conditions

Figure 5: 2038 Turning Movements Counts

Figure 6: RCUTs Concept Drawings

Figure 7: Existing TWSC Layout

Figure 8: Proposed Traffic Signal Layout

Figure 9: Proposed RCUT Stage Layout

Figure 10: Proposed RIRO Layout

Figure 1

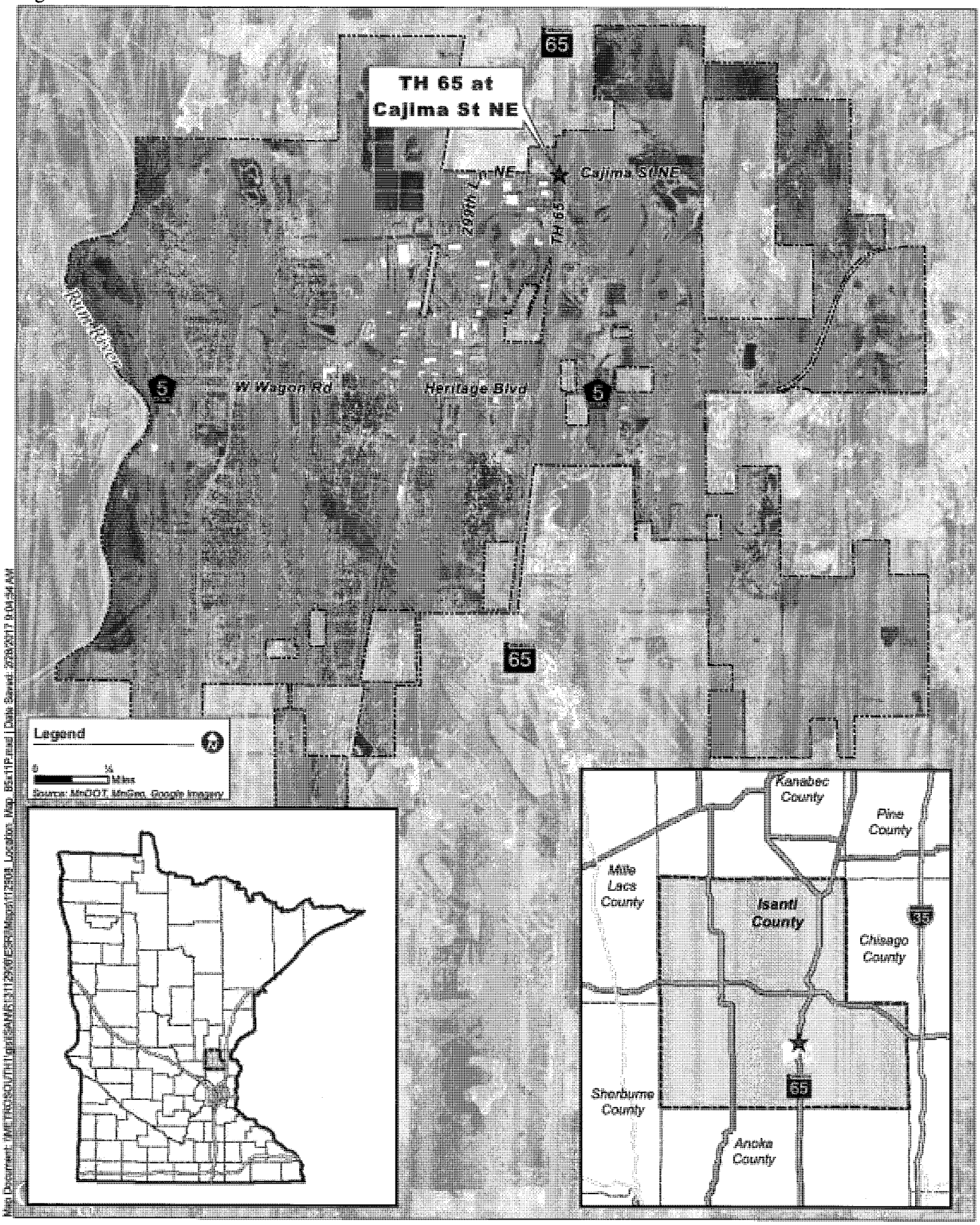
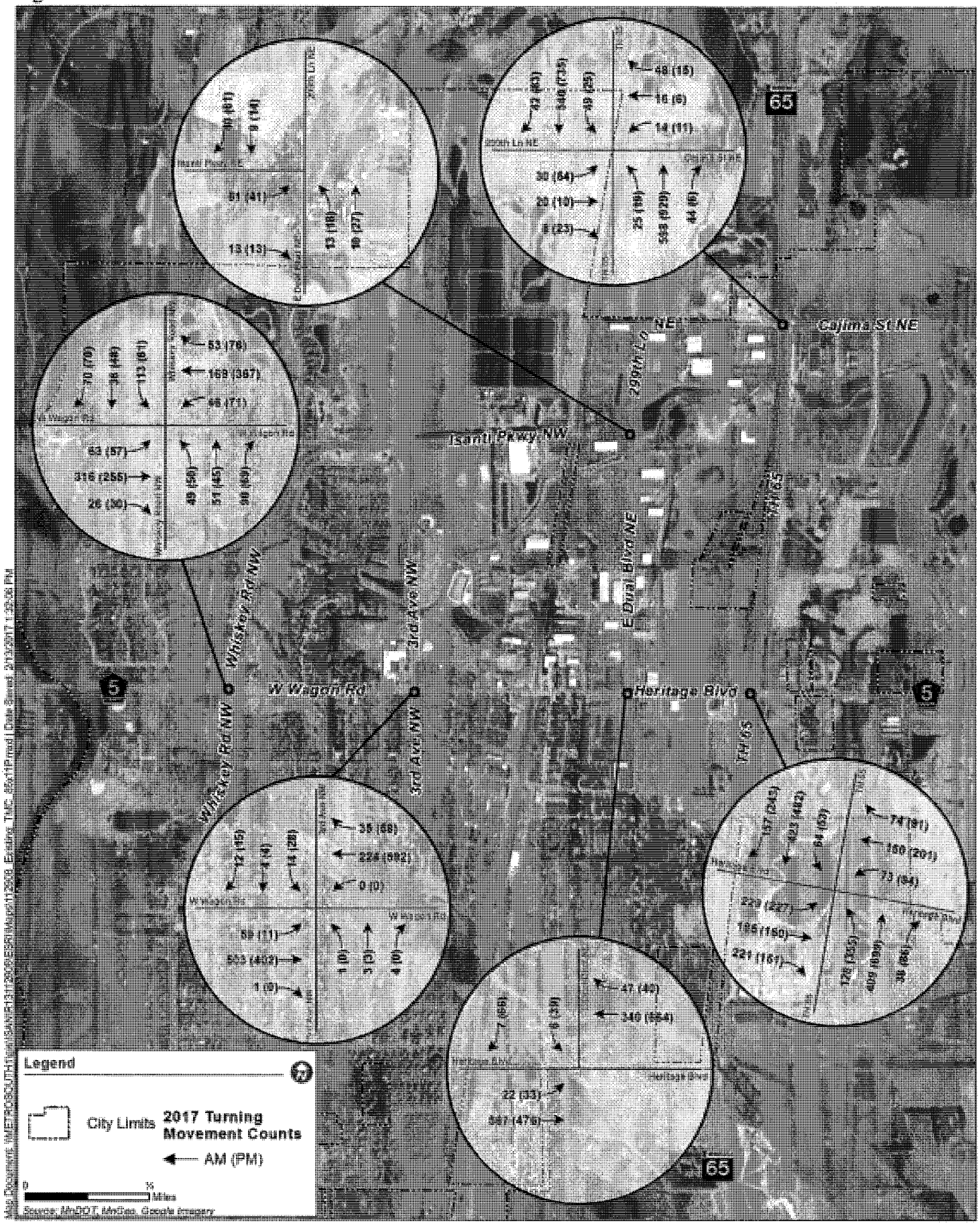

TH 65 at
Cajima St NE
65
Cajima St NE
TH 65
W Wagon Rd
Heritage Blvd
5
Legend
0
½
Miles
Source: MnDOT, MnGeo, Google Imagery
Kanabec County
Pine County
Mille Lacs County
Isanti County
Chisago County
Sherburne County
Anoka County

Figure 2

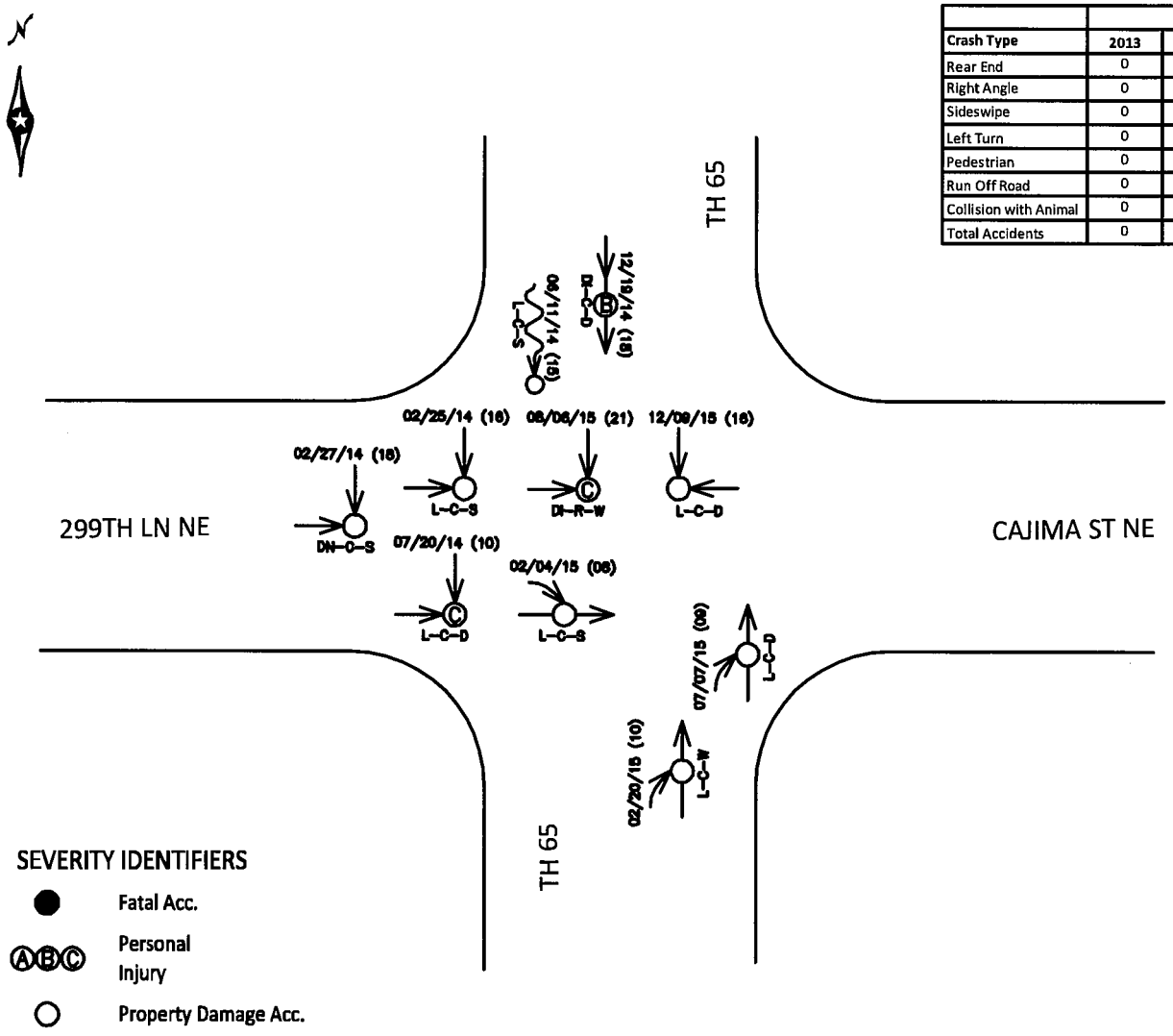

Cajima St NE
Isanti Pkwy NW
E Dual Blvd NE
Whiskey Rd NW
3rd Ave NW
W Wagon Rd
Heritage Blvd
65
53 (76)
169 (387)
46 (71)
70 (69)
36 (49)
13 (11)
53 (57)
316 (255)
26 (30)
48 (58)
15 (45)
38 (69)
48 (18)
16 (6)
14 (11)
42 (82)
340 (235)
49 (52)
30 (64)
20 (10)
5 (23)
25 (18)
55 (69)
48 (18)
51 (41)
13 (13)
13 (18)
22 (18)
35 (58)
224 (992)
0 (0)
59 (11)
503 (402)
1 (0)
74 (91)
150 (201)
73 (64)
229 (227)
196 (150)
221 (161)
47 (42)
340 (564)
22 (33)
367 (478)
Legend
City Limits
2017 Turning Movement Counts
AM (PM)
0
½
Miles
Source: MnDOT, MnDot, Google Imagery

COLLISION DIAGRAM

Figure 3
LOCATION: CAJIMA ST NE AT TH 65
TIME PERIOD: 01/01/2013 - 12/31/2015 DATE: 02/10/17
PREPARED BY: C.WU

	Year		
Severity	2013	2014	2015
Fatal	0	0	0
A Injury	0	0	0
B Injury	0	1	0
C Injury	0	1	1
Property Damage	0	3	4
Total Accidents	0	5	5

	Year		
Crash Type	2013	2014	2015
Rear End	0	1	0
Right Angle	0	3	2
Sideswipe	0	0	3
Left Turn	0	0	0
Pedestrian	0	0	0
Run Off Road	0	1	0
Collision with Animal	0	0	0
Total Accidents	0	5	5



KEY

- Motor Vehicle Backing Up
- Motor Vehicle Out of Control
- SIDESWIPE
- Rear End
- Right Angle
- Pedestrian
- Bicycle/Moped
- Motorcycle
- Left Turn
- Fixed Object

NOTES

[1] ADT = 18,100
[2] CR = 0.50
[3] SR = 0

Light:
L= Daylight (1)
DN= Dawn (2)
DU= Dusk (3)
DI= Dark, Lighted (4)
Do= Dark, Lights Off (5)
D= Dark, Unlighted (6)
X= Unknown (99)

Weather:
C= Clear or Cloudy (1 or 2)
R= Rain (3)
S= Snow or Sleet (4 or 5)
F= Fog, Smog, Smoke (6)
B= Blowing Sand/Dust (7)
W= Severe Crosswinds (8)
X= Other or Unknown (99)

Surface:
D= Dry (1)
W= Wet (2)
S= Snow or Ice (3 or 4)
M= Muddy (5)
DB= Debris (6)
O= Oily (7)
X= Other or Unknown (99)

BOLTON & MENK
12224 NICOLLET AVENUE
BURNSVILLE, MINNESOTA 55337
Phone: (952) 890-0509
Email: Burnsville@bolton-menk.com
www.bolton-menk.com

INTERSECTION CONTROL EVALUATION
TH 169 AT TH 63
FIGURE X: COLLISION DIAGRAM

Drawing name: H:\SAM\R1311182\2_Preliminary\4_Calculations\Traffic\Crash Report\Crash Diagram.dwg — Printed: Feb 24, 2017 - 12:54pm

Figure 4

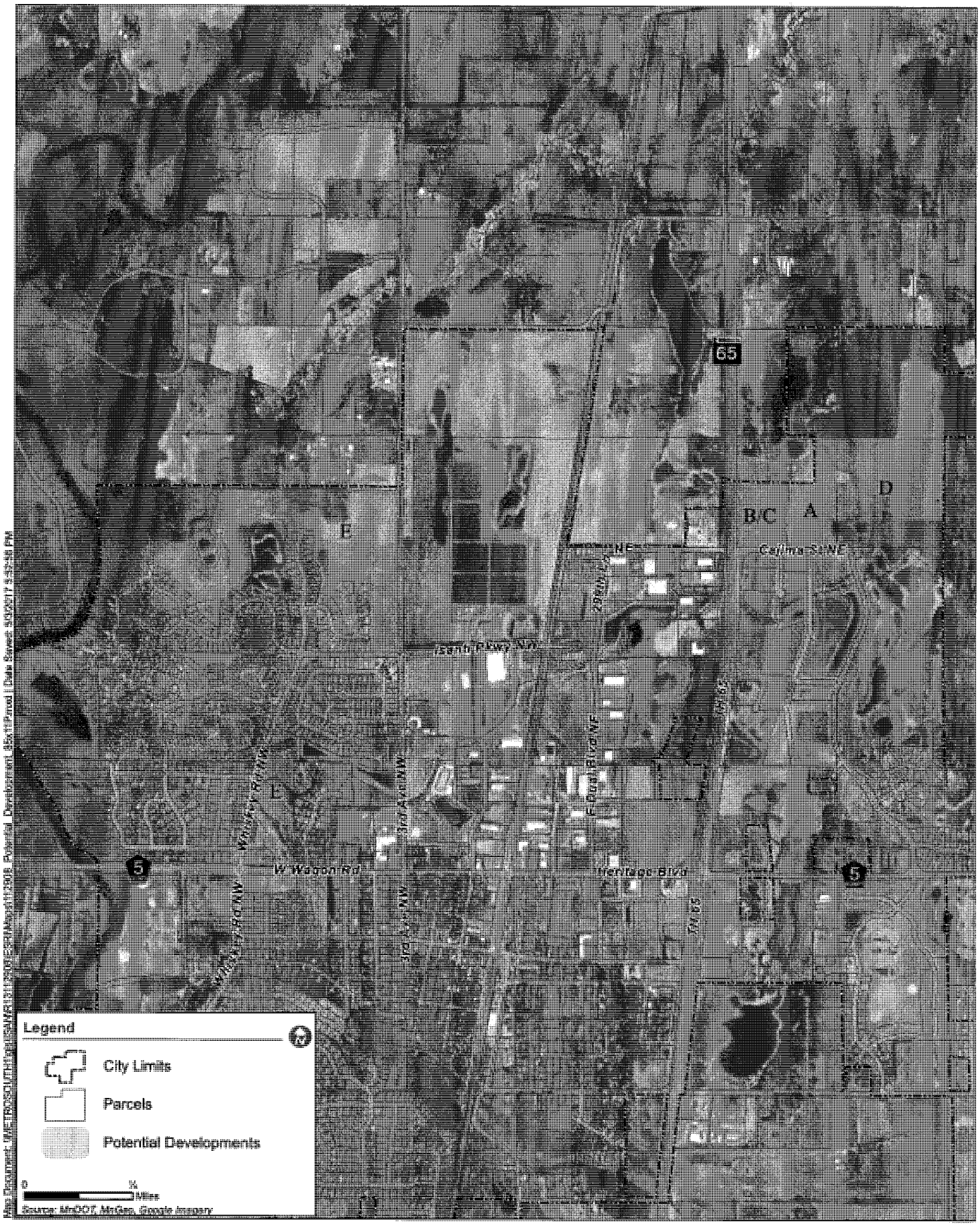
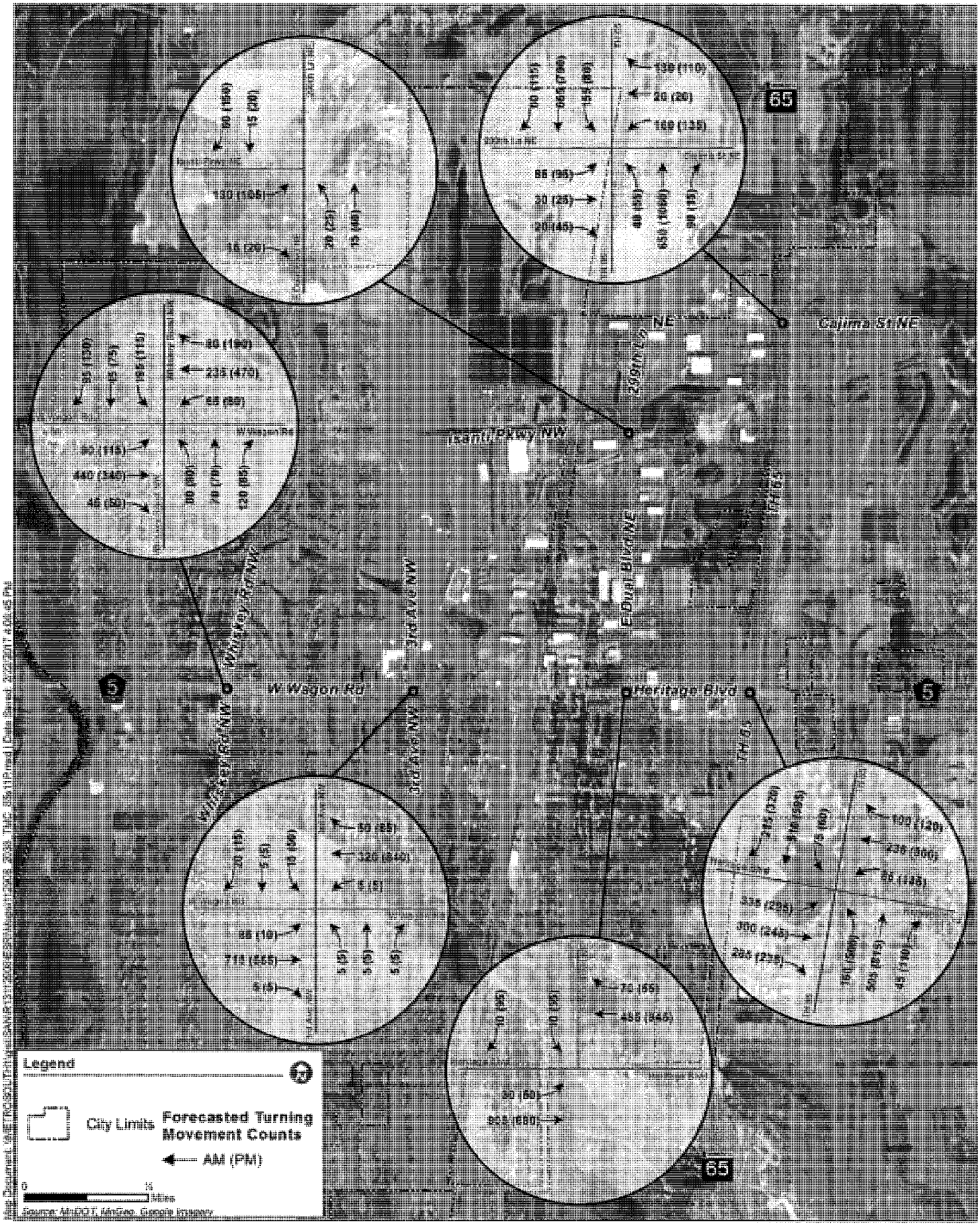
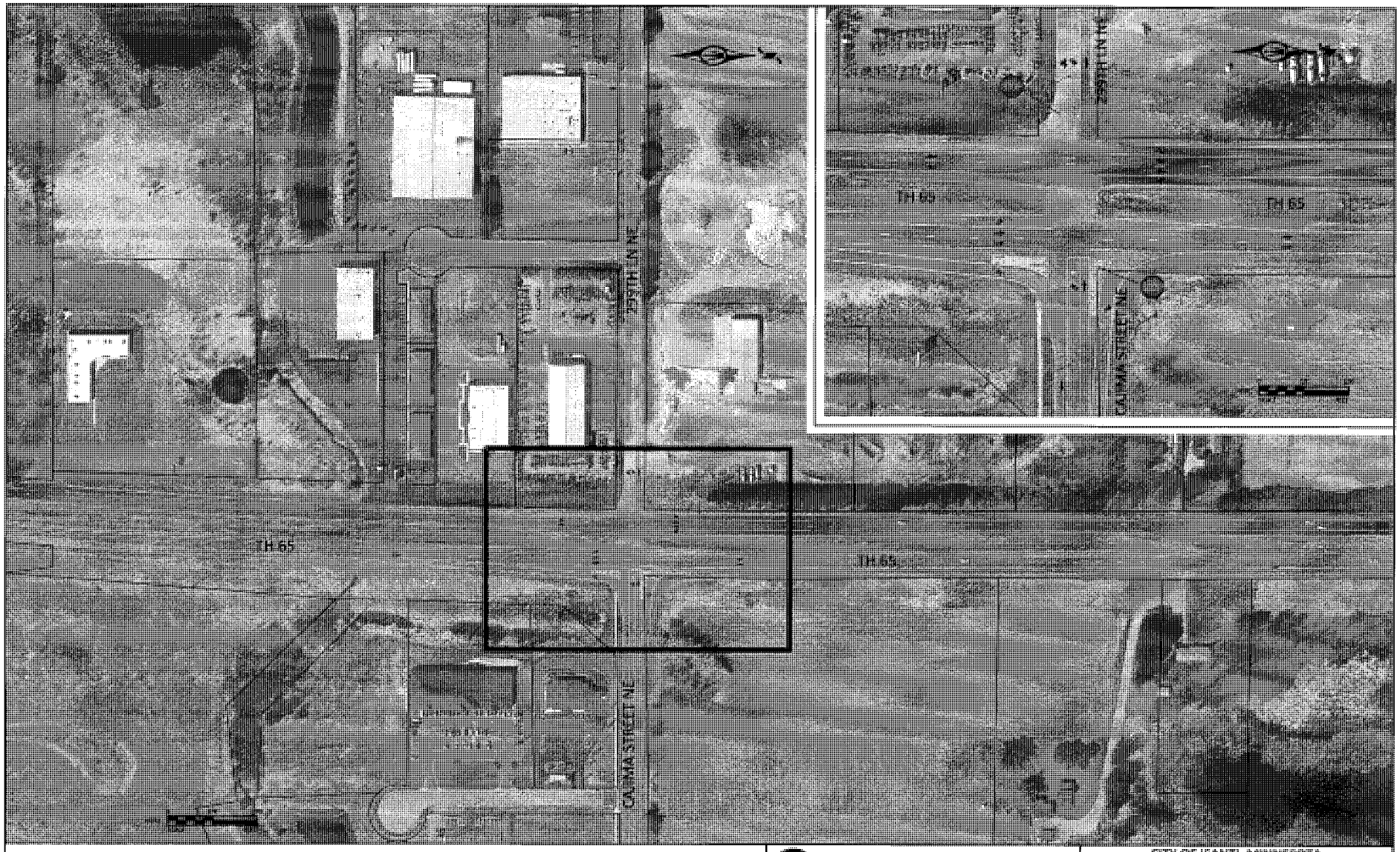
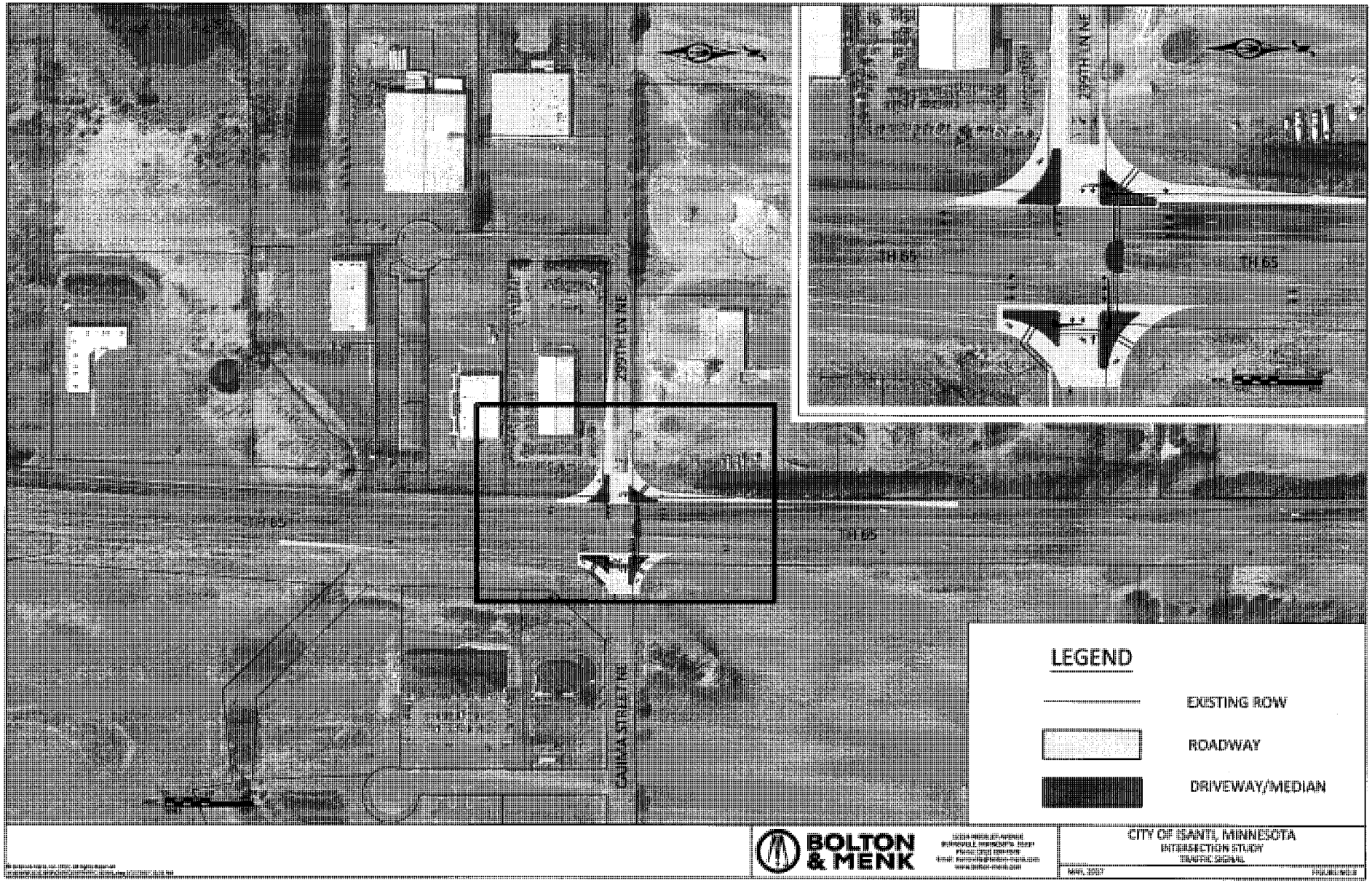

65
E
B,C
A
D
Cajima Blvd NE
Isanti Pkwy NW
Isanti Pkwy NE
Bluebird Trail NW
Woodland Trail NW
Bluebird Trail NE
W Wagon Rd
Heritage Blvd
5
Legend
City Limits
Parcels
Potential Developments
0
1
Miles
Source: MnDOT, MnGeo, Google Imagery

Figure 5


Cajima St NE
Isanti Pkwy NW
W Wagon Rd
Heritage Blvd
E Dual Blvd NW
299th Ln NE
TH 65
65
Legend
City Limits
Forecasted Turning Movement Counts
AM (PM)
Miles
Source: MnDOT, MnGeo, Cities Inventory


TH 65
TH 65
TH 65
TH 65
CALHOUN STREET NE
CALHOUN STREET NE
CALHOUN STREET NE
295TH AVENUE NE
295TH AVENUE NE
295TH AVENUE



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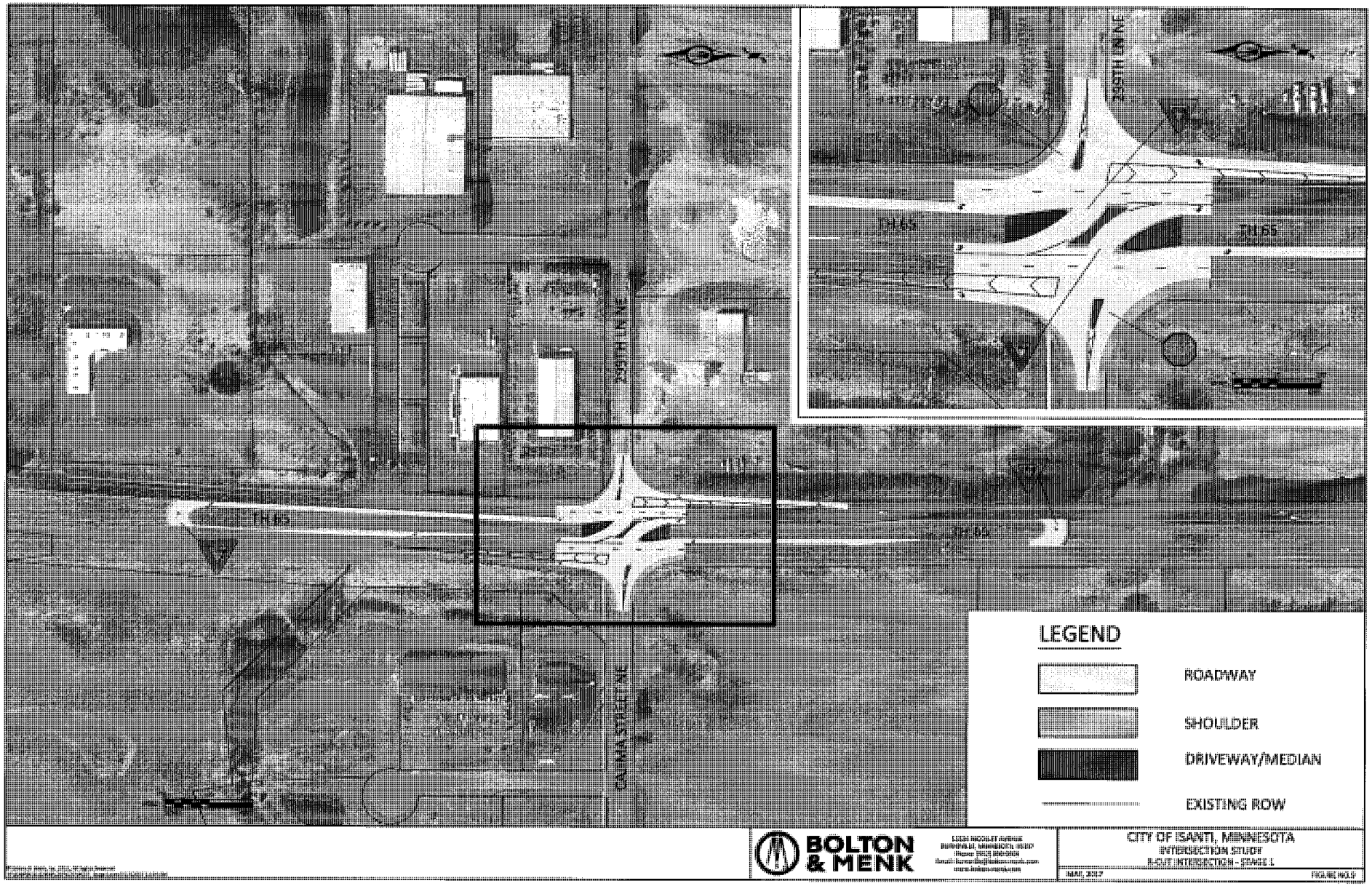
CITY OF ISANTI, MINNESOTA
INTERSECTION STUDY
TRAFFIC SIGNAL

MAR, 2007



BOLTON & MENK

CITY OF ISANTI, MINNESOTA
INTERSECTION STUDY
R-CUT INTERSECTION - STAGE 1

FIGURE NO.1

BOLTON & MENK

CITY OF ISANTI, MINNESOTA
INTERSECTION STUDY
HWY INTERSECTION

JULY, 2017

Appendix A: Existing Year (2017) Turning Movement Count

TRAFFIC DATA INC.

File Name : 2 - TH 65 & Cajima St NE
Site Code : 2
Start Date : 1/18/2017
Page No : 1

TH 65 & Cajima St NE
Isanti, MN

Groups Printed- Cars + - Trucks

	TH 65 Southbound						Cajima St Westbound						TH 65 Northbound						Cajima St Eastbound						
Start Time	UTrn	Left	Thru	Right	Peds	App. Total	UTrn	Left	Thru	Right	Peds	App. Total	UTrn	Left	Thru	Right	Peds	App. Total	UTrn	Left	Thru	Right	Peds	App. Total	Int. Total
12:00 AM	0	0	12	0	0	12	0	0	0	0	0	0	2	0	21	0	0	23	0	5	0	0	0	5	40
12:15 AM	0	0	7	0	0	7	0	0	0	0	0	0	1	0	20	0	0	21	0	1	0	2	0	3	31
12:30 AM	0	0	8	1	0	9	0	0	0	0	0	0	0	0	10	0	0	10	0	0	0	0	0	0	19
12:45 AM	0	0	8	0	0	8	0	0	0	0	0	0	0	1	8	0	0	9	0	0	0	0	0	0	17
Total	0	0	35	1	0	36	0	0	0	0	0	0	3	1	59	0	0	63	0	6	0	2	0	8	107
01:00 AM	0	0	7	0	0	7	0	0	0	0	0	0	0	0	13	0	0	13	0	0	0	0	0	0	20
01:15 AM	0	0	3	0	0	3	0	0	0	0	0	0	0	1	8	0	0	9	0	0	0	0	0	0	12
01:30 AM	0	0	7	0	0	7	0	0	0	0	0	0	0	0	4	0	0	4	0	1	0	0	0	1	12
01:45 AM	0	0	6	0	0	6	0	0	0	0	0	0	0	0	17	0	0	17	0	0	0	0	0	0	23
Total	0	0	23	0	0	23	0	0	0	0	0	0	0	1	42	0	0	43	0	1	0	0	0	1	67
02:00 AM	0	0	6	0	0	6	0	0	0	0	0	0	0	0	8	0	0	8	0	0	0	0	0	0	14
02:15 AM	0	0	4	2	0	6	0	0	0	0	0	0	0	0	4	1	0	5	0	0	0	0	0	0	11
02:30 AM	0	0	8	1	0	9	0	0	0	0	0	0	0	0	5	0	0	5	0	1	0	0	0	1	15
02:45 AM	0	0	11	0	0	11	0	0	0	0	0	0	0	1	4	0	0	5	0	1	0	1	0	2	18
Total	0	0	29	3	0	32	0	0	0	0	0	0	0	1	21	1	0	23	0	2	0	1	0	3	58
03:00 AM	0	0	16	0	0	16	0	0	0	0	0	0	0	1	6	0	0	7	0	0	0	0	0	0	23
03:15 AM	0	0	22	0	0	22	0	0	0	0	0	0	0	0	5	0	0	5	0	0	0	0	0	0	27
03:30 AM	0	0	12	1	0	13	0	0	0	0	0	0	0	0	9	0	0	9	0	1	0	0	0	1	23
03:45 AM	0	0	35	3	0	38	0	0	0	0	0	0	0	0	6	0	0	6	0	0	0	0	0	0	44
Total	0	0	85	4	0	89	0	0	0	0	0	0	0	1	26	0	0	27	0	1	0	0	0	1	117
04:00 AM	0	0	50	0	0	50	0	0	0	0	0	0	0	1	4	0	0	5	0	1	0	0	0	1	56
04:15 AM	0	0	54	0	0	54	0	0	0	1	0	1	0	0	9	0	0	9	0	1	0	0	0	1	65
04:30 AM	0	0	76	3	0	79	0	0	0	0	0	0	0	0	15	0	0	15	0	1	0	0	0	1	95
04:45 AM	0	0	114	1	0	115	0	0	0	0	0	0	0	0	14	0	0	14	0	0	0	0	0	0	129
Total	0	0	294	4	0	298	0	0	0	1	0	1	0	1	42	0	0	43	0	3	0	0	0	3	345
05:00 AM	0	0	124	2	0	126	0	0	0	0	0	0	0	0	33	0	0	33	0	3	0	0	0	3	162
05:15 AM	0	1	162	0	0	163	0	0	0	0	0	0	0	0	19	0	0	19	0	3	0	0	0	3	185
05:30 AM	0	1	140	2	0	143	0	1	0	0	0	1	0	0	36	0	0	36	0	3	1	0	0	4	184
05:45 AM	0	1	162	1	0	164	0	1	0	0	0	1	0	0	37	0	0	37	0	2	0	0	0	2	204
Total	0	3	588	5	0	596	0	2	0	0	0	2	0	0	125	0	0	125	0	11	1	0	0	12	735
06:00 AM	0	2	171	4	0	177	0	0	0	0	0	0	1	0	54	0	0	55	0	3	0	1	0	4	236
06:15 AM	0	3	152	3	0	158	0	1	0	1	0	2	0	0	70	0	0	70	0	2	1	0	0	3	233
06:30 AM	0	4	153	10	0	167	0	1	1	3	0	5	0	1	94	2	0	97	0	3	0	1	0	4	273
06:45 AM	0	6	152	6	0	164	0	0	1	2	0	3	0	0	97	0	0	97	0	1	0	0	0	1	265
Total	0	15	628	23	0	666	0	2	2	6	0	10	1	1	315	2	0	319	0	9	1	2	0	12	1007
07:00 AM	0	2	143	9	0	154	0	0	0	0	0	0	0	2	96	3	0	101	0	5	0	1	0	6	261
07:15 AM	0	17	140	9	0	166	0	1	4	3	0	8	0	2	145	7	0	154	0	13	0	4	0	17	345
07:30 AM	0	14	197	15	0	226	0	3	2	8	0	13	1	7	230	25	0	263	0	7	6	4	0	17	519

TRAFFIC DATA INC.

File Name : 2 - TH 65 & Cajima St NE
Site Code : 2
Start Date : 1/18/2017
Page No : 2

TH 65 & Cajima St NE
Isanti, MN

Groups Printed- Cars + - Trucks

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07:45 AM	0	25	121	15	0	161	0	7	11	34	0	52	0	15	182	15	0	212	0	12	11	4	0	27	452
Total	0	58	601	48	0	707	0	11	17	45	0	73	1	26	653	50	0	730	0	37	17	13	0	67	1577
08:00 AM	0	9	122	8	0	139	0	4	3	5	0	12	0	3	127	4	0	134	0	4	2	3	0	9	294
08:15 AM	0	2	127	8	0	137	0	0	0	4	0	4	0	2	108	1	0	111	0	8	2	1	0	11	263
08:30 AM	0	3	106	12	0	121	0	0	0	1	0	1	0	2	102	3	0	107	0	11	1	3	0	15	244
08:45 AM	0	3	91	11	0	105	0	0	0	5	0	5	0	2	100	4	0	106	0	10	0	4	0	14	230
Total	0	17	446	39	0	502	0	4	3	15	0	22	0	9	437	12	0	458	0	33	5	11	0	49	1031
09:00 AM	0	6	99	6	0	111	0	2	1	3	0	6	1	2	129	1	0	133	0	6	2	7	0	15	265
09:15 AM	0	4	103	7	0	114	0	5	1	2	0	8	0	5	98	2	0	105	0	7	1	0	0	8	235
09:30 AM	0	6	98	7	0	111	0	1	2	4	0	7	0	1	118	1	0	120	0	10	0	3	0	13	251
09:45 AM	0	5	75	2	0	82	0	1	1	2	0	4	1	4	91	1	0	97	0	4	0	3	0	7	190
Total	0	21	375	22	0	418	0	9	5	11	0	25	2	12	436	5	0	455	0	27	3	13	0	43	941
10:00 AM	0	1	96	4	0	101	0	0	0	0	0	0	3	3	134	1	0	141	0	3	0	0	0	3	245
10:15 AM	1	2	105	8	0	116	0	3	1	2	0	6	1	0	104	2	0	107	0	11	2	2	0	15	244
10:30 AM	1	3	102	5	0	111	0	0	1	3	0	4	1	4	116	2	0	123	0	6	0	1	0	7	245
10:45 AM	0	5	112	11	0	128	0	2	1	2	0	5	0	4	101	3	0	108	0	12	0	1	0	13	254
Total	2	11	415	28	0	456	0	5	3	7	0	15	5	11	455	8	0	479	0	32	2	4	0	38	988
11:00 AM	0	2	95	13	0	110	0	4	0	2	0	6	1	2	119	1	0	123	0	10	0	2	0	12	251
11:15 AM	0	5	117	12	0	134	0	2	1	1	0	4	1	5	101	1	0	108	0	7	1	7	0	15	261
11:30 AM	0	2	115	7	0	124	0	0	1	2	0	3	2	5	110	2	0	119	0	5	2	2	0	9	255
11:45 AM	0	2	114	5	0	121	0	0	3	6	0	9	1	15	121	2	0	139	0	12	2	3	0	17	286
Total	0	11	441	37	0	489	0	6	5	11	0	22	5	27	451	6	0	489	0	34	5	14	0	53	1053
12:00 PM	0	5	127	11	0	143	0	2	0	2	0	4	3	1	123	3	0	130	0	7	2	4	0	13	290
12:15 PM	0	3	125	7	0	135	0	0	1	3	0	4	0	6	145	0	0	151	0	7	1	1	0	9	299
12:30 PM	0	2	130	4	0	136	0	0	1	1	0	2	2	7	121	1	0	131	0	11	2	4	0	17	286
12:45 PM	0	4	114	9	0	127	0	1	2	1	0	4	2	2	138	3	0	145	0	10	1	5	0	16	292
Total	0	14	496	31	0	541	0	3	4	7	0	14	7	16	527	7	0	557	0	35	6	14	0	55	1167
01:00 PM	0	3	126	11	0	140	0	1	0	1	0	2	1	5	127	1	0	134	0	9	1	7	0	17	293
01:15 PM	1	1	140	14	0	156	0	1	2	2	0	5	0	4	118	2	0	124	0	8	1	5	0	14	299
01:30 PM	0	1	124	13	0	138	0	2	0	2	0	4	1	3	132	0	0	136	0	10	0	3	0	13	291
01:45 PM	0	4	124	9	0	137	0	0	0	2	0	2	0	3	121	0	0	124	0	6	1	2	0	9	272
Total	1	9	514	47	0	571	0	4	2	7	0	13	2	15	498	3	0	518	0	33	3	17	0	53	1155
02:00 PM	1	4	138	12	0	155	0	2	1	2	0	5	1	4	146	3	0	154	0	9	0	4	0	13	327
02:15 PM	0	7	138	13	0	158	0	1	1	2	0	4	0	8	151	2	0	161	0	13	0	4	0	17	340
02:30 PM	0	13	127	18	0	158	0	2	0	3	0	5	1	5	182	7	0	195	0	18	1	0	0	19	377
02:45 PM	0	11	161	19	0	191	0	2	6	18	0	26	1	0	186	8	0	195	0	13	8	4	0	25	437
Total	1	35	564	62	0	662	0	7	8	25	0	40	3	17	665	20	0	705	0	53	9	12	0	74	1481

TRAFFIC DATA INC.

File Name : 2 - TH 65 & Cajima St NE
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TH 65 & Cajima St NE
Isanti, MN

Groups Printed- Cars + - Trucks

	TH 65 Southbound						Cajima St Westbound						TH 65 Northbound						Cajima St Eastbound						
Start Time	UTrn	Left	Thru	Right	Peds	App. Total	UTrn	Left	Thru	Right	Peds	App. Total	UTrn	Left	Thru	Right	Peds	App. Total	UTrn	Left	Thru	Right	Peds	App. Total	Int. Total
03:00 PM	0	14	167	16	0	197	0	6	8	16	0	30	4	3	194	2	0	203	0	18	4	5	0	27	457
03:15 PM	0	6	185	21	0	212	0	0	3	5	0	8	3	6	231	2	0	242	0	16	0	4	0	20	482
03:30 PM	1	11	183	20	0	215	0	3	1	0	0	4	0	3	261	6	0	270	0	14	5	4	0	23	512
03:45 PM	0	14	171	14	0	199	0	3	7	12	0	22	0	9	222	11	0	242	0	13	1	2	0	16	479
Total	1	45	706	71	0	823	0	12	19	33	0	64	7	21	908	21	0	957	0	61	10	15	0	86	1930
04:00 PM	0	9	195	15	0	219	0	7	4	15	0	26	0	2	287	2	0	291	0	14	2	4	0	20	556
04:15 PM	0	3	190	11	0	204	0	2	1	3	0	6	1	5	244	2	0	252	0	10	1	4	0	15	477
04:30 PM	0	7	197	15	0	219	0	3	1	5	0	9	2	2	233	2	0	239	0	13	5	9	0	27	494
04:45 PM	0	11	181	20	0	212	0	4	2	1	0	7	0	6	221	1	0	228	0	17	2	6	0	25	472
Total	0	30	763	61	0	854	0	16	8	24	0	48	3	15	985	7	0	1010	0	54	10	23	0	87	1999
05:00 PM	0	4	179	22	0	205	0	2	2	6	0	10	3	6	246	1	0	256	0	14	2	5	0	21	492
05:15 PM	0	5	171	20	0	196	0	4	2	2	0	8	2	3	218	1	0	224	0	12	0	3	0	15	443
05:30 PM	0	4	132	22	0	158	0	1	2	4	0	7	1	8	214	0	0	223	0	16	4	3	0	23	411
05:45 PM	1	1	111	24	0	137	0	0	1	2	0	3	3	3	199	0	0	205	0	18	0	6	0	24	369
Total	1	14	593	88	0	696	0	7	7	14	0	28	9	20	877	2	0	908	0	60	6	17	0	83	1715
06:00 PM	0	0	105	20	0	125	0	0	0	1	0	1	0	7	167	0	0	174	0	8	0	3	0	11	311
06:15 PM	0	3	112	23	0	138	0	2	0	2	0	4	0	11	136	0	0	147	0	9	0	5	0	14	303
06:30 PM	0	0	97	10	0	107	0	0	0	0	0	0	0	3	121	0	0	124	0	15	2	3	0	20	251
06:45 PM	1	1	74	9	0	85	0	0	0	0	0	0	1	0	100	0	0	101	0	5	0	5	0	10	196
Total	1	4	388	62	0	455	0	2	0	3	0	5	1	21	524	0	0	546	0	37	2	16	0	55	1061
07:00 PM	0	4	67	4	0	75	0	0	0	0	0	0	0	1	113	0	0	114	0	14	0	1	0	15	204
07:15 PM	0	1	79	13	0	93	0	0	1	0	0	1	0	2	84	0	0	86	0	12	0	4	0	16	196
07:30 PM	0	0	63	3	0	66	0	0	0	2	0	2	1	1	97	0	0	99	0	7	0	5	0	12	179
07:45 PM	0	2	64	8	0	74	0	0	0	0	0	0	0	3	69	0	0	72	0	5	0	2	0	7	153
Total	0	7	273	28	0	308	0	0	1	2	0	3	1	7	363	0	0	371	0	38	0	12	0	50	732
08:00 PM	0	3	86	14	0	103	0	0	0	1	0	1	0	1	80	0	0	81	0	6	0	0	0	6	191
08:15 PM	0	0	68	5	0	73	0	0	0	1	0	1	0	1	76	0	0	77	0	6	0	1	0	7	158
08:30 PM	0	1	66	4	0	71	0	0	0	1	0	1	0	0	46	0	0	46	0	5	0	1	0	6	124
08:45 PM	0	0	48	4	0	52	0	0	0	0	0	0	0	1	43	0	0	44	0	5	0	0	0	5	101
Total	0	4	268	27	0	299	0	0	0	3	0	3	0	3	245	0	0	248	0	22	0	2	0	24	574
09:00 PM	0	2	51	5	0	58	0	0	0	0	0	0	0	0	67	0	0	67	0	7	0	2	0	9	134
09:15 PM	0	0	55	3	0	58	0	0	0	0	0	0	0	3	65	0	0	68	0	8	0	7	0	15	141
09:30 PM	0	2	43	1	0	46	0	0	0	1	0	1	0	1	42	0	0	43	0	11	0	4	0	15	105
09:45 PM	0	1	33	3	0	37	0	0	0	0	0	0	0	1	37	0	0	38	0	12	0	1	0	13	88
Total	0	5	182	12	0	199	0	0	0	1	0	1	0	5	211	0	0	216	0	38	0	14	0	52	468
10:00 PM	0	0	31	3	0	34	0	0	0	0	0	0	0	1	42	0	0	43	0	4	0	1	0	5	82
10:15 PM	0	1	24	0	0	25	0	0	0	0	0	0	0	0	25	0	0	25	0	2	0	0	0	2	52
10:30 PM	1	1	22	0	0	24	0	0	0	0	0	0	0	1	33	0	0	34	0	2	0	0	0	2	60

TRAFFIC DATA INC.

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TH 65 & Cajima St NE
Isanti, MN

Groups Printed- Cars + - Trucks

	TH 65 Southbound						Cajima St Westbound						TH 65 Northbound						Cajima St Eastbound						
Start Time	UTrn	Left	Thru	Right	Peds	App. Total	UTrn	Left	Thru	Right	Peds	App. Total	UTrn	Left	Thru	Right	Peds	App. Total	UTrn	Left	Thru	Right	Peds	App. Total	Int. Total
10:45 PM	0	0	11	2	0	13	0	0	0	0	0	0	0	1	21	0	0	22	0	3	0	0	0	3	38
Total	1	2	88	5	0	96	0	0	0	0	0	0	0	3	121	0	0	124	0	11	0	1	0	12	232
11:00 PM	0	1	19	2	0	22	0	0	0	0	0	0	0	0	29	0	0	29	0	1	0	0	0	1	52
11:15 PM	0	0	19	5	0	24	0	0	0	0	0	0	1	0	26	0	0	27	0	0	0	0	0	0	51
11:30 PM	0	0	11	0	0	11	0	0	0	0	0	0	0	2	23	0	0	25	0	1	0	0	0	1	37
11:45 PM	0	0	8	0	0	8	0	0	0	0	0	0	0	0	14	0	0	14	0	0	0	1	0	1	23
Total	0	1	57	7	0	65	0	0	0	0	0	0	1	2	92	0	0	95	0	2	0	1	0	3	163
Grand Total	8	306	8852	715	0	9881	0	90	84	215	0	389	51	236	9078	144	0	9509	0	640	80	204	0	924	20703
Apprch %	0.1	3.1	89.6	7.2	0		0	23.1	21.6	55.3	0		0.5	2.5	95.5	1.5	0		0	69.3	8.7	22.1	0		
Total %	0	1.5	42.8	3.5	0	47.7	0	0.4	0.4	1	0	1.9	0.2	1.1	43.8	0.7	0	45.9	0	3.1	0.4	1	0	4.5	
Cars +	8	299	8480	679	0	9466	0	89	81	207	0	377	50	218	8728	143	0	9139	0	614	79	188	0	881	19863
% Cars +	100	97.7	95.8	95	0	95.8	0	98.9	96.4	96.3	0	96.9	98	92.4	96.1	99.3	0	96.1	0	95.9	98.8	92.2	0	95.3	95.9
Trucks	0	7	372	36	0	415	0	1	3	8	0	12	1	18	350	1	0	370	0	26	1	16	0	43	840
% Trucks	0	2.3	4.2	5	0	4.2	0	1.1	3.6	3.7	0	3.1	2	7.6	3.9	0.7	0	3.9	0	4.1	1.2	7.8	0	4.7	4.1

TRAFFIC DATA INC.

TH 65 & Cajima St NE
Isanti, MN

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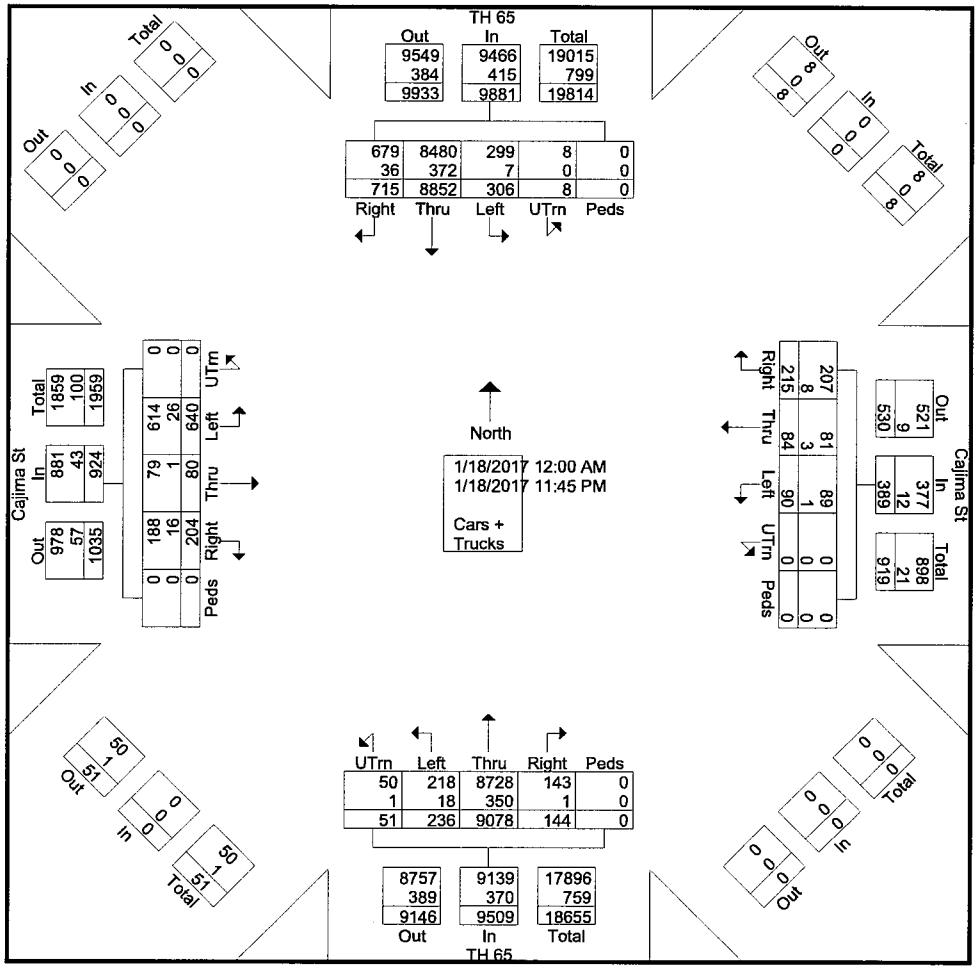

TRAFFIC DATA INC.

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TH 65 & Cajima St NE
Isanti, MN

	TH 65 Southbound						Cajima St Westbound						TH 65 Northbound						Cajima St Eastbound						
Start Time	UTrn	Left	Thru	Right	Peds	App. Total	UTrn	Left	Thru	Right	Peds	App. Total	UTrn	Left	Thru	Right	Peds	App. Total	UTrn	Left	Thru	Right	Peds	App. Total	Int. Total
Peak Hour Analysis From 12:00 AM to 09:45 AM - Peak 1 of 1																									
Peak Hour for Entire Intersection Begins at 07:15 AM																									
07:15 AM	0	17	140	9	0	166	0	1	4	3	0	8	0	2	145	7	0	154	0	13	0	4	0	17	345
07:30 AM	0	14	197	15	0	226	0	3	2	8	0	13	1	7	230	25	0	263	0	7	6	4	0	17	519
07:45 AM	0	25	121	15	0	161	0	7	11	34	0	52	0	15	182	15	0	212	0	12	11	4	0	27	452
08:00 AM	0	9	122	8	0	139	0	4	3	5	0	12	0	3	127	4	0	134	0	4	2	3	0	9	294
Total Volume	0	65	580	47	0	692	0	15	20	50	0	85	1	27	684	51	0	763	0	36	19	15	0	70	1610
% App. Total	0	9.4	83.8	6.8	0		0	17.6	23.5	58.8	0		0.1	3.5	89.6	6.7	0		0	51.4	27.1	21.4	0		
PHF	.000	.650	.736	.783	.000	.765	.000	.536	.455	.368	.000	.409	.250	.450	.743	.510	.000	.725	.000	.692	.432	.938	.000	.648	.776
Peak Hour Analysis From 10:00 AM to 01:45 PM - Peak 1 of 1																									
Peak Hour for Entire Intersection Begins at 12:45 PM																									
12:45 PM	0	4	114	9	0	127	0	1	2	1	0	4	2	2	138	3	0	145	0	10	1	5	0	16	292
01:00 PM	0	3	126	11	0	140	0	1	0	1	0	2	1	5	127	1	0	134	0	9	1	7	0	17	293
01:15 PM	1	1	140	14	0	156	0	1	2	2	0	5	0	4	118	2	0	124	0	8	1	5	0	14	299
01:30 PM	0	1	124	13	0	138	0	2	0	2	0	4	1	3	132	0	0	136	0	10	0	3	0	13	291
Total Volume	1	9	504	47	0	561	0	5	4	6	0	15	4	14	515	6	0	539	0	37	3	20	0	60	1175
% App. Total	0.2	1.6	89.8	8.4	0		0	33.3	26.7	40	0		0.7	2.6	95.5	1.1	0		0	61.7	5	33.3	0		
PHF	.250	.563	.900	.839	.000	.899	.000	.625	.500	.750	.000	.750	.500	.700	.933	.500	.000	.929	.000	.925	.750	.714	.000	.882	.982
Peak Hour Analysis From 02:00 PM to 11:45 PM - Peak 1 of 1																									
Peak Hour for Entire Intersection Begins at 03:15 PM																									
03:15 PM	0	6	185	21	0	212	0	0	3	5	0	8	3	6	231	2	0	242	0	16	0	4	0	20	482
03:30 PM	1	11	183	20	0	215	0	3	1	0	0	4	0	3	261	6	0	270	0	14	5	4	0	23	512
03:45 PM	0	14	171	14	0	199	0	3	7	12	0	22	0	9	222	11	0	242	0	13	1	2	0	16	479
04:00 PM	0	9	195	15	0	219	0	7	4	15	0	26	0	2	287	2	0	291	0	14	2	4	0	20	556
Total Volume	1	40	734	70	0	845	0	13	15	32	0	60	3	20	1001	21	0	1045	0	57	8	14	0	79	2029
% App. Total	0.1	4.7	86.9	8.3	0		0	21.7	25	53.3	0		0.3	1.9	95.8	2	0		0	72.2	10.1	17.7	0		
PHF	.250	.714	.941	.833	.000	.965	.000	.464	.536	.533	.000	.577	.250	.556	.872	.477	.000	.898	.000	.891	.400	.875	.000	.859	.912

Appendix B: Intersection Crash Rate Calculation

Intersection Safety Screening

Intersection: Cajima Street NE and TH 65

Crash Data, 2013-2015.

Crashes by Crash Severity	
Fatal	0
Incapacitating Injury	0
Non-incapacitating Injury	1
Possible Injury	2
Property Damage	7
Total Crashes	10

Intersection Characteristics	
Entering Volume	18,100
Traffic Control	Thru / stop
Environment	Rural
Speed Limit	65 mph

Annual crash cost = $129,733

Statewide Comparison *Rural Thru / Stop*

Total Crash Rate	
Observed	0.50
Statewide Average	0.26
Critical Rate	0.58
Critical Index	**0.86**

Fatal & Serious Injury Crash Rate	
Observed	0.00
Statewide Average	1.06
Critical Rate	6.55
Critical Index	**0.00**

The observed crash rate is the number of crashes per million entering vehicles (MEV). The critical rate is a statistical comparison based on similar intersections statewide. An observed crash rate greater than the critical rate indicates that the intersection operates outside the expected, normal range. The critical index reports the magnitude of this difference.

The observed total crash rate for this period is 0.50 per MEV; this is 14% below the critical rate. Based on similar statewide intersections, an additional 2 crashes over the three years would indicate this intersection operaters outside the normal range.

The observed fatal and serious injury crash rate for this period is 0.00 per 100 MEV; this is 100% below the critical rate. The intersection operates within the normal range.

Appendix C: Warrant Analysis

BOLTON & MENK

Real People. Real Solutions.

SIGNAL WARRANTS ANALYSIS FOR TH 65 & CAJIMA ST NE

LOCATION: TH 65 & Cajama St NE
COUNTY: Isanti
REF. POINT:
DATE: 2/8/2017

OPERATOR: C.WU

Speed	Approach Description	Lanes
65	Major App1: SB TH 65	2
65	Major App3: NB TH 65	2
30	Minor App2: WB CAJIMA ST NE	1
30	Minor App4: EB CAJIMA ST NE	1

0.70 FACTOR USED? YES
POPULATION < 10,000? Yes
N/A No

THRESHOLDS 1A/1B: 420/630 105/52 105/52

HOUR	MAJOR APP. 1	MAJOR APP. 3	TOTAL 1+3	MAJOR 1A/1B	MINOR APP. 2	MINOR 2 1A/1B	MINOR APP. 4	MINOR 4 1A/1B	MET SAME 1A/1B
0:00 - 1:00			0	/		/		/	/
1:00 - 2:00			0	/		/		/	/
2:00 - 3:00			0	/		/		/	/
3:00 - 4:00			0	/		/		/	/
4:00 - 5:00			0	/		/		/	/
5:00 - 6:00			0	/		/		/	/
6:00 - 7:00	635	311	946	X/X	4	/	10	/	/
7:00 - 8:00	676	696	1372	X/X	27	/	53	/X	/X
8:00 - 9:00	478	414	892	X/X	7	/	29	/	/
9:00 - 10:00	399	432	831	X/X	13	/	28	/	/
10:00 - 11:00	420	449	869	X/X	8	/	32	/	/
11:00 - 12:00	456	459	915	X/X	11	/	38	/	/
12:00 - 13:00	509	512	1021	X/X	7	/	35	/	/
13:00 - 14:00	541	490	1031	X/X	6	/	36	/	/
14:00 - 15:00	606	673	1279	X/X	15	/	60	/X	/X
15:00 - 16:00	780	907	1687	X/X	29	/	68	/X	/X
16:00 - 17:00	832	988	1820	X/X	24	/	64	/X	/X
17:00 - 18:00	679	886	1565	X/X	14	/	66	/X	/X
18:00 - 19:00	444	536	980	X/X	2	/	39	/	/
19:00 - 20:00			0	/		/		/	/
20:00 - 21:00			0	/		/		/	/
21:00 - 22:00			0	/		/		/	/
22:00 - 23:00			0	/		/		/	/
23:00 - 24:00			0	/		/		/	/

	Met (Hr)	Required (Hr)	
Warrant 1A	0	8	Not satisfied
Warrant 1B	5	8	Not satisfied
Warrant 2	4	4	Satisfied
Warrant 3	0	1	Not satisfied
Warrant 7	5	8	Not satisfied

LOCATION: TH 65 & Cajama St NE
COUNTY: Isanti
REF. POINT:
DATE: 2/8/2017

OPERATOR: C.WU

Speed	Approach Description	Lanes
65	Major App1: SB TH 65	2
65	Major App3: NB TH 65	2
30	Minor App2: WB CAJIMA ST NE	1
30	Minor App4: EB CAJIMA ST NE	1

0.70 FACTOR USED?	YES
POPULATION < 10,000?	Yes
EXISTING SIGNAL ?	No

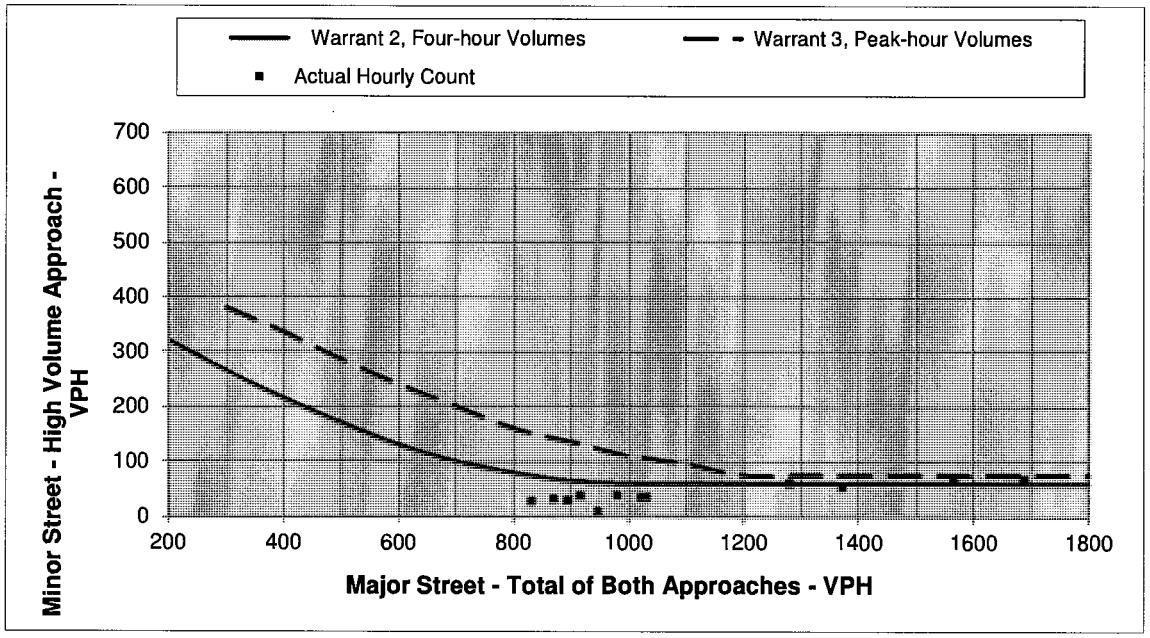

Figure 1. Four Hour and Peak Hour Warrant Analysis

Note: For data points outside the graph range, check the minor street volume against the lower thresholds

Warrant Criteria			Actual Hourly Count	
Major	Warrant 2, F	Warrant 3, Pe	Major	Actual Hourly Count
200	320		0	0
300	265	380	0	0
400	215	335	0	0
500	170	285	0	0
600	130	240	0	0
700	100	200	0	0
800	80	160	946	10
900	65	135	1372	53
1000	60	110	892	29
1100	60	95	831	28
1200	60	75	869	32
1300	60	75	915	38
1400	60	75	1021	35
1500	60	75	1031	36
1600	60	75	1279	60
1700	60	75	1687	68
1800	60	75	1820	64
			1565	66
			980	39
			0	0
			0	0
			0	0
			0	0
			0	0

BOLTON & MENK

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SIGNAL WARRANTS ANALYSIS FOR TH 65 & CAJIMA ST NE Redistribution

LOCATION: TH 65 & Cajama St NE
COUNTY: Isanti
REF. POINT:
DATE: 2/8/2017
OPERATOR: C.WU

Speed	Approach Description	Lanes
65	Major App1: SB TH 65	2
65	Major App3: NB TH 65	2
30	Minor App2: WB CAJIMA ST NE	1
30	Minor App4: EB CAJIMA ST NE	1

0.70 FACTOR USED? YES
POPULATION < 10,000? Yes
N/A No

THRESHOLDS 1A/1B: 420/630 105/52 105/52

HOUR	MAJOR APP. 1	MAJOR APP. 3	TOTAL 1+3	MAJOR 1A/1B	MINOR APP. 2	MINOR 2 1A/1B	MINOR APP. 4	MINOR 4 1A/1B	**MET SAME 1A/1B**
0:00 - 1:00			0	/		/		/	/
1:00 - 2:00			0	/		/		/	/
2:00 - 3:00			0	/		/		/	/
3:00 - 4:00			0	/		/		/	/
4:00 - 5:00			0	/		/		/	/
5:00 - 6:00			0	/		/		/	/
6:00 - 7:00	635	311	946	X/X	4	/	14	/	/
7:00 - 8:00	676	696	1372	X/X	27	/	83	/X	**/X**
8:00 - 9:00	478	414	892	X/X	7	/	43	/	/
9:00 - 10:00	399	432	831	X/X	13	/	41	/	/
10:00 - 11:00	420	449	869	X/X	8	/	45	/	/
11:00 - 12:00	456	459	915	X/X	11	/	56	/X	**/X**
12:00 - 13:00	509	512	1021	X/X	7	/	51	/	/
13:00 - 14:00	541	490	1031	X/X	6	/	52	/X	**/X**
14:00 - 15:00	606	673	1279	X/X	15	/	87	/X	**/X**
15:00 - 16:00	780	907	1687	X/X	29	/	99	/X	**/X**
16:00 - 17:00	832	988	1820	X/X	24	/	94	/X	**/X**
17:00 - 18:00	679	886	1565	X/X	14	/	94	/X	**/X**
18:00 - 19:00	444	536	980	X/X	2	/	55	/X	**/X**
19:00 - 20:00			0	/		/		/	/
20:00 - 21:00			0	/		/		/	/
21:00 - 22:00			0	/		/		/	/
22:00 - 23:00			0	/		/		/	/
23:00 - 24:00			0	/		/		/	/

	Met (Hr)	Required (Hr)	
Warrant 1A	0	8	Not satisfied
Warrant 1B	8	8	Satisfied
Warrant 2	5	4	Satisfied
Warrant 3	5	1	Satisfied
Warrant 7	11	8	Satisfied, check accident record

LOCATION: TH 65 & Cajama St NE
COUNTY: Isanti
REF. POINT:
DATE: 2/8/2017

OPERATOR: C.WU

0.70 FACTOR USED?	YES
POPULATION < 10,000?	Yes
EXISTING SIGNAL ?	No

Speed	Approach Description	Lanes
65	Major App1: SB TH 65	2
65	Major App3: NB TH 65	2
30	Minor App2: WB CAJIMA ST NE	1
30	Minor App4: EB CAJIMA ST NE	1

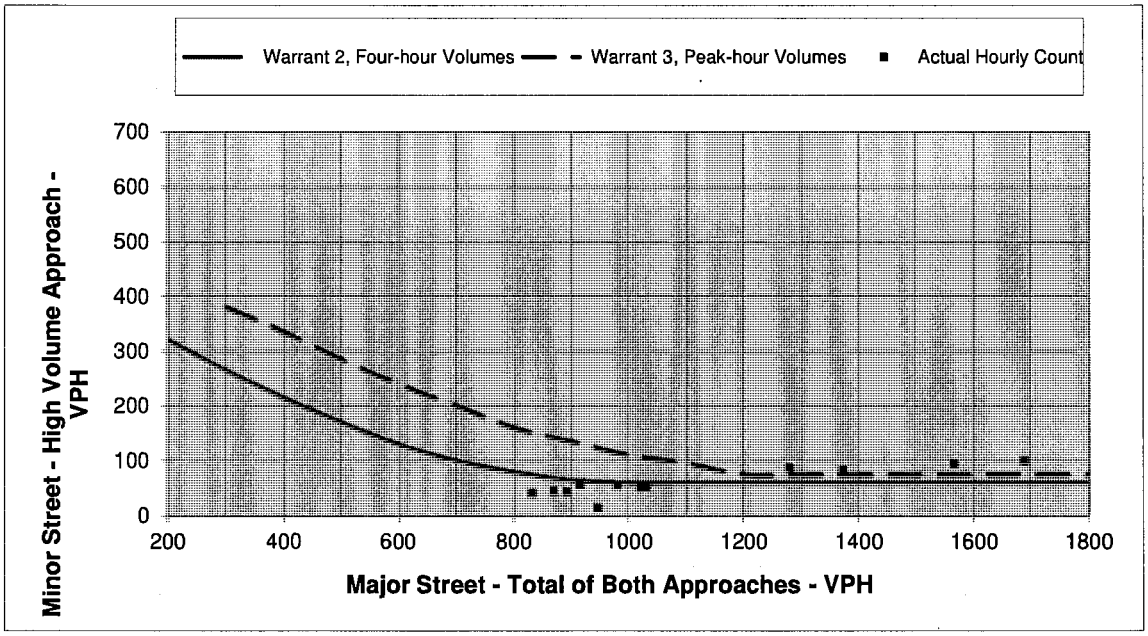


Figure 1. Four Hour and Peak Hour Warrant Analysis

Note: For data points outside the graph range, check the minor street volume against the lower thresholds

Warrant Criteria			Actual Hourly Count	
Major	Warrant 2, F	Warrant 3, Pe	Major	Actual Hourly Count
200	320		0	0
300	265	380	0	0
400	215	335	0	0
500	170	285	0	0
600	130	240	0	0
700	100	200	0	0
800	80	160	946	14
900	65	135	1372	83
1000	60	110	892	43
1100	60	95	831	41
1200	60	75	869	45
1300	60	75	915	56
1400	60	75	1021	51
1500	60	75	1031	52
1600	60	75	1279	87
1700	60	75	1687	99
1800	60	75	1820	94
			1565	94
			980	55
			0	0
			0	0
			0	0
			0	0
			0	0

Appendix D: Trip Forecast

Traffic Assumptions

Cajima Traffic Signal Study

A. Middle School/Junior High School	500	Students		ITE Code	522	Internal-to-Internal Reduction			Pass-by			New Trips		School
	Based on Per Students													
	Average Rate	#	% enter	% exit	entering	exiting		entering	exiting		entering	exiting	entering	exiting
AM	0.54	270	55	45	149	122	0%	149	122	0%	0	0	149	122
PM	0.16	80	49	51	39	41	0%	40	41	0%	0	0	40	41
Weekday	1.62	810	50	50	405	405	0%	405	405	0%	0	0	405	405

B. Gasoline/Service Station with Convenience Market	12	Fueling Position		ITE Code	945	Internal-to-Internal Reduction			Pass-by			New Trips		Gas Station
	Based on Vehicle Fueling Position									and diverted link				
	Average Rate	#	% enter	% exit	entering	exiting		entering	exiting		entering	exiting	entering	exiting
AM	10.16	122	50	50	61	61	0%	61	61	62%	38	38	23	23
PM	13.38	161	50	50	80	80	0%	81	81	56%	46	46	35	35
Weekday	162.78	1953	50	50	977	977	0%	977	977	59%	577	577	400	400

C. Business Park	104.544	1000 sqft Gross Floor Area		ITE Code	770	Internal-to-Internal Reduction			Pass-by			New Trips		Business Park
	Based on per 1000 sqft gross floor area													
	Average Rate	#	% enter	% exit	entering	exiting		entering	exiting		entering	exiting	entering	exiting
AM	1.43	149	84	16	125	24	0%	126	24	0%	0	0	126	24
PM	1.29	157	23	77	36	121	0%	37	122	0%	0	0	37	122
Weekday	12.76	1871	50	50	936	936	0%	936	936	0%	0	0	936	936

D. Single-Family Detached Housing	96.25	Dwelling Units		ITE Code	210	Internal-to-Internal Reduction			Pass-by			New Trips		Single-Family
	Based on per Dwelling Unit													
	Average Rate	#	% enter	% exit	entering	exiting		entering	exiting		entering	exiting	entering	exiting
AM	0.75	77	25	75	19	58	0%	20	58	0%	0	0	20	58
PM	1.01	102	63	37	64	38	0%	64	38	0%	0	0	64	38
Weekday	9.57	1004	50	50	502	502	0%	502	502	0%	0	0	502	502

Traffic Assumptions

Cajima Traffic Signal Study

E. Single-Family Detached Housing	95.00	welling Units		ITE Code	210	Internal-to-Internal Reduction			Pass-by			New Trips		
	Based on per Dwelling Unit													
	Average Rate	#	% enter	% exit	entering	exiting		entering	exiting		entering	exiting	entering	exiting
AM	0.75	76	25	75	19	57	0%	20	58	0%	0	0	20	58
PM	1.01	100	63	37	63	37	0%	64	38	0%	0	0	64	38
Weekday	9.57	992	50	50	496	496	0%	496	496	0%	0	0	496	496

Single-Family

E. Single-Family Detached Housing	166.90	welling Units		ITE Code	210	Internal-to-Internal Reduction			Pass-by			New Trips		
	Based on per Dwelling Unit													
	Average Rate	#	% enter	% exit	entering	exiting		entering	exiting		entering	exiting	entering	exiting
AM	0.75	127	25	75	32	95	0%	32	95	0%	0	0	32	95
PM	1.01	167	63	37	105	62	0%	105	62	0%	0	0	105	62
Weekday	9.57	1666	50	50	833	833	0%	833	833	0%	0	0	833	833

Single-Family

E. Residential Condominium/Townhouse	10	welling Units		ITE Code	230	Internal-to-Internal Reduction			Pass-by			New Trips		
	Based on per 1000 sqft gross floor area													
	Average Rate	#	% enter	% exit	entering	exiting		entering	exiting		entering	exiting	entering	exiting
AM	0.44	8	17	83	1	7	0%	2	7	0%	0	0	2	7
PM	0.52	9	67	33	6	3	0%	7	4	0%	0	0	7	4
Weekday	5.81	87	50	50	43	43	0%	44	44	0%	0	0	44	44

Residential

BOLTON & MENK
Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

MEMORANDUM

Date: September 4, 2018

To: Mike Betker, Finance Director

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Restricted Crossing U-Turn (RCUT) – Engineering Services Fee Proposal
Hwy 65 & Cajima Street
City of Isanti, MN
Project No.: R13.115871

The Minnesota Department of Transportation (MnDOT) approved the installation of a Restricted Crossing U-Turn (RCUT) for the intersection of Cajima Street and Highway 65 based on the ICE report. These intersections are also commonly called J-Turns or Reduced Conflict Intersections (RCIs).

MnDOT has indicated that they would commit $450,000 of state funds to the project through the Local Initiative Project program. This program usually requires a application process where Cities submit formal applications requesting funding for projects 1-3 years in advance. MnDOT then reviews these applications and selects projects that qualify for the available funds. Due to changes in project scope, funds have become available for the City to request without going through the formal application process.

The City would be required to lead the overall project, develop the layout and plans, administer bidding, and perform construction inspection and administration.

This project would be substantially completed in 2019. The preliminary work would need to begin in September 2018 to meet this timeline. Bolton & Menk could prepare final plans this winter for a spring bid letting.

Once MnDOT authorizes the $450,000 in funds, Bolton & Menk will work to complete the approved layout, cooperative agreement, CATEX, final plans and specifications for an hourly, not to exceed fee of $101,000. Should the City receive acceptable bids, Bolton & Menk, Inc. will provide construction management and inspection services for an hourly, not to exceed fee of $55,000.

Construction Cost Estimate	$594,000
Engineering Fees	$156,000
Testing & Permits	$9,000
State Funds	($450,000)
Anticipated Total City Funds Required	**$309,000**

Jason will be at the September 6, 2018 Finance Committee Meeting if you have any questions.

Please contact me if you have any questions prior to the meeting.

Bolton & Menk is an equal opportunity employer.

CITY OF ISANTI

RESOLUTION NO. 2018 -

AUTHORIZE LOCAL INITIATIVE PROJECT FUNDING APPLICATION TO THE MINNESOTA DEPARTMENT OF TRANSPORTATION

WHEREAS, the City of Isanti has identified and supports the need to provide a safer, more efficient intersection at the intersection of Highway 65 and Cajima Street NE; and

WHEREAS, the City of Isanti has completed an Intersection Control Evaluation (ICE) Report, and

WHEREAS, the State of Minnesota Department of Transportation (MnDOT) has reviewed the ICE report and supports the construction of the recommended Restricted Crossing U-Turn (RCUT), and

WHEREAS, MnDOT is accepting funding applications for the Local Initiative Project program; and

WHEREAS, the total project cost is estimated at $759,000; and

WHEREAS, the City of Isanti requests MnDOT funding in the amount of $450,000; and

WHEREAS, should MnDOT provide the requested funding the City of Isanti is committed to provide the remaining funding and complete the project.

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

1) The City Council hereby supports the application to MnDOT for a Local Initiative Project funding application to facilitate the construction of the RCUT identified in the Intersection Control Evaluation Report.

2) Upon project approval and a funding commitment by MnDOT, the City Council accepts the Engineering Services Fee Proposal by Bolton & Menk for project design and construction management activities.

3) Funding for the City share of this project will come from the Signal Light Improvement Fund.

Motion by: _____

Seconded by: _____

All in favor: _____

Opposed: _____

Abstained: _____

This Resolution was duly approved by the City Council of the City of Isanti this 18th day of September, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks, Human Resources/City Clerk

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 9/10/2018 - 9/10/2018 | Sep 10, 2018 03:22PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/18	09/10/2018	49550	2545	AQUARIUS HOME SERVICES	601-20200	691.00
09/18	09/10/2018	49551	9	BERNICKS PEPSI-COLA	609-20200	540.32
09/18	09/10/2018	49552	1792	CARLOS CREEK WINERY	609-20200	288.00
09/18	09/10/2018	49553	1629	CITY OF ISANTI	226-20200	1,062.77
09/18	09/10/2018	49554	918	CRYSTAL SPRINGS ICE	609-20200	404.32
09/18	09/10/2018	49555	8	DAHLHEIMER DISTRIBUTING CO	609-20200	14,429.70
09/18	09/10/2018	49556	833	DIAMOND VOGEL PAINT	101-20200	163.48
09/18	09/10/2018	49557	2628	DUFF CONSULTING	101-20200	1,100.00
09/18	09/10/2018	49558	257	EARL F. ANDERSEN - DIV. OF SAFTEY SIGNS	101-20200	445.05
09/18	09/10/2018	49559	55	ECM PUBLISHERS INC	101-20200	158.00
09/18	09/10/2018	49560	912	FASTENAL COMPANY	609-20200	407.05
09/18	09/10/2018	49561	2028	FURTHER	861-20200	695.62
09/18	09/10/2018	49562	134	GOPHER STATE ONE-CALL INC	601-20200	226.80
09/18	09/10/2018	49563	160	HAWKINS INC	602-20200	10,124.58
09/18	09/10/2018	49564	2209	INNOVATIVE OFFICE	101-20200	3.12
09/18	09/10/2018	49565	114	ISANTI COUNTY RECORDER	101-20200	46.00
09/18	09/10/2018	49566	1563	ISANTI ELECTRIC INC	101-20200	84.00
09/18	09/10/2018	49567	113	ISANTI TIRE & AUTO CARE	101-20200	101.00
09/18	09/10/2018	49568	1534	J. J. TAYLOR	609-20200	727.94
09/18	09/10/2018	49569	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,051.90
09/18	09/10/2018	49570	2647	JOHNSON CONTROLS	101-20200	513.00
09/18	09/10/2018	49571	1857	JOSLIN & MOORE	101-20200	4,959.40
09/18	09/10/2018	49572	5	KAWALEK TRUCKING	609-20200	200.60
09/18	09/10/2018	49573	136	LEAGUE OF MN CITIES	101-20200	30.00
09/18	09/10/2018	49574	136	LEAGUE OF MN CITIES	101-20200	6,037.00
09/18	09/10/2018	49575	2648	LEPAGE & SONS	101-20200	506.47
09/18	09/10/2018	49576	17	MCDONALD DISTRIBUTING CO	609-20200	20,790.90
09/18	09/10/2018	49577	616	MENARDS - CAMBRIDGE	101-20200	302.95
09/18	09/10/2018	49578	1044	MINNEAPOLIS FINANCE	101-20200	122.40
09/18	09/10/2018	49579	310	MMBA	609-20200	20.00
09/18	09/10/2018	49580	2080	MVTL LABORATORIES INC	602-20200	130.96
09/18	09/10/2018	49581	1252	OFFICE OF THE SECRETARY	101-20200	120.00
09/18	09/10/2018	49582	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,447.00
09/18	09/10/2018	49583	12	POSTMASTER	603-20200	116.00
09/18	09/10/2018	49584	2031	RESOURCE TRAINING	861-20200	34,909.50
09/18	09/10/2018	49585	1113	RJM DISTRIBUTING INC	609-20200	219.80
09/18	09/10/2018	49586	2093	ROBY, ROBERT C.	101-20200	75.00
09/18	09/10/2018	49587	2396	SOUTHERN GLAZERS OF MN	609-20200	7,267.44
09/18	09/10/2018	49588	1361	STAPLES ADVANTAGE	101-20200	155.04
09/18	09/10/2018	49589	2156	SUMMIT COMPANIES	101-20200	118.00
09/18	09/10/2018	49590	669	SUNSHINE PRINTING	226-20200	267.00
09/18	09/10/2018	49591	2598	T.A.SCHIFSKY & SONS INC.	101-20200	184.14
09/18	09/10/2018	49592	1290	THE AMBLE GROUP	101-20200	130.68
09/18	09/10/2018	49593	2561	TM JOHNSON BROS INC	609-20200	263.00
09/18	09/10/2018	49594	1820	URBANS HARDWARE	101-20200	212.60
09/18	09/10/2018	49595	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
09/18	09/10/2018	49596	686	VERIZON WIRELESS	609-20200	793.40
09/18	09/10/2018	49597	42	VIKING COCA-COLA BOTTLING CO	609-20200	223.00
09/18	09/10/2018	49598	4	WATSON CO INC	609-20200	1,506.48
09/18	09/10/2018	49599	1922	WEX BANK	101-20200	2,798.87
09/18	09/10/2018	49600	2475	White Bear IT Solutions, LLC	101-20200	2,302.00
09/18	09/10/2018	49601	1381	ZEMAN, VALERIE	101-20200	1,700.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						128,236.28

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: 9/13/2018 - 9/13/2018 | Sep 13, 2018 02:35PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/18	09/13/2018	49602	953	ALL AMERICAN TITLE CO,INC.	601-20200	189.54
09/18	09/13/2018	49603	714	ALLIED BLACKTOP CO	442-20200	22,324.13
09/18	09/13/2018	49604	9	BERNICKS PEPSI-COLA	609-20200	879.76
09/18	09/13/2018	49605	368	BILLS QUALITY CLEANING	101-20200	521.00
09/18	09/13/2018	49606	2649	BOSMA, JOSH	101-20200	143.21
09/18	09/13/2018	49607	2319	BREAKTHRU BEVERAGE	609-20200	2,935.83
09/18	09/13/2018	49608	2650	BUELOW, CALVIN	601-20200	76.01
09/18	09/13/2018	49609	602	BURNET TITLE	601-20200	4.53
09/18	09/13/2018	49610	1544	C & L EXCAVATING	441-20200	29,290.81
09/18	09/13/2018	49611	2487	CAPITOL BEVERAGE SALES	609-20200	143.50
09/18	09/13/2018	49612	1198	CENTER POINT ENERGY	601-20200	399.42
09/18	09/13/2018	49613	1241	CENTRAL WOOD PRODUCTS	101-20200	1,615.00
09/18	09/13/2018	49614	2610	CINTAS	101-20200	424.36
09/18	09/13/2018	49615	2522	COMMUNITY TITLE & ESCROW LLC	601-20200	210.15
09/18	09/13/2018	49616	918	CRYSTAL SPRINGS ICE	609-20200	129.60
09/18	09/13/2018	49617	8	DAHLHEIMER DISTRIBUTING CO	609-20200	10,350.85
09/18	09/13/2018	49618	257	EARL F. ANDERSEN - DIV. OF SAFTEY SIGNS	101-20200	84.80
09/18	09/13/2018	49619	966	EAST CENTRAL SOLID	603-20200	833.16
09/18	09/13/2018	49620	55	ECM PUBLISHERS INC	101-20200	92.00
09/18	09/13/2018	49621	1101	FIRST AMERICAN TITLE	601-20200	22.03
09/18	09/13/2018	49622	2028	FURTHER	861-20200	53.87
09/18	09/13/2018	49623	2654	GOLDSTEIN, SARA	601-20200	5.07
09/18	09/13/2018	49624	160	HAWKINS INC	601-20200	2,850.00
09/18	09/13/2018	49625	114	ISANTI COUNTY RECORDER	101-20200	15.00
09/18	09/13/2018	49626	114	ISANTI COUNTY RECORDER	101-20200	46.00
09/18	09/13/2018	49627	2651	JENSEN, KERI	601-20200	39.82
09/18	09/13/2018	49628	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,592.28
09/18	09/13/2018	49629	2653	JOSEPH OTTO ENTERPRISES	101-20200	96.00
09/18	09/13/2018	49630	5	KAWALEK TRUCKING	609-20200	209.60
09/18	09/13/2018	49631	2652	KNAPP, BRANDON	601-20200	50.89
09/18	09/13/2018	49632	1170	LAND TITLE INC	601-20200	22.04
09/18	09/13/2018	49633	1975	LIBERTY TITLE	601-20200	104.04
09/18	09/13/2018	49634	616	MENARDS - CAMBRIDGE	101-20200	107.43
09/18	09/13/2018	49635	176	MN DEPT OF REVENUE	101-20200	25,864.00
09/18	09/13/2018	49636	329	MN RURAL WATER ASSN	601-20200	255.00
09/18	09/13/2018	49637	2597	MNSPECT, LLC.	101-20200	30,893.13
09/18	09/13/2018	49638	1821	NORTH AMERICAN TITLE CO	601-20200	51.03
09/18	09/13/2018	49639	2581	PARKITECT	101-20200	303.24
09/18	09/13/2018	49640	617	PAUSTIS & SONS	609-20200	1,007.00
09/18	09/13/2018	49641	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,843.83
09/18	09/13/2018	49642	2341	RED BULL DISTRIBUTION	609-20200	153.08
09/18	09/13/2018	49643	2625	RESULTS TITLE	601-20200	89.86
09/18	09/13/2018	49644	2625	RESULTS TITLE	601-20200	19.11
09/18	09/13/2018	49645	1892	SIGNS BY JILL	101-20200	450.00
09/18	09/13/2018	49646	2235	TAYLOR HOLDINGS INC.	601-20200	3.57
09/18	09/13/2018	49647	2251	TITLE SMART INC	601-20200	18.79
09/18	09/13/2018	49648	2251	TITLE SMART INC	601-20200	79.08
09/18	09/13/2018	49649	2375	UNITED RENTALS	101-20200	318.79
09/18	09/13/2018	49650	2027	US INTERNET	101-20200	57.80
09/18	09/13/2018	49651	427	VESSCO INC	601-20200	352.47
09/18	09/13/2018	49652	42	VIKING COCA-COLA BOTTLING CO	609-20200	310.50
09/18	09/13/2018	49653	1286	VINOCOPIA INC	609-20200	412.00
09/18	09/13/2018	49654	4	WATSON CO INC	609-20200	1,094.49

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	98,097.00
Social Security & Medicare	5,733.57
Public Employees Retirement	8,051.48
Total City Expense	111,882.05

Pay Date 9/7/2018

Pay Period 18 (8/19-9/1/18)

City of Isanti, MN
Economic Development Authority
Regular Meeting Minutes of
September 4, 2018
Isanti City Hall

1. **Call to Order**
The meeting was called to order at 7:35 p.m. by President George Wimmer.

   a. **Pledge of Allegiance**
   b. **Roll Call**

   Present: Tara Hallberg, Steve Lundeen, Ross Lorinser, Dan Collison, Jill Reller, Paul Bergley, George Wimmer

   Absent: None

   Staff Present: Community Development Director Ryan Kernosky

   c. **Agenda Modifications**
   Secretary Kernosky stated that there were no agenda modifications

2. **Approval of the Agenda**
Motion by Lundeen, seconded by Collison to approve the September 4, 2018 EDA Agenda. Motion passed unanimously.

3. **Approve Minutes of the August 8, 2018 Regular Economic Development Authority Meeting**
Motion by Collison, seconded by Lundeen to approve the Minutes of the August 8, 2018 Regular EDA Minutes. Motion passed unanimously.

4. **Approval of EDA Resolution 2018-5, Appointing Ryan Kernosky as Secretary of the EDA**
Motion by Lundeen, seconded by Lorinser to approve EDA Resolution 2018-5. Motion passed unanimously.

5. **Promo Bag Program Report**
Director Kernosky stated that this was a discussion item for the EDA. Staff has provided bags for several events throughout the calendar year. Staff has seen a steady decline in the business that utilize the promotional bag program to get their information out to visitors and the general public coming to the City of Isanti. Staff was seeking comment and direction on how they wish to proceed with the program.

   President Wimmer stated that he's heard businesses do like having the program, and that trying to capture the visitors coming into the City is challenging without this program. Several businesses see benefits from having the program.

   Mr. Lundeen stated that Kwik Trip may contribute soon. He continued to point out the various events that utilize the programs, and that having these bags help local businesses. He stated that it was a good idea, but wasn't sure how we get more businesses to utilize it.

President Wimmer stated he liked doing the program for another year, after Kwik Trip and the Hotel are completed and that the City review the program after a year. Mr. Lundeen concurred with President Wimmer.

Mr. Lorinser asked how many businesses have stopped utilizing the program, President Wimmer stated that it ebbs and flows depending on the number of items the businesses may want to put into the program.

Mr. Collison stated that he was worried about the number of items in the bags, and that recently BMX handed out the promotional bags with very few items and expressed disappointment.

Mr. Lorinser stated that we may want to reconsider what events we provide these bags to. He concurred with President Wimmer that we should continue the program for another year. Mr. Lundeen stated he agreed to continue the program for another year.

Ms. Hallberg stated that the City could be more proactive in recruiting businesses. President Wimmer stated that we do provide them with a calendar.

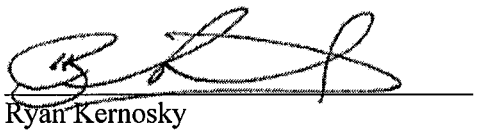
Motioned by Lundeen, seconded by Lorinser to continue the program for another year. Motion passed unanimously.

6. **Other Business/Updates/Communication**
   Director Kernosky recited portions of the staff memo provided. Kwik Trip and Best Western Plus are well underway. Staff has continued to reach out on Senior and Multi-family housing. Staff interviewed three individuals for the ED position, more on that as it becomes available. Kernosky stated that we are 5 homes ahead of last years count.

7. **Adjournment**
   Motion by Lundeen, seconded by Bergley to adjourn. Motion passed unanimously.

   The September 4, 2018 meeting of the EDA adjourned at 7:48 p.m.

Dated this 11th day of September, 2018.



Ryan Kernosky
Community Development Director

K.3.

CONTRACTOR'S PAY REQUEST 2 - FINAL
2018 PAVEMENT MANAGEMENT PROJECT

CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.115873

DISTRIBUTION:
CONTRACTOR (1)
OWNER (1)
ENGINEER (1)
BONDING CO. (1)

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	$222,082.00
TOTAL, COMPLETED WORK TO DATE	$203,554.37
TOTAL, STORED MATERIALS TO DATE	$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	$203,554.37
RETAINED PERCENTAGE (0%)	$0.00
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$203,554.37
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$181,230.24
PAY CONTRACTOR AS ESTIMATE NO. 2 - FINAL	$22,324.13

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: Allied Blacktop
10503 89th Avenue N
Maple Grove, MN 55369

By Pete M Cuntz President
Name Title

Date 9-4-18

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
ENGINEER: BOLTON & MENK, INC., 7533 Sunwood Drive NW, Suite 206, Ramsey, MN 55303

By Buddy C Schoff, CITY ENGINEER

Date 8/31/2018

APPROVED FOR PAYMENT:
OWNER: CITY OF ISANTI, MINNESOTA

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.: 2

2018 PAVEMENT MANAGEMENT PROJECT

CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.115873
WORK COMPLETED THROUGH August 17, 2018

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	MOBILIZATION	$7,350.00	1	LS	$7,350.00	1	LS	$7,350.00	1	LS	$7,350.00
2	TRAFFIC CONTROL	$4,500.00	1	LS	$4,500.00	1	LS	$4,500.00	1	LS	$4,500.00
3	REMOVE CONCRETE PAVEMENT	$22.50	20	SY	$450.00	0	SY	$0.00	0	SY	$0.00
4	REMOVE BITUMINOUS PAVEMENT	$8.25	490	SY	$4,042.50	472	SY	$3,894.00	472	SY	$3,894.00
5	REMOVE & REPLACE CURB & GUTTER	$35.00	1055	LF	$36,925.00	1032.5	LF	$36,137.50	1,032.5	LF	$36,137.50
6	SAWCUT PAVEMENT FULL DEPTH	$3.75	1425	LF	$5,343.75	1267	LF	$4,751.25	1,267	LF	$4,751.25
7	BITUMINOUS PATCH	$32.00	470	SY	$15,040.00	458	SY	$14,656.00	458	SY	$14,656.00
8	BITUMINOUS MATERIAL FOR SEAL COAT	$0.05	31800	GAL	$1,590.00	19572	GAL	$978.60	19,572	GAL	$978.60
9	SEAL COAT AGGREGATE	$1.36	79500	SY	$108,120.00	78577	SY	$106,864.72	78,577	SY	$106,864.72
10	ADJUST CASTING	$400.00	4	EA	$1,600.00	2	EA	$800.00	2	EA	$800.00
11	6" CONCRETE PAVEMENT	$95.00	65	SY	$6,175.00	30	SY	$2,850.00	30	SY	$2,850.00
12	TRUNCATED DOMES	$50.00	24	SF	$1,200.00	0	SF	$0.00	0	SF	$0.00
13	SIGN, POST AND ASSEMBLY	$300.00	1	EA	$300.00	0	EA	$0.00	1	EA	$300.00
14	SODDING	$22.00	450	SY	$9,900.00	240	SY	$5,280.00	240	SY	$5,280.00
15	LOAM TOPSOIL BORROW	$60.00	75	CY	$4,500.00	20	CY	$1,200.00	20	CY	$1,200.00
16	4" SOLID LINE WHITE - EPOXY	$1.55	1075	LF	$1,666.25	972	LF	$1,506.60	972	LF	$1,506.60
17	24" SOLID LINE WHITE - EPOXY	$7.55	380	LF	$2,869.00	0	LF	$0.00	384	LF	$2,899.20
18	CROSSWALK MARKING - EPOXY	$3.85	2730	SF	$10,510.50	0	SF	$0.00	2,490	SF	$9,586.50
	TOTAL AMOUNT:				**$222,082.00**			**$190,768.67**			**$203,554.37**

CONTRACTOR'S PAY REQUEST NO. 5-FINAL 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	$585,816.30
TOTAL, STORED MATERIALS TO DATE	$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	$585,816.30
RETAINED PERCENTAGE (0%)	$0.00
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$585,816.30
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$556,525.49
PAY CONTRACTOR AS ESTIMATE NO. 5 - FINAL	$29,290.81

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: C & L Excavating
7939 Ridgewood Road
PO BOX 99
St. Joseph, MN 56374

By _____ _____
Name Title

Date 9-11-18

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 9/10/2018

APPROVED FOR PAYMENT:
OWNER: City of Isanti, Minnesota

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.: *5-FINAL*

2017 PALOMINO ROAD IMPROVEMENTS
SAP 245-108-001
CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.112450
WORK COMPLETED THROUGH 6/15/2018

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	2021.501	MOBILIZATION	$50,000.00	1	LUMP SUM	$50,000.00	1	LUMP SUM	$50,000.00	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	90	SQ FT	$180.00	90.00	SQ FT	$180.00
4	2104.501	REMOVE CURB & GUTTER	$1.60	4424	LIN FT	$7,078.40	3979	LIN FT	$6,366.40	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	810	SQ FT	$1,498.50	810.00	SQ FT	$1,498.50
7	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	$3.00	185	SQ YD	$555.00	200	SQ YD	$600.00	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	112	LIN FT	$336.00	112.00	LIN FT	$336.00
12	2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	$3.00	317	LIN FT	$951.00	410.5	LIN FT	$1,231.50	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	54	SQ FT	$810.00	54.00	SQ FT	$810.00
16	2105.501	COMMON EXCAVATION (EV) (P)	$15.00	354	CU YD	$5,310.00	354	CU YD	$5,310.00	354.00	CU YD	$5,310.00
17	2105.507	SUBGRADE EXCAVATION (EV)	$15.00	250	CU YD	$3,750.00	799	CU YD	$11,985.00	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	1694	CU YD	$10,164.00	1,694.00	CU YD	$10,164.00
20	2118.607	AGGREGATE SURFACING (CV) CLASS 2	$50.00	20	CU YD	$1,000.00	20	CU YD	$1,000.00	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	75.6	SQ YD	$1,852.20	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	7330	SQ YD	$39,215.50	7,330.00	SQ YD	$39,215.50
24	2360.503	TYPE SP 12.5 NON WEAR COURSE MIX (2,B), 2.5" THICK	$8.00	7620	SQ YD	$60,960.00	7330	SQ YD	$58,640.00	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	8	EACH	$1,600.00	8.00	EACH	$1,600.00
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	1836	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	1	EACH	$700.00	1.00	EACH	$700.00
42	2506.522	ADJUST FRAME AND RING CASTING	$400.00	22	EACH	$8,800.00	14	EACH	$5,600.00	14.00	EACH	$5,600.00
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	10265	SQ FT	$41,060.00	10,265.00	SQ FT	$41,060.00
45	2531.501	CONCRETE CURB & GUTTER DESIGN B618	$20.00	140	LIN FT	$2,800.00	166	LIN FT	$3,320.00	166.00	LIN FT	$3,320.00
46	2531.501	CONCRETE CURB & GUTTER DESIGN D418	$15.00	4274	LIN FT	$64,110.00	4227	LIN FT	$63,405.00	4,227.00	LIN FT	$63,405.00
47	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	$58.00	275	SQ YD	$15,950.00	365.3	SQ YD	$21,187.40	365.30	SQ YD	$21,187.40
48	2531.604	8" CONCRETE VALLEY GUTTER	$70.00	65	SQ YD	$4,550.00	66	SQ YD	$4,620.00	66.00	SQ YD	$4,620.00
49	2531.618	TRUNCATED DOMES	$45.00	100	SQ FT	$4,500.00	84	SQ FT	$3,780.00	84.00	SQ FT	$3,780.00

Partial Pay Estimate No.: ***5-FINAL***

2017 PALOMINO ROAD IMPROVEMENTS
SAP 245-108-001
CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.112450
WORK COMPLETED THROUGH 6/15/2018

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
50	2540.602	RELOCATE MAILBOX	$125.00	9 EACH	$1,125.00	12 EACH	$1,500.00	12.00 EACH	$1,500.00
51	2563.601	TRAFFIC CONTROL	$4,500.00	1 LUMP SUM	$4,500.00	1 LUMP SUM	$4,500.00	1.00 LUMP SUM	$4,500.00
52	2564.536	INSTALL SIGN PANEL TYPE C	$125.00	7 EACH	$875.00	7 EACH	$875.00	7.00 EACH	$875.00
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	1 LUMP SUM	$700.00	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	5037 SQ YD	$25,940.55	5,037.00 SQ YD	$25,940.55
58	2582.502	4" SOLID LINE EPOXY	$1.00	120 LIN FT	$120.00	72 LIN FT	$72.00	72.00 LIN FT	$72.00
59	2582.502	24" SOLID LINE EPOXY	$8.75	115 LIN FT	$1,006.25	101 LIN FT	$883.75	101.00 LIN FT	$883.75
60	2582.502	4" BROKEN LINE EPOXY	$1.00	430 LIN FT	$430.00	420 LIN FT	$420.00	420.00 LIN FT	$420.00
61	2582.503	CROSSWALK EPOXY	$5.00	306 SQ FT	$1,530.00	306 SQ FT	$1,530.00	306.00 SQ FT	$1,530.00
		TOTAL AMOUNT:			$591,312.55		$585,816.30		$585,816.30

A Community For Generations.

Isanti

Request for City Council Action

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

From: Chief Gene C. Hill **MEMO**

Date: September 13, 2018

Subject: Letter of Resignation – Officer Steven Callahan

Background:

Officer Steven Callahan has put in his letter of resignation from the police department. His last day of employment would be September 16, 2018 which is the last day of his year's leave of absence.

Action:

I am requesting that City Council review and consider accepting the resignation of Officer Callahan who is leaving in good standing with the City of Isanti and to authorize the immediate posting to fill his vacancy created by his resignation.

Thank you for your time and consideration,

Chief Gene C. Hill

RESOLUTION 2018-XXX

RESOLUTION ACCEPTING THE LETTER OF RESIGNATION OF OFFICER STEVEN CALLAHAN

WHEREAS, Officer Callahan has been an employee of the City of Isanti Police Department since July 1st, 1998; and

WHEREAS, Officer Callahan has submitted a letter of resignation to the City of Isanti because his one year leave of absence is up on September 16th, 2018; and

WHEREAS, Officer Callahan is not able to return to work and is leaving is good standing with the City of Isanti Police Department; and

WHEREAS, to post and advertise to replace this vacant fulltime peace officers position; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the following:

1. To accept the resignation letter of Officer Steven Callahan to wit his last day of employment will be September 16th, 2018.
2. To post / advertise immediately to replace this full time peace officers position.

This Resolution is approved by the City of Isanti Council this 18th Day of September, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Memo

K.6.

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

From: Katie Everett, Parks, Recreation and Culture Manager

Date: September 18, 2018

Subject: **Resolution Approving Update to Landscaping of Community Sign at Isanti Police Department**

Background:
At its September 6, 2018 meeting, the Finance Committee discussed plans to update the landscaping around the community sign located at the Isanti Police Department. There is $2,247.11 remaining in Municipal Building – 500 upon completion of the City Hall landscaping project, and City staff anticipate that amount to be adequate to update the community sign landscaping. This project would include removing the existing landscaping block, installing rock to incorporate the newer sign panel, new plantings, and replacing the existing lighting with LED fixtures.

Requests:
Staff is requesting Council approval to use the funds remaining in Muni Building - 500 from the budgeted City Hall landscaping project to update the landscaping around the community sign located at the Police Department.

Attachments:
- Resolution 2018-XXX

RESOLUTION NO. 2018-XXX

RESOLUTION APPROVING UPDATE TO LANDSCAPING OF COMMUNITY SIGN AT ISANTI POLICE DEPARTMENT

WHEREAS, there were funds budgeted in 2018 to update the landscaping on the south side of City Hall; and,

WHEREAS, upon completion of the project, there is $2,247.11 remaining from the budgeted amount in Municipal Building – Capital Outlay (101-41941-500); and,

WHEREAS, City staff have drafted plans to update the landscaping around the community sign located at the Police Department using the remaining funds; and,

WHEREAS, at its September 6, 2018 meeting, the Finance Committee reviewed the plans and recommends approval of expenditure of the remaining funds in 101-41941-500 to complete this project;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve use of remaining funds in 101-41941-500, not to exceed $2,247.11, to update the landscaping of the community sign located at the Isanti Police Department.

This resolution was duly adopted by the Isanti City Council this 18th day of September, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

K.7.

A Community For Generations.

Isanti

Request for City Council Action

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

From: Chief Gene C. Hill

Date: August 30, 2018

Subject: Burning Permit Application

MEMO

Background:

A burning permit application for the Isanti Fire District. They are applying to burn a residence at 955 3rd Ave NW, which is old home that the land developer wants gone and the Fire District can get valuable training out of in a controlled setting; these are great rare opportunities. There are other permissions needed from the State the Fire Chief will obtain after this request have been reviewed.

Action:

For City Council to review and consider approving the permit for the Fire District.

Thank you for your consideration,

Chief Gene C. Hill

RESOLUTION NO. 2018-xxx

RESOLUTION TO APPROVE AN OPEN BURNING PERMIT FOR ISANTI FIRE DISTRICT

WHEREAS, the ISANTI FIRE DISTRICT has requested to conduct a fire training burn on a vacant residential structure located at 955 3rd Ave NW Isanti, MN; and,

WHEREAS, this is a rare opportunity to have live, hands-on, controlled fire training for the Firefighters; and,

WHEREAS, the Fire Chief and personnel are qualified for this type of activity and have the necessary means to control the fire; and,

WHEREAS, pursuant to City Code Chapter 119-4 Open Burning, Permit; proper application has been made and the Police Chief has reviewed the permit application and recommends issuance of the permit:

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA as follows:

1. To approve the burning permit for the Isanti Fire District conditioned on issuance of a fire training permit by the MPCA.

2. Adherence to City Code Chapter 119-4 (C) Issuance process and (D) Issuance standards.

This resolution was duly adopted by the Isanti City Council this 18th day of September, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Fee – $40.00 Pd

OPEN BURNING PERMIT APPLICATION

City of Isanti – Police Department
401 First Ave NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.4761 • Fax: 763.444.4868
www.cityofisanti.us

Applicant Name: Isanti Fire District

Address: 401 1st Ave N, PO Box 490

City: Isanti State: MN Zip: 55040

Phone: ___ ___ ___ ___-___-___ Cell: ___ ___ ___ E-mail: ___

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

Address: 955 3rd Ave NW

City: Isanti State: MN Zip: 55040

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) Fire Department Training

☐ 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: 8/29/18

Property Owner Signature: Joann Bebeau Date: 8/29/18

Police Chief Signature: Lance C. Hall Date: 8/30/2018

Application Fees
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: 08/30/2018 Date approved by City Council: _____

Effective Date(s): As determined by Fire Chief Time(s): As determined by Fire Chief

Application Fee: $40.00

Lance C. Hall 08/30/2018
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 ~

Memo

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

From: Katie Everett, Parks, Recreation and Culture Manager

Date: September 18, 2018

Subject: **Resolution Approving Community Center Monthly Renter Reservation Form**

Background:
City staff have found that the existing form for one-time Community Center rentals does not contain all of the necessary information for groups making repeating reservations each month. A Community Center Monthly Renter Reservation Form has been drafted for Council review.

Requests:
Staff is requesting Council approval of the Community Center Monthly Renter Reservation Form

Attachments:

- Resolution 2018-XXX
  - Exhibit A – Community Center Monthly Renter Reservation Form

RESOLUTION NO. 2018-XXX

RESOLUTION APPROVING COMMUNITY CENTER MONTHLY RENTER RESERVATION FORM

WHEREAS, groups are able to make monthly, repeating reservations at the Isanti Community Center; and,

WHEREAS, City staff has drafted a reservation form to make the reservation process more clear and uniform across groups;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the Community Center Monthly Renter Reservation Form as attached to this resolution as "Exhibit A."

This resolution was duly adopted by the Isanti City Council this 18th day of September, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Exhibit A

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
www.cityofisanti.us

Community Center Monthly Renter Reservation Form

Business/Organization: _____

Contact Person: _____

Phone Number: _____

E-mail Address: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Reservation Dates: _____
(Ex: 3rd Wednesday of every month – attach full list of dates, if applicable)

Reservation Time: _____

Note: Access to the facility is only permitted on the dates and times confirmed on this application or with prior approval from the Parks, Recreation, and Culture Manager.

RENTAL FEES

All fees are due prior to use of the community center. Businesses/Organizations will be invoiced at the beginning of each month unless other arrangements have been made through the Parks, Recreation, and Culture Manager. Failure to pay fees prior to use will forfeit future reservations until payment is received.

SECURITY REGULATIONS

I hereby confirm that I have read and will abide to the Regulations and Terms as provided on the Rental Agreement sheet.

_____ _____

Applicant Signature **Name of Organization/Group**

_____

Date

Please Make Checks Payable To: **City of Isanti**
Mail To: **City of Isanti**
Attn: Parks, Recreation, and Culture Manager
PO Box 428
Isanti, MN 55040

K.9.

RESOLUTION 2018-xxx

A RESOLUTION APPROVING EMERGENCY REPAIR OF THE FIRE ALARM PANEL AT CITY HALL

WHEREAS, a problem with the fire alarm system at City Hall was identified by city staff, and verified by the service vendor on August 28, 2018; and,

WHEREAS, it was determined that the fire alarm system panel needed to be replaced to ensure operability of the fire alarm system; which is a life safety matter necessitating immediate action; and,

WHEREAS, the service vendor, Johnson Controls, has provided a quotation of $4,652.15 for this work; and,

WHEREAS, the Finance Committee was informed of the emergency situation:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby:

1) Accepts the quotation from Johnson Controls for repair/replacement of the City Hall fire alarm system panel in the amount of $4,652.15 (see attached), and approves staff measures to address this situation.

2) Funding to be provided from Municipal Building (401) 90% and Building Inspection (401) 10%. The Finance Director is authorized to adjust the budget accordingly.

This Resolution is hereby approved by the Isanti City Council this 18th day of September, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

2605 FERNBROOK LANE NORTH
SUITE T
PLYMOUTH, MN 55447
(763) 585 5000
FAX: (763) 585 5169

Johnson Controls Quotation

TO:
Isanti City Hall
110 1ST AVE N
P O Box 428
ISANTI, MN 55040-7359

Project: Isanti City Hall-Fire Alarm
Customer Reference: Isanti City Hall-Fire Alarm
Johnson Controls Reference: 337450852
Proposal #: P39090-000064
Date: 09/11/2018

Johnson Controls is pleased to offer for your consideration this quotation for the above project.

QUANTITY	MODEL NUMBER	DESCRIPTION
	Fire Panel Material List	
1	4007-9102	4007ES HYBRID FACP, PLATINUM
1	4007-9806	SDACT MODULE
1	DPIM	INSTALLATION MATERIALS
1	DPFA	DP FIRE ALARM

Total net selling price, FOB shipping point, $4,652.15

Comments

Scope of Work: Fire Panel Replacement

SimplexGrinnell will replace the failing 4006 fire panel with the 4007ES Fire Alarm Control Panel which has the Monitoring Dialer built in. The 4007ES is backwards compatible and therefore the existing fire alarm devices will be used.

This bid includes shipping, wire and low voltage installation of equipment listed above, system programming and final test by a factory trained representative. Any Fire Marshal upgrades are not included. Painting, patching, troubleshooting or repairs to existing conditions are not included. All work under this proposal will be done during normal business hours (7am - 5pm Monday - Friday) excluding holidays. All AC Electrical work including any conduit that may be needed will need to be done by the Owners Electrician.

This quotation is valid for 30 days, based on acceptance of delivery within one year.

Tax is NOT included.

ADDITIONAL NOTES:
Please indicate your approval of this quotation by signing the last page and returning to my attention as noted below.

THIS QUOTATION AND ANY RESULTING CONTRACT SHALL BE SUBJECT TO THE GENERAL TERMS AND CONDITIONS ATTACHED HERETO.
Fire, Security, Communications, Sales & Service
Offices & Representatives in Principal Cities throughout North America

Johnson Controls Quotation

Comments (continued)

Best Regards,
Scott Eccles
Electronic Service Sales Representative
Cell: (612)248-9836
email: scott.eccles@jci.com

A Community For Generations.

Isanti

K.10.

To: Mayor Wimmer and City Council Members

From: John Jacobi, Liquor Store Manager

Date: September 13, 2018

Subject: Donation Request for MMBA "Help Our Local Animals" Supplies Drive promotion in-store

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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 supply, 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 2018.

RESOLUTION NO. 2018- XXX

RESOLUTION APPROVING DONATION BOX AT LIQUOR STORE

WHEREAS, on September 18, 2018 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 Food/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 Pet Food/ Supplies Drive at the Isanti Liquor Store from October 1, 2018 through October 31, 2018.

Adopted by the Isanti City Council this 18th day of September 2018.

Attest: _____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

5th 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 *Fifth 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 program 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 October 1 – October 31, 2018.
- 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 (November 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 September.

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!!!!!

K.11.

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: September 18, 2018

SUBJECT: **RESOLUTION NO. 2018-XXX AUTHORIZING THE EXECUTION OF REPAYMENT AGREEMENT ON LOT 6 BLOCK 1, SUN PRAIRIE THIRD ADDITION WITH J ROBINSON CONSTRUCTION, INC**

Background

On December 19, 2017 the City Council amended and extended a SAC and WAC deferral program through Resolution 2017-304 to continue to spur development activity. J Robinson Construction, Inc. has requested that the City execute a Repayment Agreement for 832 Marion St SE, Isanti, MN legally described as Lot 6, Block 1, Sun Prairie Third Addition, for the construction of an approximate 1,396 sq ft single-family home. The business is in 'good standing' upon review of the MN Secretary of State Office as of September 18, 2018.

The form of the Repayment Agreement is consistent with the form approved by the City Council on December 19, 2017. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer.

Staff Request

Staff is requesting that the City Council adopt the attached Resolution.

RESOLUTION NO. 2018-XXX

AUTHORIZATION AND EXECUTION OF REPAYMENT AGREEMENT ON LOT 6, 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 19, 2017 which is documented by Resolution 2017-304; and

WHEREAS, A boiler plate Repayment Agreement was drafted by 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 6, 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 ot the 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 18, 2018.

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 September, 2018

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, 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 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 27178 Tamarack St NW, Isanti, MN 55040.

WITNESSETH:

WHEREAS, the Developer intends to construct a 1,396 square foot single family house (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 1,396 square foot single family house 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 Board of Directors.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 5722.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$ 2,537.00** in Water Availability Charges and **$ 3,185.00** 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, 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 J Robinson Construction, Inc., a corporation under the laws of the State of Minnesota having its principal office at 27178 Tamarack St NW, Isanti, MN 55040 (the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $5,722.00 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 832 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 J Robinson Construction, Inc. 27178 Tamarack St NW, 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 September, 2018, 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 September, 2018, 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:

City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
Telephone: (763) 444-5512

SCHEDULE A

Description of Property

Lot 6, Block 1, Sun Prairie Third Addition, Isanti County, Minnesota

K.12.

A Community For Generations.
Isanti

MEMORANDUM

TO: Mayor Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: September 18, 2018

SUBJECT: **RESOLUTION NO. 2018-XXX AUTHORIZING THE EXECUTION OF REPAYMENT AGREEMENT ON LOT 7 BLOCK 1, SUN PRAIRIE THIRD ADDITION WITH J ROBINSON CONSTRUCTION, INC**

Background
On December 19, 2017 the City Council amended and extended a SAC and WAC deferral program through Resolution 2017-304 to continue to spur development activity. J Robinson Construction, Inc. has requested that the City execute a Repayment Agreement for 844 Marion St SE, Isanti, MN legally described as Lot 7, Block 1, Sun Prairie Third Addition, for the construction of an approximate 1,396 sq ft single-family home. The business is in 'good standing' upon review of the MN Secretary of State Office as of September 18, 2018.

The form of the Repayment Agreement is consistent with the form approved by the City Council on December 19, 2017. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer.

Staff Request
Staff is requesting that the City Council adopt the attached Resolution.

RESOLUTION NO. 2018-XXX

AUTHORIZATION AND EXECUTION OF REPAYMENT AGREEMENT ON LOT 7, 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 19, 2017 which is documented by Resolution 2017-304; and

WHEREAS, A boiler plate Repayment Agreement was drafted by 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 7, 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 ot the 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 18, 2018.

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 September, 2018

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, 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 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 27178 Tamarack St NW, Isanti, MN 55040.

WITNESSETH:

WHEREAS, the Developer intends to construct a 1,396 square foot single family house (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 1,396 square foot single family house 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 Board of Directors.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 5722.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$ 2,537.00** in Water Availability Charges and **$ 3,185.00** 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, 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 J Robinson Construction, Inc., a corporation under the laws of the State of Minnesota having its principal office at 27178 Tamarack St NW, Isanti, MN 55040 (the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $5,722.00 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 844 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 J Robinson Construction, Inc. 27178 Tamarack St NW, 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 September, 2018, 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 September, 2018, 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:

City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
Telephone: (763) 444-5512

SCHEDULE A

Description of Property

Lot 7, Block 1, Sun Prairie Third Addition, Isanti County, Minnesota

RESOLUTION 2018-XXX

RESOLUTION AUTHORIZING TEMPORARY COMPENSATION INCREASE TO COMMUNITY DEVELOPMENT DIRECTOR RYAN KERNOSKY IN THE INTERIM PERIOD OF THE VACANT POSITION OF AN ECONOMIC DEVELOPMENT DIRECTOR

WHEREAS, the City Council recognizes the additional duties and responsibilities incurred by Ryan Kernosky in the interim period of a vacant Economic Development Director position; and

WHEREAS, the City Council desires to compensate Community Development Director Ryan Kernosky for the additional duties, responsibilities, and time provided to the city in this interim period; and

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

1. That Community Development Director Ryan Kernosky shall each receive additional compensation of $4.00 per hour (based on a 40-hour week).
2. That said compensation for Mr. Kernosky shall be retroactive to August 27, 2018 and shall terminate the first day an appointed Economic Development Director (or similar title) starts employment with the City of Isanti.
3. The Human Resources/City Clerk is directed to forward an executed copy of this resolution to the employee/s and place a copy in the respective personnel files for future reference.

This resolution was duly adopted by the Isanti City Council this 18th day of September, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/ City Clerk

City of Isanti, MN
Economic Development Authority
Regular Meeting Minutes of
September 4, 2018
Isanti City Hall

1. **Call to Order**
The meeting was called to order at 7:35 p.m. by President George Wimmer.

   a. **Pledge of Allegiance**
   b. **Roll Call**

   Present: Tara Hallberg, Steve Lundeen, Ross Lorinser, Dan Collison, Jill Reller, Paul Bergley, George Wimmer

   Absent: None

   Staff Present: Community Development Director Ryan Kernosky

   c. **Agenda Modifications**
   Secretary Kernosky stated that there were no agenda modifications

2. **Approval of the Agenda**
Motion by Lundeen, seconded by Collison to approve the September 4, 2018 EDA Agenda. Motion passed unanimously.

3. **Approve Minutes of the August 8, 2018 Regular Economic Development Authority Meeting**
Motion by Collison, seconded by Lundeen to approve the Minutes of the August 8, 2018 Regular EDA Minutes. Motion passed unanimously.

4. **Approval of EDA Resolution 2018-5, Appointing Ryan Kernosky as Secretary of the EDA**
Motion by Lundeen, seconded by Lorinser to approve EDA Resolution 2018-5. Motion passed unanimously.

5. **Promo Bag Program Report**
Director Kernosky stated that this was a discussion item for the EDA. Staff has provided bags for several events throughout the calendar year. Staff has seen a steady decline in the business that utilize the promotional bag program to get their information out to visitors and the general public coming to the City of Isanti. Staff was seeking comment and direction on how they wish to proceed with the program.

   President Wimmer stated that he's heard businesses do like having the program, and that trying to capture the visitors coming into the City is challenging without this program. Several businesses see benefits from having the program.

   Mr. Lundeen stated that Kwik Trip may contribute soon. He continued to point out the various events that utilize the programs, and that having these bags help local businesses. He stated that it was a good idea, but wasn't sure how we get more businesses to utilize it.

President Wimmer stated he liked doing the program for another year, after Kwik Trip and the Hotel are completed and that the City review the program after a year. Mr. Lundeen concurred with President Wimmer.

Mr. Lorinser asked how many businesses have stopped utilizing the program, President Wimmer stated that it ebbs and flows depending on the number of items the businesses may want to put into the program.

Mr. Collison stated that he was worried about the number of items in the bags, and that recently BMX handed out the promotional bags with very few items and expressed disappointment.

Mr. Lorinser stated that we may want to reconsider what events we provide these bags to. He concurred with President Wimmer that we should continue the program for another year. Mr. Lundeen stated he agreed to continue the program for another year.

Ms. Hallberg stated that the City could be more proactive in recruiting businesses. President Wimmer stated that we do provide them with a calendar.

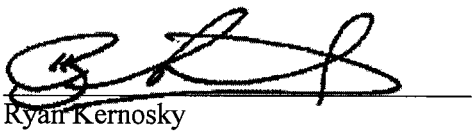
Motioned by Lundeen, seconded by Lorinser to continue the program for another year. Motion passed unanimously.

6. **Other Business/Updates/Communication**
   Director Kernosky recited portions of the staff memo provided. Kwik Trip and Best Western Plus are well underway. Staff has continued to reach out on Senior and Multi-family housing. Staff interviewed three individuals for the ED position, more on that as it becomes available. Kernosky stated that we are 5 homes ahead of last years count.

7. **Adjournment**
   Motion by Lundeen, seconded by Bergley to adjourn. Motion passed unanimously.

   The September 4, 2018 meeting of the EDA adjourned at 7:48 p.m.

Dated this 11th day of September, 2018.



Ryan Kernosky
Community Development Director

CITY OF ISANTI
SPECIAL PLANNING COMMISSION MINUTES
SEPTEMBER 11, 2018

1. Meeting Opening.
A. Call to Order.
Chairman Wimmer called the meeting to order at 7:00 p.m.

B. Pledge of Allegiance.
The Pledge of Allegiance was recited.

C. Roll Call.
Members Present: George Wimmer, Steve Lundeen, Dan Collison, Ross Lorinser, Paul Bergley, Joey Lemay.

Members Absent: None.

Staff Present: Ryan Kernosky, Community Development Director; Matt Lindholm, Planner.

1D. Agenda Modifications.
Director Kernosky stated that there were no agenda modifications

2. Approval of the Agenda
Motion by Collison, seconded by Lorinser to adopted the agenda, approved unanimously.

3. Approval of the Minutes from the August 21, 2018 Planning Commission
Motion by Collison, seconded by Bergley to approve the minutes from the August 21, 2018 Planning Commission meeting, approved unanimously.

4. Oath of Office for New Planning Commissioner – Arissya Simon
Arissya Simon recited the Oath of Office for Planning Commissioner. Subsequent to the Oath, Commissioner Simon took her seat on the Planning Commission.

5. Public Hearings
A. Request from Odyssey Homes, Inc for approval of the Preliminary Plat of Legacy Pines Subdivision for the land legally described as Outlot B, Villages on the Rum Third Addition 2nd Replat Park Addition, Isanti County, Isanti, Minnesota

Director Kernosky presented his staff memorandum on the proposed Preliminary Plat of Legacy Pines Subdivision. He stated that this is part of the original Villages on the Rum Development, and that the proposed subdivision is a phased approach with a different subdivision name. Kernosky continued to stated that the proposed phase one would extend Bellaire Blvd NW to service an additional 23 lots, and extending Moline Loop NW to service 21 lots. Kernosky advised that this project is part of the 2010 PUD amendment to Village on the Rum, and that this proposed phase one development is consistent with that PUD amendment. Kernosky stated that there were a number of conditions put on by City and engineering staff. Staff is recommending approval with those conditions.

Mayor Wimmer opened the public hearing at 7:02 p.m.

Maureen Williams, 913 Robin Rd NW – Ms. Williams stated that phase one will be in her back yard. She expressed concern about the traffic load that will result in phase one. Ms. Williams continued, and asked whether or not Moline Loop NW would connect to Third Ave NW during phase one.

Mayor Wimmer stated that eventually this will be connected up and around to Whiskey Rd and Third Ave.

Director Kernosky stated that Robin Rd NW is a cul-de-sac and that the Moline Loop NW portion of phase one will develop along the north-side of Robin Rd NW. Kernosky stated that Moline Loop NW will not open up to Third Ave NW until a later phase, with the installation of Blue Bird Way NW. Kernosky also stated that Bellaire Blvd NW will not connect to Whiskey Rd during phase one.

Ms. Williams questioned how many homes were completed on the north-end of Whiskey Rd NW during this year. Director Kernosky stated that 8 homes were completed or under construction this year along the north-end of Whiskey Rd NW. Ms. Williams inquired about the number of homes in phase one along Moline Loop NW, she also stated that with the additional personal vehicle traffic as a result of the phase one expansion, it will add additional load of traffic to the Whiskey Rd NW and Moline Loop NW intersection. She stated she was concerned about this. Mayor Wimmer stated that this will be built out and will work once complete.

Ms. Williams inquired whether or not her concerns about having additional access to the neighborhood can be discussed at this time.

Director Kernosky reminded the audience and Commission that it is within the purview of the Commission to add that condition, advising that the Commission may want to ask the developer if they would be interested in adding an additional access point during phase one.

Commissioner Leymay added that he lives near Ms. Williams and agrees that it would add additional traffic to the area, and that he has concern for the children due to blind spots on Moline Loop NW.

George Heman, 323 Palomino Rd SE – Mr. Heman asked about park land that would be set aside for the completed development, or if there's any open space plan.

Mayor Wimmer stated that Legacy Park was donated to the City to be part of this development. He also stated that there's park and recreation fees that the developer will have to pay for the creation of future parks.

Mr. Heman expressed concern that the current developer has put no finances towards the existing Legacy Park. Mayor Wimmer explained that the development agreement included dedicating park land to the City, and that this development was subject to that development agreement.

Director Kernosky stated that Legacy Park was donated to the City in 2010 during the first development attempt of this area by the Bank. Kernosky stated that because Legacy Park is a community park and that the Soccer Complex is close to the development, staff does not believe there's an additional need for park space.

Mr. Heman had a question pertaining to the access points for the development. Mayor Wimmer stated that there's going to be connection to Third Ave NW and Whiskey Rd NW. Mr. Heman asked about the number of phases and how many lots would be developed throughout the project and when. Mayor Wimmer and Director Kernosky stated that the future phases will occur when the market dictates demand.

Mr. Heman also asked what the price of the lots will be. Mayor Wimmer stated that the City does not get into that discussion and advised Mr. Heman to discuss it directly with the developer.

Mayor Wimmer declared the public hearing closed at 7:15 p.m.

Jason Bebeau of Odyssey Homes, Inc. approached the microphone. Mayor Wimmer inquired about the traffic and road access concerns. Mr. Bebeau stated that the additional access would most likely occur in the spring under phase two, but not during phase one.

Mayor Wimmer advised Mr. Bebeau that the City Council will need an idea of how much additional traffic will occur as a result of phase one. Commissioner Collison stated that this number will also depend on how many lots are sold and build in phase one.

Commissioner Lorinser stated that there were only four lots between the end of phase one and the proposed access to Third Ave NW. Lorisner asked if it would be excessive to get that road extension done during phase one.

Mayor Wimmer asked about the future phases. Mr. Bebeau stated that the market dictates when the rest of the phases will get completed, however, he hoped for forty lots at a time. Mr. Bebeau stated that there will

be between 174 and 177 total lots once complete. He also stated he hopes to get phase two in this up coming winter.

Commissioner Collison asked about access to Third Ave NW. Director Kernosky stated that a connection would occur about 200' south of the driveway into Isanti Soccer Complex.

Motioned by Bergley seconded by Lorinser to recommend approval of the preliminary plat, with questions regarding the traffic and access brought up during the public hearing is addressed by the applicant. Motion passed unanimously.

6. Discussion Items

None

7. Adjournment

Motion by Lorinser, second by to Collison to adjourn the September 11, 2018 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:21 p.m.

Dated at Isanti, Minnesota this 12th day of September, 2018.

Respectfully submitted,

Ryan Kernosky
Community Development Director

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

August 2018

Reported Crime	Month to Date	Year to Date
Theft	13	118
Assault	5	32
Vandalism/Damage to Property	6	41
Narcotics	4	25
Burglary	1	9
Domestics	6	68
Crim Sex	1	8
Robbery	0	1
Loud Party/Disturbance	9	91
Medical	25	237
Permit to Purchase (Eff 3/1/2016)	6	51
Extra Patrol	31	162
Security Check	151	1,258

Traffic Offenses	Month to Date	Year to Date
No Insurance	41	137
DUI	2	16
Accidents	9	72
Hit & Run	1	9
Warrant P/U	1	32
Speed	38	201
DAR/DAS	16	59
Administrative Citations (Including Speed)	43	215

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	64,096	1,675	9,494
Dodge 222	136,403	1,936	7,351
Ford Explorer 224	46,777	1,925	13,335
Ford F150 225	12,054	830	7,154
Chevy Silverado 220	107,279	2	447
Chevy Impala 223	88,069	442	2,388

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**539**	**458**	**378**	**289**	**151**	**116**	**81**
TOTAL OPEN CASES	**79**	**106**	**81**	**115**	**42**	**37**	**30**
VIOLATIONS CLOSED THIS PERIOD	**70**	**64**	**128**	**37**	**36**	**26**	**41**
NEW ISSUES THIS PERIOD	**81**	**80**	**89**	**138**	**35**	**35**	**50**
CAN-Proh Animals	0	13	0				
CCV-Comm Vehicle Storage	0	0	0				
CDO--Dogs	0	0	0				
CPA-Park & Store	7	8	4	16	14	9	12
CSN-Snow Removal	0	0	0		1		
CSP-Admin Permits/Solicitors/Peddlers	0	0	0			1	
CST--Fish Houses, PODS, Rolloffs	0	0	0				
GAR - Garage Sales	0	0	0				
H2O-Water restrictions	0	0	0				
NEX-Exterior Structure, Paint/Repair	0	0	0	5		5	
NGA-Garbage Service & Storage	0	0	0				
NGR--Grass Length	58	31	72	94			
NJU--Junk/Brush	6	5	2	12	8	2	2
NOX-Noxious Weeds	0	0	0				
NUV-Unlicensed vehicle or missing plates	0	0	0		10	14	34
RNT-Unlicensed rental	0	1	1	13		1	
SGN-Signs	1	2	2	1	1	1	2
UNP-Unpermitted work	8	20	6	2			
ZAC-Accessory Building	0	0	0			1	
ZFE-Fence	0	0	2	5	1	1	
ZTD--Temporary Dwelling	0	0	0				
Compliance Letters Mailed this period	87	85	94	146	40	41	53
Administrative Citations Issues/period	1	1	0	2	4	4	2
Criminal Citations Issued/period	0	0	0	0	0	1	
Abated Properties/Period	7	10	28	0	0		
Admin Hearings Requested	0	1	0	0	1	1	1
Admin Hearings Held w positive judgement	1	0	0	0	1		
Criminal trials w positive judgement	0	0	0	0	0		
AVERAGE TIME TO COMPLIANCE		**20**	**15**	**11**	**19**	**19**	**26**

L.4.

CITY OF ISANTI MONTHLY REPORT

August 2018

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	30	$0.00	$0.00	$7.00	$17.00	$560.00	$2,400.00		
Decks	4	23	$24,695.20	$161,910.51	$9.85	$59.34	$836.55	$5,967.60		
Basement Finish	1	14	$10,000.00	$206,139.32	$5.00	$27.58	$326.70	$6,247.40		
Addtns. Remodel	0	1	$0.00	$5,047.78	$0.00	$2.52	$0.00	$227.70		
Garages	1	3	$13,248.00	$44,248.00	$6.62	$23.23	$425.70	$1,409.10		
Miscellaneous	19	116	$12,000.00	$156,357.00	$24.00	$61.75	$2,526.20	$16,449.17		
Single dwellings	12	66	$2,001,086.87	$12,051,359.25	$1,000.54	$2,600.13	$28,966.90	$166,232.81		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	16	98			$16.00	$44.00	$1,200.00	$7,329.00		
Plumbing	13	110			$13.00	$45.00	$1,142.00	$9,173.00		
									51,498.00	
Resid. Totals	**73**	**461**	**$2,061,030.07**	**$12,625,061.86**	**$1,082.01**	**$2,880.55**	**$35,984.05**	**$215,435.78**	**$51,498.00**	**$ 380,152.00**
Commercial										
New Buildings	0	2	$0.00	$2,844,666.00	$0.00	$1,337.87	$0.00	$25,377.00		
Addtns./Remodel	0	1	$0.00	$4,800.00	$0.00	$0.00	$0.00	$202.95		
Plumbing	0	2	$0.00	$243,000.00	$0.00	$121.50	$0.00	$2,008.00		
Mechanical	2	2	$24,500.00	$24,500.00	$12.25	$12.25	$777.15	$777.15		
Roofing	0	1	$0.00	$66,218.00	$0.00	$33.11	$0.00	$1,379.40		
Miscellaneous	4	22	$152,727.00	$1,686,127.00	$78.36	$765.86	$5,269.20	$23,557.80		
Comm. Totals	**6**	**30**	**$177,227.00**	**$4,869,311.00**	**$90.61**	**$2,270.59**	**$6,046.35**	**$53,302.30**		**$0.00**
Resid. Plus Comm. Totals	**79**	**491**	**$2,238,257.07**	**$17,494,372.86**	**$1,172.62**	**$5,151.14**	**$42,030.40**	**$268,738.08**	**$51,498.00**	**$380,152.00**

YEARLY BUILDING PERMIT COMPARISONS

YTD August 2018

L.5.

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	50	0	4	$16,709,769.82	$234,635.42	$545,717.88
2017	475	65	0	1	$12,069,661.50	$205,135.95	$522,536.80
2018	491	66	0	2	$17,494,372.86	$268,738.08	$380,152.00

Total permit fees do not include Sac / Wac or State Surcharge fees

MONTH TO MONTH COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	33	$510,011.00	$10,341.45
February	39	$230,639.00	$6,361.95
March	59	$2,126,225.00	$34,115.97
April	51	$2,102,087.00	$33,616.93
May	79	$2,296,921.45	$38,600.98
June	79	$3,633,463.85	$51,665.90
July	72	$4,356,768.49	$52,004.50
August	79	$2,238,257.07	$42,030.40
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	491	$17,494,372.86	$268,738.08

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MEMORANDUM

Date: September 12, 2018

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.115547

Please find listed below a status report of the current projects in the City of Isanti:

1) 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.

2) Cajima Street/TH 65 Signal Study

We will bring the ICE report, engineering services memo, and request for MnDOT funding to the September 18, 2018 council meeting.

3) 2018 Street & Utility Improvements

A preconstruction meeting was held Tuesday September 11, 2018. The contractor plans to begin utility installation the week of September 24, 2018 and complete the project by the end of October, 2018.

4) 2018 Storm System Maintenance Project

The Bid was rejected at the September 4, 2018 council meeting.

5) 2018 Pavement Maintenance Project

This project is complete.

6) Clarifier Rehab Project

This project is scheduled to be completed this fall.

In addition to the current projects listed above we have completed and accepted 48 private developments and 61 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 2, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

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 18, 2018 – Regular Meeting of the City Council

G. Announcements

1. City Council Meeting	Tuesday, October 16, 2018 at 7:00 p.m.
2. Planning Commission Meeting	Tuesday, October 16, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*
3. Park, Recreation, and Culture Board Meeting	Tuesday, October 23, 2018 at 6:00 p.m.

H. Council Committee Reports

I. Public Hearings

J. Business Items

Community Development Director Ryan Kernosky

1. Resolution No. 2018-XXX for Preliminary Plat Approval for Sun Prairie Fourth Addition

K. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $136,934.66 and Payroll in the amount of $93,505.18 and Third Quarter Payroll for Council, Boards and Commissions in the amount of $10,812.67
2. Approve Final Minutes for the August 28, 2018 Parks, Recreation and Culture Board Meeting
3. Resolution 2018-XXX Approving Exempt Gambling Permit for Rum River BMX Halloween Spooktacular Event
4. Resolution 2018- XXX Approving Exempt Gambling Permit for Rum River BMX Fire and Ice Series Event
5. Resolution 2018-XXX Appointing Election Judges for the 2018 General Election
6. Resolution 2018-XXX Enter into Agreement with MnDOT to Construct the TH 65 and Cajima Street Intersection Improvement Project
7. Resolution 2018-XXX Approving Exempt Gambling Permit for St. Elizabeth Ann Seton Church Hall
8. Resolution 2018-XXX Offering the Position of Part-time Liquor Store Clerk to Danyette Phelps

L. Other Communications
1. Draft Minutes of the September 18, 2018 Planning Commission Meeting
2. Draft Minutes of the September 25, 2018 Meeting of the Park, Recreation and Culture Board

Adjournment

F.1.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 18, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input

None.

II. Agenda

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, Steve Lundeen, and Ross Lorinser

Members Absent: Dan Collison

Staff Present: Community Development Director Ryan Kernosky, Assistant City Engineer Jason Cook, Human Resources/ City Clerk Katie Brooks, City Administrator Don Lorsung, Police Administrative Assistant Penny Anderson, Investigator Dusten Noreen, Lieutenant Travis Muyers, Officer Steven Callahan and Police Chief Gene Hill, Officer Valerie Zeman and Student Attorney Intern Megan Guptil

Others Present: Beth Callahan, Bryce Callahan, Brayden Callahan, Laureen Williams, Carissa Winter, Brian McCullough, Cuttna Sundeen, Charlie Christopherson, Rob Doola, Jason Bebeau, Bob Machacek, Isanti County Commissioner Mike Warring, Isanti County Chief Deputy Lisa Lovering, Brian McCullough, Isanti County Sheriff Chris Caulk Cambridge Police Chief Todd Schuster, Jeff Johnson, Lisa Johnson and Braham Police Chief Eric Baumgart

D. Adopt Agenda

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

E. Proclamations/Commendations/Certificate Awards

1. Years of Service Award for Officer Steven Callahan

Mayor Wimmer read the award and further expressed his appreciation on behalf of the City of Isanti for Officer Callahan's dedication to the city followed by a photo with Officer Callahan, Isanti Police Department and Mayor Wimmer. Chief Hill also presented a plaque on behalf of the Police Department, with a final radio signoff by Officer Callahan.

2. Proclamation to observe October 1 to October 7, 2018 as Minnesota Manufacturing Week

Mayor Wimmer read the proclamation.

F. Approve City Council Minutes

1. September 4, 2018 – Regular Meeting of the City Council

Motion by Lorinser, second by Lundeen to approve minutes as presented. Motion carried.

G. Announcements

1. Parks, Recreation and Culture Board Meeting	Tuesday, September 25, 2018 @ 6:00 p.m.
2. City Council Meeting	Tuesday, October 2, 2018 @ 7:00 p.m.
3. EDA Meeting	Tuesday, October 2, 2018

(Immediately following the City Council Meeting)

H. Council Committee Reports

Mayor Wimmer applauded Isanti Police Department, Isanti Fire Department and Public Works Department for their response to the lightning strike that produced a gas line fire on Eighth Avenue North East.

I. Public Hearings

None.

J. Business Items

Community Events and Parks Coordinator Katie Everett

1. Resolution 2018-214 Approving a Special Event Permit Application for BMC Open House and Stiff Upper Lip Car Show
   Brian McCullough, owner of BMC, a British Automotive Restoration business shared that this is an event open to the public on October 13th, 2018. Mayor Wimmer added that BMC is a great business and the event has a lot of great cars.

Motion by Lundeen, second by Lorinser to approve request. Motion carried.

City Administrator Don Lorsung

2. Ordinance 696 Amending Chapter 352, Article I, Lawn Sprinkling, Watering and Irrigation

City Administrator Don Lorsung explained that this ordinance is an addition to the Water Conservation Restrictions and is a state requirement in the event of a water shortage.

Motion by Lundeen, second my Lorinser to approve the request. Motion carried.

Community Development Director Ryan Kernosky

3. Resolution 2018-215 Approving the Preliminary Plat for Legacy Pines Subdivision

Mayor Wimmer introduced the resolution and stated that the communication from the developer regarding the connection of Moline Loop NW to 3rd Ave NW in phase one was not acceptable. Mayor Wimmer continued and stated that Planning Commission was very clear in their discussion that there was a need for an additional outlet in phase one. Jason Bebeau, from Odyssey Homes, Inc, stated that they intend to bring on phase two immediately after phase one is approved, and that the connection would occur in phase two. Mr. Bebeau stated he would guarantee that the connection would occur by June 30, 2019 and he would be willing to enter into a development agreement to require that. Mayor Wimmer stated that the City has been through this before, and that it hasn't worked out in the City's best interest in the past. Mayor Wimmer asked Director Kernosky about the communication received on September 18, 2018 regarding this item. Kernosky stated that staff and the Planning Commission had expressed concern about not having that connection in phase one, and that staff has been in contact with the developer regarding this proposal. Kernosky stated that there are ways to require the extension by the proposed deadline. Kernosky advised that the City Council may want to consider approval of the Bellaire Blvd NW extension first, and address staff to work with the developer on the preliminary plat for the Moline Loop NW expansion.

Bob Machacek, a member of Odyssey Homes, Inc. stated that the developer is trying to be reasonable and bring on a few homes at a time instead of flooding the market. He stated they are interested in entering into a development agreement. Mayor Wimmer stated he would prefer an escrow. Councilmen Lorinser and Lundeen expressed their understanding of the developer's position, but reiterated that they wanted to protect the City.

Charlie Christopherson, Hakkanson Anderson Engineering, stated that the extension would push approvals from State-permitting out another several weeks and would prevent the development from occurring this fall. Mayor Wimmer stated he wants a full escrow for this development.

Councilman Lorinser stated that he is unwilling to approve the Moline Loop NW portion of the development without the road connecting to 3rd Ave NW.

Motion to approve the preliminary plat of "Legacy Pines" with the stipulation that Moline Loop NW is extended connect to 3rd Ave NW. If the developer chooses not to extend Moline Loop NW to connect to 3rd Ave NW, then the developer may continue the development with only the Bellaire Blvd NW extension. Motioned by Lorinser, second by Lundeen. Motion carried.

Assistant City Engineer Jason Cook

4. Intersection Control Evaluation Report
    a. Resolution 2018-XXX Accepting Intersection Control Evaluation Report
    b. Resolution 2018-XXX Authorize Local Initiative Project Funding Application to the Minnesota Department of Transportation

Assistant City Engineer Jason Cook presented the Intersection Control Evaluation Report and explained that the intersection of Trunk Highway 65 and Cajima Street NW does not meet requirements for a traffic signal or a Right in Right Out intersection as it does not encounter an 8-hour traffic volume or 4-hour traffic volume. However, Jason Cook added that the intersection does meet the requirements for a Restricted Crossing U-Turn and explained how Restricted Crossing U-Turns work. Jason also shared that he and City staff visited with three businesses in the Industrial Park and they all supported the Restricted Crossing U-Turn concept. MnDOT has a substantial share of funding available and would also be willing to pay a share of the engineering fees. A resolution requesting such funding is before the City Council for consideration. Questions were addressed by Jason and the City Council further discussed the matter.
Motion by Lundeen, second by Bergley to accept the Intersection Control Evaluation Report and authorize the funding request for MnDOT. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the amount of $275,674.78 and Payroll in the amount of $111,882.05
2. Final Meeting Minutes for the September 4, 2018 Economic Development Authority Meeting
3. Contractor's Final Pay Request No. 2 for Pavement Management in the Amount of $22,324.13
4. Contractor's Final Pay Request No. 5 for 2017 Palomino Road Improvements in the Amount of $29,290.81
5. Resolution 2018-218 Resolution Accepting the Letter of Resignation of Officer Steven Callahan
6. Resolution 2018- 219 Approving Update to Landscaping of Community Sign at Isanti Police Department
7. Resolution 2018- 220 Approving an Open Burning Permit for Isanti Fire District
8. Resolution 2018- 221 Approving Community Center Monthly Renter Reservation Form"
9. Resolution 2018-222 Approving Emergency Repair of the Fire Alarm Panel at City Hall
10. Resolution 2018-223 Approving 5th Annual MMBA Animal Drive
11. Resolution 2018-224 Authorizing and Execution of Repayment Agreement on Lot 6, Block 1, Sun Prairie Third Addition with J Robinson Construction, Inc
12. Resolution 2018-225 Authorizing and Execution of Repayment Agreement of Lot 7, Block 1, Sun Prairie Third Addition with J Robinson Construction
13. Resolution 2018-226 Authorizing Compensation to Community Development Director Ryan Kernosky in the Interim Period of a Vacant Economic Development Director position

Motion by Lundeen, second by Bergley to approve Consent Agenda as presented. Motion carried.

L. Other Communications

1. Draft Minutes of the September 4, 2018 Economic Development Authority Meeting

2. Draft Minutes of the September 11, 2018 Special Planning Commission Meeting
3. August Police Department Report
4. August Code Enforcement Report
5. August Building Inspector Report
6. September Engineering Report

Adjournment
Motion to adjourn by Bergley, second by Lorinser. Motion carried. The meeting was adjourned at 7:59 p.m.

Respectfully Submitted,

Jaden Moore
Administrative Data 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 2, 2018

SUBJECT: **REQUEST FROM FIRST FRUITS LAND DEVELOPMENT, LLC FOR PRELIMINARY PLAT APPROVAL OF "SUN PRAIRIE FOURTH ADDITION" FOR THE PROPERTY LEGALLY DESCRIBED AS OUTLOT G, SUN PRAIRIE FIRST ADDITION, ISANTI COUNTY, ISANTI, MINNESOTA**

Background
First Fruits Land Development, LLC (applicant) has submitted a completed application and paid applicable fees for a Preliminary Plat known as "Sun Prairie Fourth Addition" for the property legally described as Outlot G, Sun Prairie First Addition, Isanti County, Isanti, Minnesota. This development is part of the Sun Prairie Subdivision development done in 2005. This development has existing infrastructure and is covered by the original development agreement for the Sun Prairie First Addition. As such, the signal light fees have been paid at the time of the platting.

The following fees are due at the time of the final platting:

Park Dedication Fee: 9 lots at $1,500 = $13,500
Trunk Sewer Charge: 9 lots at $1,000 = $9,000

Request
The applicant is requesting the subdivision of one Outlot into 9 parcels abutting 9th Ave SE. The applicant had previous preliminary plat approval to develop this property, however, did not act upon it within the required timeline. The parcels range in size from 11,056 sq ft to 12,319 sq ft, homes in the R-1 Zoning District must meet the following requirements:

Lot Requirements:
Size: Minimum 11,000 sq ft
Width: Corner – 95 ft, other – 80 feet
Depth: 137 ft

Home Requirements:
Home Size: Minimum 1,200 sq ft
Garage Size: Minimum 720 sq ft

Development and Operations Advisory Committee Recommendation
DOAC met to discuss this item on August 23, 2018, and has recommended approval.

City Planning Commission Recommendation
On September 18, 2018, the City Planning Commission recommended approval as presented.

Staff Comments
Comprehensive Plan – This proposed development is consistent with the City 2008 Comprehensive Plan and development plan of this area.

Public Hearing Notice – Notice of this hearing was published in the *Isanti County News* on September 6, 2018, property owners within 350' of the subject site were provided written notification dated September 7, 2018 per City Code.

Public Comments – At the writing of this staff report, no public comment has been received.

Certificate of Taxes Paid – Per Isanti County, taxes on this property have been paid in full.

Deadline for City Council Action – A complete application was submitted on August 16, 2018. As such, the City Council has until December 17, 2018 to take action on this item.

City Engineer Recommendation
City Engineer Brad DeWolf and Jason Cook reviewed the application and have recommended approval.

Staff Recommendation
Staff recommends approval as presented.

RESOLUTION NO. 2018-XXX

A RESOLUTION APPROVING THE PRELIMINARY PLAT FOR SUN PRAIRIE FOURTH ADDITIONI

WHEREAS, First Fruits Land Development, LLC has made application for Preliminary Plat Approval for Sun Prairie Fourth Addition, 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 Preliminary Plat on September 18, 2018; 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 Council reviewed the Preliminary Plat request at the October 2nd, 2018 meeting.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that it hereby adopts the Findings of Fact and Conclusion related to the requested Preliminary Plat and **BE IT FURTHER RESOLVED** that the requested Preliminary Plat Approval for Sun Prairie Fourth Addition from First Fruits Land Development, LLC be approved.

Adopted by the Isanti City Council this 2nd day of October, 2018.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
City Clerk/Human Resources

FINDINGS OF FACT AND CONCLUSION

Request

Request from First Fruits Land Development LLC for Preliminary Plat approval of the Plat of Sun Prairie Fourth Addition, 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 application for Preliminary Plat Approval of Sun Prairie Fourth Addition, Isanti County, Minnesota.
2. The property is legally described as Outlot H, Sun Prairie First Addition, Isanti County, Minnesota.
3. The Applicant is requesting Preliminary Plat Approval in an effort to create 9 single-family lots.
4. The property is zoned "R-1" Single-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 August 16, 2018.
7. A public hearing date before the Planning Commission was scheduled for Tuesday, September 18, 2018 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-1" Single-Family Residential Districts.
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 **September 18, 2018** meeting. The meeting minutes, staff memo and exhibits will be made part of the Findings of Facts and Conclusions.

Planning Commission Recommendation:

Motioned by Lundeen, seconded by Bergley to recommend approval of the Preliminary Plat as presented. Motion passed unanimously.

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MEMORANDUM

Date: September 5, 2018

To: Ryan Kernosky, Community Development Director

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Sun Prairie Fourth Addition, Preliminary Plat Review
City of Isanti, MN

We have reviewed the Preliminary Plat for the proposed Sun Prairie Fourth Addition created by LHB with a signature date of June 20, 2018 that was re-submitted to the City on August 23, 2018.

The preliminary plat includes 9 residential lots with proposed building pads, drainage and utility easements, building setback lines, and parcel lines.

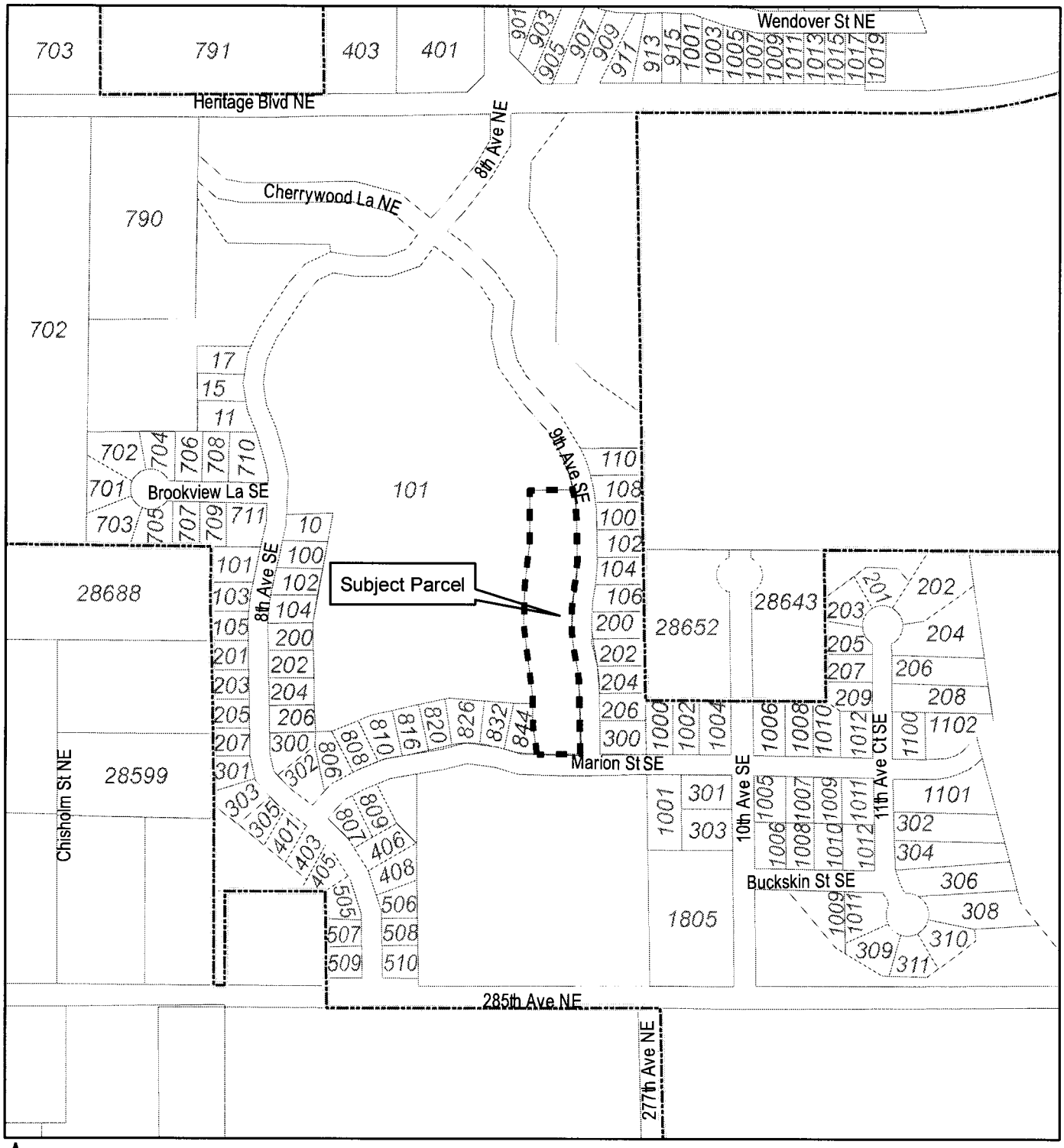
We have reviewed the submitted preliminary plat and have no additional comments.

We recommend approval of the preliminary plat as submitted.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

Public Hearing Location Map



N

A Community For Generations.

Isanti

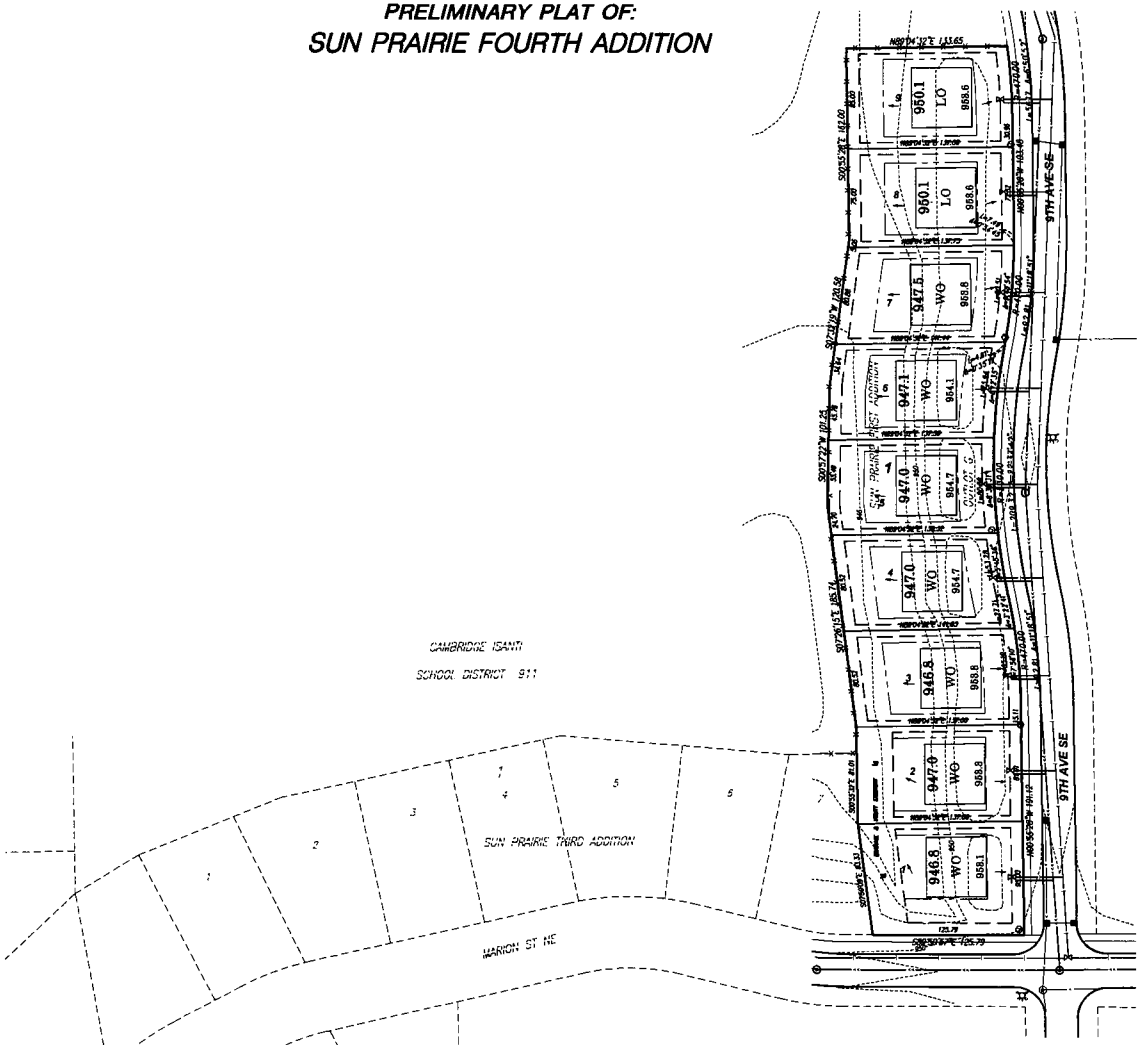
Department of Community Development

MAP 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.

PRELIMINARY PLAT OF:
SUN PRAIRIE FOURTH ADDITION

SEC. 29, TWP. 36, RNG. 23
CITY OF ISANTI
ISANTI COUNTY

0 25 50 100
(SCALE IN FEET)



LOT AREAS

Lot 1 - 0.28 Acres/12,319 s.f.
Lot 2 - 0.25 Acres/11,090 s.f.
Lot 3 - 0.26 Acres/11,238 s.f.
Lot 4 - 0.26 Acres/11,163 s.f.
Lot 5 - 0.25 Acres/11,058 s.f.
Lot 6 - 0.26 Acres/11,171 s.f.
Lot 7 - 0.26 Acres/11,237 s.f.
Lot 8 - 0.26 Acres/11,235 s.f.
Lot 9 - 0.27 Acres/11,583 s.f.

ZONING DISTRICT

R-1 SINGLE FAMILY RESIDENTIAL

LOT REQUIREMENTS

Minimum Front Yard Setback 30 feet

Minimum Side Yard Setback 10 feet

Minimum Rear Yard Setback 30 feet

OWNER

FIRST FRUITS LAND DEVELOPMENT LLC
8285 101ST AVE NE
NORTH BRANCH, MN 55056

PROPERTY DESCRIPTION

Sun Prairie Second Addition:
Outlot H, Sun Prairie First Addition

Sun Prairie Third Addition:
Outlot G, Sun Prairie First Addition

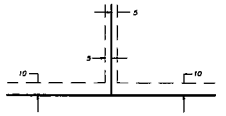
LEGEND

- DENOTES EXISTING SANITARY SEWER
- DENOTES EXISTING STORM SEWER
- DENOTES EXISTING SANITARY MANHOLE
- DENOTES EXISTING STORM MANHOLE
- DENOTES EXISTING FENCE LINE
- DENOTES EXISTING TOP NUT HYDRANT
- DENOTES EXISTING WATER VALVE
- DENOTES EXISTING CATCH BASIN
- DENOTES EXISTING CABLE PEDESTAL

NOTE

BUILDING PAD AND CONTOUR ELEVATIONS SHOWN PER APPROVED GRADING PLAN OF THE ORIGINAL PLAT OF SUN PRAIRIE.

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.

CERTIFICATION

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME, OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

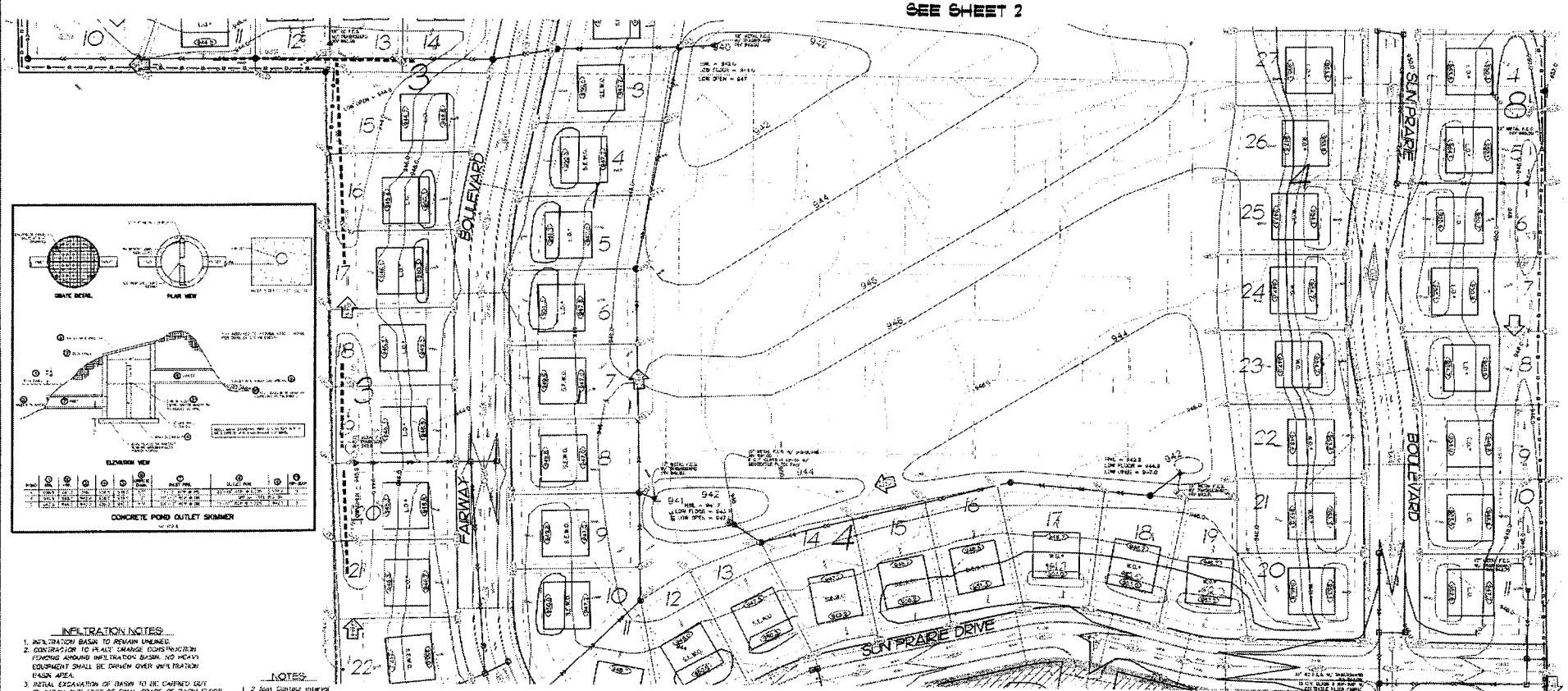
KYLE A. PEBBY, MN LIC. NO. 42627 DATED: 8/20/18

Cambridge, MN

GRADING PLAN OF: SUN PRAIRIE

FOR: ULMER CONSTRUCTION
1633 NE HIGHWAY 10
SPRING LAKE PARK MN, 55432

SEE SHEET 2



SEE SHEET 4

INFILTRATION NOTES:

1. INFILTRATION BASIN TO REMAIN UNLINED.
2. CONTRACTOR TO INSTALL ORANGE CONSTRUCTION FENCING AROUND INFILTRATION BASIN. NO HEAVY EQUIPMENT SHALL BE DRIVEN OVER INFILTRATION BASIN AREA.
3. INITIAL EXCAVATION OF BASIN TO BE CARRIED OUT TO WITHIN ONE FOOT OF FINAL GRADE OF BASIN FLOOR. FINAL EXCAVATION OF BASIN FLOOR TO FOLLOW STABILIZATION OF UPSTREAM AREAS.
4. AFTER FINAL GRADING, BASIN TO BE TILLED TO DEPTH OF (6) INCHES.
5. USE TOPSOIL/SAND MIX FOR DRESSING IN LIEU OF TOPSOIL ONLY.
6. USE MNDOT SEED MIX 250 (NEW MIX 310) OR 290 (NEW MIX 325) FOR INFILTRATION BASIN REVEGETATION.
7. NO MIXING OF SANDY SOILS IN INFILTRATION AREA TO BE ALLOWED.
8. ABOVE BASIN FLOOR, EITHER WET MEADOW OR URBAN PRAIRIE MEADOW SEED MIXTURES CAN BE USED

NOTES:

1. 2 foot Contour Interval
2. N.G.V.D. Vertical Datum
3. Topography Collected in Field by EG Rud & Sons
4. Wetland Delineated by Hydrology Environmental Services Company
5. Bearing's shown are on assumed datum.
6. Proposed zoning – R-1 and R-3 Residential with School Site & Conditional use of 154.211 Zoning District.

NORTH

GRAPHIC SCALE

(IN FEET)
1 inch = 50 ft.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

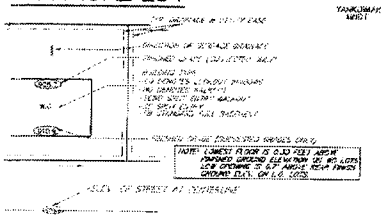
Charles W. Ulsamer

Date: 9/23/05 Reg. No. 25341

LEGEND

- 940.0 — DENOTES EXISTING ELEVATION
- 940.0 — DENOTES PROPOSED ELEVATION
- DENOTES EXISTING CONTOUR
- DENOTES PROPOSED CONTOUR
- DENOTES DIRECTION OF DRAINAGE
- DENOTES SILT FENCE (SEE DETAIL)
- DENOTES PROPOSED STORM SEWER
- DENOTES EMERGENCY OVERFLOW ELEVATION
- DENOTES 6000 SQ. FT. RETENTION FILL
- DENOTES HOUSE PERIMETER
- DENOTES 4" DRAIN TILE

TYPICAL LOT



BENCHMARK INFORMATION

NAME	LOCATION	ELEVATION	DESCRIPTION
SAND MAST	NW 1/4 S 28, T 35, R 23	941.955	0.5 MI EAST OF ISANTI, AT THE N 93 1/2 RD, 38.1, 0.3 MI N, OF CO. RD. 5, 66 FEET EAST OF MB TH 65, 18.8 FT NW OF WEST LEG OF GAS SIGN, 23.5 FT N. OF FIELD ENT, 17.1 FT SW OF N/A POST, 3.1 FT WEST OF WT POST, 49.14 FT SOUTH OF RWT, 38.32 FT NORTH OF SIL 7
YANKOWIAK WEST	NW 1/4 S 32, T 35, R 23	940.616	1 MILE SOUTH OF ISANTI, AT THE TH 65 MP 35.1 (1/65 MI SOUTH OF CO RD 5, 93.0 FT. ROW OF 93 TH 65, 101.5 FT SOUTH OF DRIVE, 20.7 FT EAST OF 9 INCH OAK TREE, 3.8 FT ENE OF P-POLE, 2.9 FT ESE OF WT POST, 49.89 FT SSE OF RM 1, 47.09 FT NORTH OF RM 2

PONDING CALCULATIONS AND STORM SEWER DESIGN BY PLOWE ENGINEERING, INC.

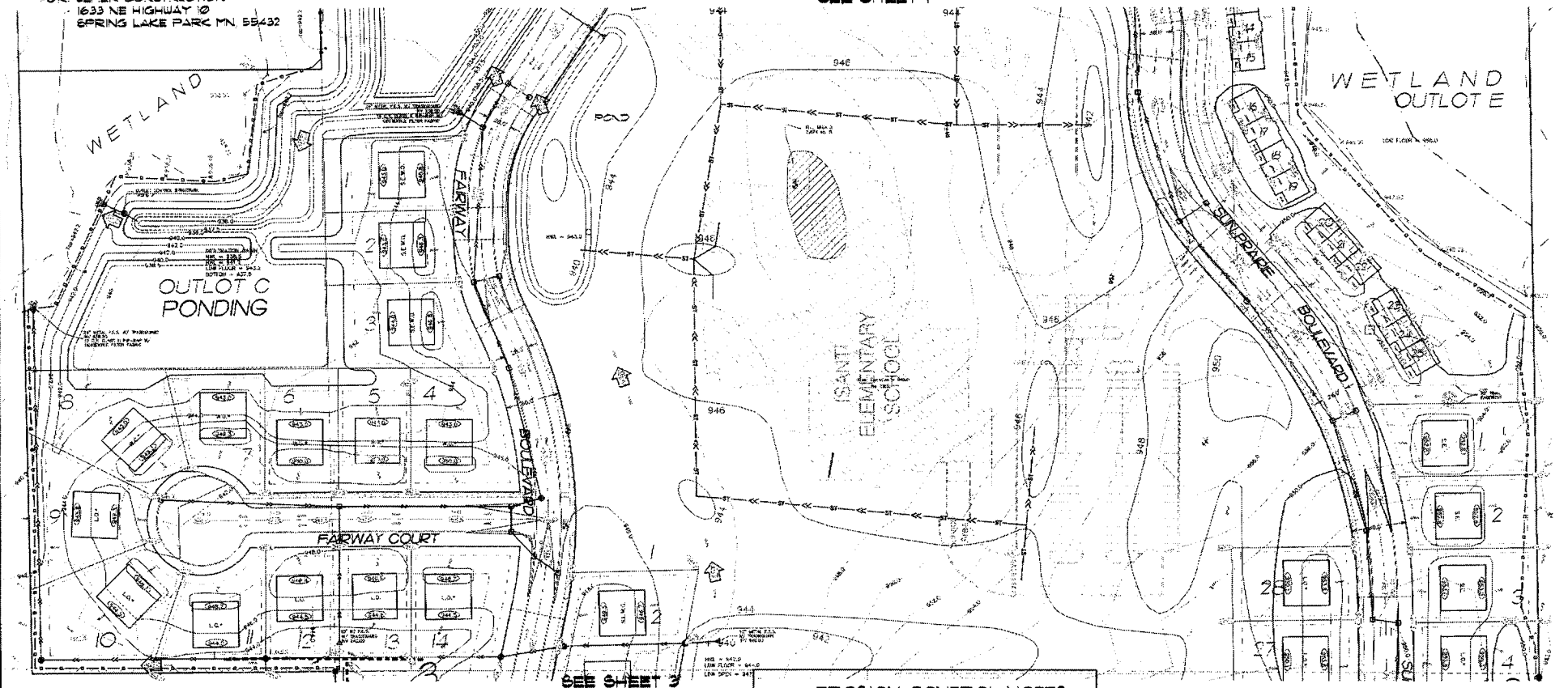
SITE PLANNING ENGINEERING
PLOWE ENGINEERING, INC.
9180 LEXINGTON AVENUE N.E.
CIRCLE PINES, MN 55014
(763) 785-1062

Craig Plowe
DATE 9/28/05 LICENSE NO. 41965

E.G. RUD & SONS, INC.
LAND SURVEYORS
9180 LEXINGTON AVE NE
CIRCLE PINES, MN 55014
TEL (763) 784-6065 FAX (763) 784-4507

GRADING PLAN OF: SUN PRAIRIE

FOR: ULMER CONSTRUCTION
1633 NE HIGHWAY 10
SPRING LAKE PARK MN. 55432



INFILTRATION NOTES:

1. INFILTRATION BASIN TO REMAIN UNLINED.
2. CONTRACTOR TO PLACE ORANGE CONSTRUCTION FENCING AROUND INFILTRATION BASIN. NO HEAVY EQUIPMENT SHALL BE DRIVEN OVER INFILTRATION BASIN AREA.
3. INITIAL EXCAVATION OF BASIN TO BE CARRIED OUT TO WITHIN ONE FOOT OF FINAL GRADE OF BASIN FLOOR. FINAL EXCAVATION OF BASIN FLOOR TO FOLLOW STABILIZATION OF UPSTREAM AREAS.
4. AFTER FINAL GRADING, BASIN TO BE TILLED TO DEPTH OF (6) INCHES.
5. USE TOPSOIL/SAND MIX FOR DRESSING IN LIEU OF TOPSOIL ONLY.
6. USE MNDOT SEED MIX 250 (NEW MIX 310) OR 288 (NEW MIX 328) FOR INFILTRATION BASIN REVEGETATION.
7. NO MIXING OF SANDY SOILS IN INFILTRATION AREA TO BE ALLOWED.
8. ABOVE BASIN FLOOR, EITHER WET MEADOW OR LOWLAND PRAIRIE MEADOW SEED MIXTURES CAN BE USED.

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 Land Surveyor under the laws of the State of Minnesota.

Daniel W. Obermiller

Date: 8/22/05 Reg. No. 19341

NOTES:

1. 2 foot Contour Interval
2. N.G.V.D. vertical Datum
3. Topography Collected in Field by E.G. Rud & Sons.
4. Wetlands Delineated by Kjellberg Environmental Services Company.
5. Bearings shown are on assumed datum.
6. Proposed zoning - R-1 and R-3 Replication with School Site a conditional use of the R-1 Zoning District.

NORTH

GRAPHIC SCALE

(IN FEET)
1 inch = 50 ft.

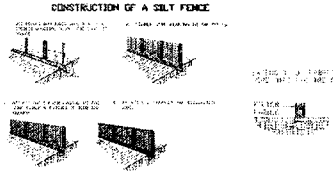
LEGEND

- EXISTING ELEVATION
- PROPOSED ELEVATION
- EXISTING CONTOUR
- PROPOSED CONTOUR
- DIRECTION OF DRAINAGE
- PROPOSED SILT FENCE PROTECTION FENCE
- PROPOSED INLET PROTECTION SILT SACK
- PROPOSED EMERGENCY OVERFLOW ELEVATION
- PROPOSED SILT FENCE
- PROPOSED EROSION CONTROL BLANKET
- PROPOSED 4" DRAIN TILE

EROSION CONTROL NOTES

1. SILT FENCE SHALL BE INSTALLED AT THE TOE OF ALL SLOPES 3:1 OR LESS AND ON ALL SLOPES STEEPER THAN 3:1 WHERE SHEET FLOW CAN REACH THE SLOPE.
2. SILT FENCE SHALL BE INSTALLED AT THE TOE OF ALL SLOPES 3:1 OR LESS AND ON ALL SLOPES STEEPER THAN 3:1 WHERE SHEET FLOW CAN REACH THE SLOPE.
3. MULCH ALL DISTURBED AREAS WITHIN SEVEN DAYS AFTER FINAL GRADE IS REACHED.
4. ALL DISTURBED AREAS OUTSIDE THE LIMITS OF GRADED, PAVED OR NATIVE SURFACE SHALL BE SEEDED AND MULCHED.
5. ALL DISTURBED AREAS WITHIN THE LIMITS OF GRADED, PAVED OR NATIVE SURFACE SHALL BE SEEDED AND MULCHED.
6. ALL SEDIMENT CONTROL PRACTICES SHALL BE MAINTAINED IN A FUNCTIONAL CONDITION UNTIL THE AREA IS PERMANENTLY STABILIZED. SEDIMENT SHALL BE REMOVED FROM BEHIND SILT FENCE WHEN IT REACHES ONE-HALF THE HEIGHT OF THE FENCE. ANY SEDIMENT REMOVED SHALL BE DISPOSED OF IN A WAY THAT WILL NOT CAUSE ADDITIONAL SEDIMENTATION.
7. ALL SEDIMENT AND EROSION CONTROL MEASURES SHALL BE INSPECTED AT LEAST ONCE EVERY SEVEN DAYS AND AFTER EACH RAINFALL OF 0.5 INCHES OR GREATER. ANY NECESSARY REPAIRS OR CLEANUP TO MAINTAIN THE EFFECTIVENESS OF THE EROSION CONTROL MEASURES SHALL BE MADE IMMEDIATELY.
8. ALL SEDIMENT AND EROSION CONTROL MEASURES SHALL REMAIN IN PLACE AND BE MAINTAINED UNTIL ALL DISTURBED AREAS ARE PERMANENTLY STABILIZED. REMOVAL OF ACCUMULATED SEDIMENT SHALL BE INCIDENTAL TO THE GRADING SCHEDULE.

CONSTRUCTION OF A SILT FENCE



BENCHMARKS INFORMATION

NAME	LOCATION	ELEVATION	DESCRIPTION
SAINT MARY	NW 1/4 S 20, T 35, R 23	945.535	0.5 W SW OF SIGN, AT TH SE OF W.L., 0.3 N & 1.0 E OF CO RD 3, 66 FEET EAST OF NO 39 TH RD, 18.6 FT. N OF W OF WEST LEG OF GAS MAIL, 23.5 FT E. OF FIELD ENT. 10+/- FT SW OF RAIL POST, 5.1 FT WEST OF WET POST, 45.00 FT SOUTH OF MAIL BOX, 36.35 FT NORTH OF RM 2
YANKOWIAK WEST	NW 1/4 S 22, T 35, R 23	945.512	1 MILE SOUTH OF ISANTI, AT INT. OF TH 65 AND 361, 0.65 MI SOUTH OF CO RD 3, 830 FT NORTH OF 361 INT 65, 10.5 FT EAST OF SIGNAL 25.7 FT EAST OF 6 INCH ONE TREE, 3.4 FT ESE OF P-HOLE, 2.7 FT ESE OF WIT POST, 45.00 FT SSE OF RM 1, 42.00 FT NORTH OF RM 2

PONDING CALCULATIONS AND STORM SEWER DESIGN BY PLOWE ENGINEERING, INC.

SITE PLANNING ENGINEERING
PLOWE ENGINEERING, INC.
8181 LEXINGTON AVENUE N.E.
CIRCLE PINES, MN 55014
(763) 783-1363

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: 8/22/05 License No. 41385

E.G. RUD & SONS, INC.
LAND SURVEYORS
8180 LEXINGTON AVE. NE
CIRCLE PINES, MN 55014
TEL. (763) 784-6065 FAX. (763) 784-6207

SHEET 2 OF 4

Job No. 02187

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 9/19/2018 - 9/19/2018 | Sep 19, 2018 04:05PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

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09/18	09/19/2018	49662	9	BERNICKS PEPSI-COLA	609-20200	878.05
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09/18	09/19/2018	49670	2478	EAST CENTRAL ENERGY	101-20200	43.85
09/18	09/19/2018	49671	55	ECM PUBLISHERS INC	101-20200	162.50
09/18	09/19/2018	49672	16	ELECTRO WATCHMAN INC	609-20200	272.53
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09/18	09/19/2018	49674	739	HACH COMPANY	601-20200	461.55
09/18	09/19/2018	49675	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,105.56
09/18	09/19/2018	49676	5	KAWALEK TRUCKING	609-20200	184.20
09/18	09/19/2018	49677	2648	LEPAGE & SONS	101-20200	506.47
09/18	09/19/2018	49678	1789	MADDEN GALANTER HANSEN, LLP	101-20200	28.60
09/18	09/19/2018	49679	17	MCDONALD DISTRIBUTING CO	609-20200	8,936.18
09/18	09/19/2018	49680	616	MENARDS - CAMBRIDGE	101-20200	348.50
09/18	09/19/2018	49681	2364	METERING & TECHNOLOGY	601-20200	3,421.68
09/18	09/19/2018	49682	281	MINNCO CREDIT UNION	101-20200	3,564.71
09/18	09/19/2018	49683	1536	MINNESOTA DEED	219-20200	2,331.95
09/18	09/19/2018	49684	2208	MINNESOTA EQUIPMENT	101-20200	17.70
09/18	09/19/2018	49685	2116	MINUTEMAN PRESS	101-20200	1,869.27
09/18	09/19/2018	49686	194	MN DEPT OF HEALTH	601-20200	46.00
09/18	09/19/2018	49687	2495	PELTIER, TABITHA	603-20200	410.20
09/18	09/19/2018	49688	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,963.38
09/18	09/19/2018	49689	2630	RAPP, JORDAN	101-20200	60.19
09/18	09/19/2018	49690	1740	TOSHIBA FINANCIAL SERVICES	108-20200	255.79
09/18	09/19/2018	49691	97	TOTAL CONTROL SYSTEMS INC	603-20200	426.13
Grand Totals:						60,976.97

M = Manual Check, V = Void Check

Dated: _____

Mayor: _____

City Council: _____

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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
09/18	09/25/2018	49692	2655	B.J. BAAS BUILDERS INC	505-20200	195.00
09/18	09/25/2018	49693	53	BELLBOY CORPORATION	609-20200	550.00
09/18	09/25/2018	49694	9	BERNICKS PEPSI-COLA	609-20200	586.46
09/18	09/25/2018	49695	1500	BOLTON & MENK INC	443-20200	9,326.00
09/18	09/25/2018	49696	2020	BOYLE, EUGENE	101-20200	3,332.80
09/18	09/25/2018	49697	2656	CAMPBELL-DAVIS, AMY	101-20200	50.25
09/18	09/25/2018	49698	2428	CONCIERGE TITLE INC	601-20200	159.59
09/18	09/25/2018	49699	918	CRYSTAL SPRINGS ICE	609-20200	183.60
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09/18	09/25/2018	49701	8	DAHLHEIMER DISTRIBUTING CO	609-20200	3,664.80
09/18	09/25/2018	49702	55	ECM PUBLISHERS INC	108-20200	92.75
09/18	09/25/2018	49703	1866	EDINA REALTY TITLE	601-20200	80.58
09/18	09/25/2018	49704	2033	FAULK & FOSTER	505-20200	100.00
09/18	09/25/2018	49705	2028	FURTHER	861-20200	13.10
09/18	09/25/2018	49706	2559	GLOBAL CLOSING & TITLE SERVICE	601-20200	16.62
09/18	09/25/2018	49707	2209	INNOVATIVE OFFICE	101-20200	103.27
09/18	09/25/2018	49708	1534	J. J. TAYLOR	609-20200	1,378.20
09/18	09/25/2018	49709	496	JOHN HIRSCHS	101-20200	415.61
09/18	09/25/2018	49710	7	JOHNSON BROTHERS LIQUOR CO	609-20200	2,581.13
09/18	09/25/2018	49711	5	KAWALEK TRUCKING	609-20200	142.40
09/18	09/25/2018	49712	2658	KITTELSON, VIRGINIA	601-20200	10.68
09/18	09/25/2018	49713	2659	KWIK TRIP	505-20200	2,877.00
09/18	09/25/2018	49714	1975	LIBERTY TITLE	601-20200	10.40
09/18	09/25/2018	49715	2435	LINDBERG LAW OFFICE PA	601-20200	9.95
09/18	09/25/2018	49716	131	MACQUEEN EQUIPMENT INC	603-20200	257.45
09/18	09/25/2018	49717	17	MCDONALD DISTRIBUTING CO	609-20200	13,815.50
09/18	09/25/2018	49718	616	MENARDS - CAMBRIDGE	101-20200	99.09
09/18	09/25/2018	49719	2402	MODERN TITLE	601-20200	56.74
09/18	09/25/2018	49720	2080	MVTL LABORATORIES INC	602-20200	243.01
09/18	09/25/2018	49721	279	NORTHLAND LANDSCAPING	101-20200	260.59
09/18	09/25/2018	49722	617	PAUSTIS & SONS	609-20200	170.50
09/18	09/25/2018	49723	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,086.17
09/18	09/25/2018	49724	12	POSTMASTER	603-20200	225.00
09/18	09/25/2018	49725	2660	PRAIRIE SENIOR COTTAGES LLC	505-20200	783.00
09/18	09/25/2018	49726	2294	PRECISION CONCRETE	101-20200	2,500.00
09/18	09/25/2018	49727	2630	RAPP, JORDAN	101-20200	149.99
09/18	09/25/2018	49728	2341	RED BULL DISTRIBUTION	609-20200	121.00
09/18	09/25/2018	49729	2457	RICE COMPANIES	505-20200	1,026.00
09/18	09/25/2018	49730	1667	SHERBURNE COUNTY ABSTRACT	601-20200	14.34
09/18	09/25/2018	49731	2396	SOUTHERN GLAZERS OF MN	609-20200	8,674.11
09/18	09/25/2018	49732	315	ST.PAUL STAMP WORKS	101-20200	17.08
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09/18	09/25/2018	49737	1290	THE AMBLE GROUP	101-20200	17.68
09/18	09/25/2018	49738	2251	TITLE SMART INC	601-20200	20.83
09/18	09/25/2018	49739	2251	TITLE SMART INC	601-20200	23.50
09/18	09/25/2018	49740	2251	TITLE SMART INC	601-20200	23.78
09/18	09/25/2018	49741	1878	TOWMASTER	101-20200	3,900.00
09/18	09/25/2018	49742	42	VIKING COCA-COLA BOTTLING CO	609-20200	339.25
09/18	09/25/2018	49743	4	WATSON CO INC	609-20200	2,169.60
09/18	09/25/2018	49744	2036	WISE GUYS PLUMBING INC	226-20200	8,549.87

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						75,957.69

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

City of Isanti

Gross Payroll	80,868.07
Social Security & Medicare	4,467.48
Public Employees Retirement	8,169.63
Total City Expense	93,505.18

Pay Date 9/21/2018

Pay Period 19 (9/2-15/18)

City of Isanti

Gross Payroll	10,044.25
Social Security & Medicare	768.42
Total City Expense	10,812.67

Pay Date 9/28/2018

Pay Period: Q3CCPay18 (7/1-9/30/18)

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
August 28, 2018
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, and Mayor Wimmer
Members Absent:	James Witte and Aaron Zdon
Staff Present:	Katie Everett, Parks, Recreation, and Culture Manager
	Ryan Kernosky, Community Development Director

D. Agenda Modifications.
Garvey asked if there were any agenda modifications; there were none. Motion by Wimmer, second by Johnson to approve the agenda for the August 28, 2018 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from July 24, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Wimmer; second by Johnson. Minutes were unanimously approved.

3. Bike and Pedestrian Plan Update (Ryan Kernosky, Community Development Director)

Kernosky explained that the what is included in the packet is the visualization of the future Bicycle and Pedestrian Plan. It was taken from comments by this body and members of staff. You'll notice there are lot of extensions of sidewalks and multimodal paths, things of that nature. What I've also done is considered future road planning in the community – future collector streets and major and minor arterials – then ran multimodal paths next to those future streets. The numbers of the maps are associated within the other part of the document with what needs to occur, who is responsible for that, and then kind of a general timeline. A lot of them are going to be as the property develops as the developer's responsibility. That would include sidewalk extensions and some multimodal transportation extensions. There are future options for bridges, and that was something that came up with the submitted documents from this board, that we need to have something that identifies possible future extensions for a pedestrian and bike bridge and/or tunnel to go under 65 to connect the west side to the east side. Kernosky asked the board for questions or feedback. Everett stated that Zdon provided comment ahead of the meeting that Isanti Parkway by Bluebird Park and BMX was a top priority as well as along County Road 5. Kernosky stated that the portion along Isanti Parkway is a future extension of the multimodal path and the City controls all of the frontage, so when the City would decide to do that extension it would be much easier than some other parts. County Road 5 is a challenge because the City has no jurisdiction over that road, but we would look forward to working with the County to ensure bike lanes, sidewalks, or multimodal paths are installed to enhance the safety of that corridor. Wimmer added that the issue with that is that the County has stated repeatedly that they don't have right-of-way in that area as we've tried to work with Safe Routes to School grants. The issue comes in adding to the north side, those homes have very small frontages so they've been less than excited about wanting to have a sidewalk or trail in that area as well. We did try a couple of years ago to have discussion of having a bike lane through there (doesn't do anything for pedestrian traffic), but the County did adopt last year incorporating bike routes on County highways. That may help move that along. Everett asked if we get any sort of notice when the County is planning to do a construction project so we can provide the input that these things are important. Wimmer said that if it's through the City, yes it goes to the Engineering staff. We are not involved in design and things along that line. That's why it was important to get the bike portion in their overall planning so when they look at redoing County highways they're looking at doing that. Their board has changed their direction on that, starting last year.

Everett asked if in the Isanti Hills area where there are no sidewalks if there is enough space to add sidewalks the next time the roads are done. Kernosky stated that those streets do have a 60 foot right-of-way, so it could be just like with Palomino with the addition of a sidewalk and a 4- or 5-foot tree boulevard. It is all 60 or 66 foot right-of-way depending on the street in that neighborhood.

Garvey thanked Kernosky for his work on the document. Kernosky added that he is aiming to present the final document at the September meeting.

4. Community Garden Discussion

Everett stated that board has images of what the garden looks like, and explained that we actually have four raised beds and have removed the table options. The areas on the north side of the garden were left open on purpose when we designed the garden so that we could expand in a way that made sense based on the kind of participation we got with the garden. Both of those spaces have taken a lot of time for maintenance because weeds grow very fast out there. Essentially we have room for 33 more plots if follow the same 10'x10' model on the north section. The maps give an idea if we do one side or the other. A couple of things to consider: we can turn it all into plots and tell the school and the Master Gardeners that they can reserve actual plot spaces instead of having an open space that they have to maintain everything. That may be easier for them to handle, and then we might get more participation out of them as well. This kind of thing then, Public Works can just till and it goes a lot faster, even if next year an entire row were to not be used, the maintenance of doing something like that goes a lot faster. Everett has not heard yet from School For All Seasons if they're considering incorporating that into their curriculum this year, but this year they did not participate and previous couple of years it was really a struggle for them to maintain the big space over the summer. This year, the Master Gardeners have kept up pretty well, but Everett thinks it was more space than they really needed too. She hasn't gotten a report from them yet on how many families were involved with that. Everett said that there would be some cost associated with mulch to make the paths, but nothing too considerable since we have to buy mulch for playgrounds every year anyway. Wimmer asked if we were just about full this year. Everett confirmed that all 60 plots were reserved this year and all 4 raised beds, but we do have 2 more raised beds that we can add if they are reserved. Everett explained she spoke with a gardener at the pot luck whose wife is in a wheelchair, and he said they have a couple of those tables at home. So it may be that most people have space for that size table at home, so that might be why they weren't rented from us. It's good to be able to accommodate people, so maybe there's a different way we can do that to make it more worth someone's while. Everett stated that she doesn't know that we'll get more than 50% more reservations, so if we do all of it at once we may have some empty plots again in 2019.

Wimmer stated that he thinks we should look at doing at least a 10% increase in plots for next year, so that's just adding 6 more plots. Garvey asked if it would make sense to keep going in the straight row format so we as we add more in the future it keeps going that way. Wimmer thought it would, especially sense most people out there with more than one plot have them in the same row. We have a fair amount of people that have more than one plot, so that would make it consistent. Garvey asked if it would be an option if we opened up one of the lines [on the west side], knowing the rest is still future plots, to keep the pollinator plants. She asked if the pollinator plants perennials or annuals. Everett explained that they're most perennial. In that section right now there were some plugs that we planted and many of them now have been eaten by rabbits. Last year and this year, we planted some wildflower seed to cover the area and this year we planted more plants. We do have a row of some Black Eyed Susans, coneflowers, and hyssop that came back really well this year. Potentially some of that will want to come back next year, and we can move the bigger plants if we decide we want to use that space for plots. Garvey said she would like to see the pollinator garden continued if that's a possibility. Everett said that the community gardeners have been really interested in pollinators too, and many of them plant flowers too. At the point that the whole garden is plots, we potentially could plant some of those pollinator plants around the garden sign or somewhere in the area too. It would still be beneficial to the garden. Garvey added that she thought if we provided plots for the school and Master Gardeners, that would be a better option because it is more manageable on their side of it, and then it fits in more with what we're offering at the garden too. Whether it's that we don't sell out the new plots and we let them use those, we can always work at it each year a little differently.

Everett summarized that we are going to leave the educational plot area as-is for next year, but do the farthest left row – does that feel too disconnected from the rest of the garden? Wimmer said we could do the interior line,

since the ones on the outside are the ones that get the most visitors. Garvey agreed that it would make sense to do the row closest to the raised beds and then expand outside.

5. Parks Updates

Everett gave a summary of summer events. She said that she got great feedback about Celebrate Isanti. Lots of families with young kids came out to the Kids' Festival, and they all loved the simulator. It was super cool for the kids to get to try out that equipment. The Union said that it was a good event for them too, and we hope that they want to come back. Wimmer said that in talking with them, it sounds like once we get them a date they'll get it scheduled. Everett said that it sounded like the car show went pretty well; she didn't get final numbers but when she talked to the organizer at the event it sounded like there were at least 150 cars. The street dance went really well. Bad Girlfriends was a good band and they said they had a good time and are interested in coming back. BMX was open that day, and they said they had a good handful of people sign up for activities after the event so it was worth their time to be open. Wimmer said he talked to them and they got a lot of new riders out of it.

Everett explained that Curious Creatures went really well. The only time we've been able to hold those is at Mattson Park because there's a person who does home daycare and she brings her kids over. This time we had a bunch of unrelated people come too, so hopefully we can get them to come back and maybe come to some of the other parks too. The next one is at River Bluff and it is a harvest theme.

Everett stated that the Farmers' Market goes through the end of September so there are 5 weeks left. She is still continuing to get new vendors. At next month's meeting she will give a full report about how the season went, but it's looking like overall it went really well.

Everett added that there was a potluck out at the Community Garden and there were about 8 people there. They were the people that usually come out for things, and they have a lot of good feedback about what's growing out there and how to help each other out. They did mention that the picnic the Cambridge community garden does has some awards for people's plots. That could be something fun to think about doing as well. They have the Master Gardeners go around and decide on the best the plot, most creative, and it sounds like there's one for something like the weediest plot too. That kind of idea is interesting because it might hold people more accountable when they know that people are looking at what they're doing. Everett will look into doing something like that next year. This year it was just really casual and we asked people to bring something to share that was made with something from the garden. The garden is open through mid-October.

Everett gave an update on fall programs as well. Movie Nights start in October, and the volunteer groups we've had in the past have been emailed the sign up form. If the board has ideas of local youth organizations that might want to take over concessions for a night to let her know. Hopefully we get all of the dates filled again. New this fall is family day at Legacy Park on October 6. It will include fun fall things, and a lot of people go out there to take family photos so we'll have options for families to do that too. We haven't done anything like this one before, so we'll see how it goes.

6. Adjournment

Motion by Johnson, second by Wimmer to adjourn the August 28, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:27 p.m.

Dated at Isanti, Minnesota this 28th day of August, 2018.

Respectfully submitted,

Katie Everett

Katie Everett
Parks, Recreation, and Culture Manager

K.3.

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 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Name	Address	Phone No.
Sean Wilson		
Cherie Sullivan		

Type of Event: 50/50 Raffle Date of event: 10/28/2018

Use of Proceeds: Offset costs for Halloween Spooktacular Event

Location and address of event:

Isanti Indoor Arena 101 Isanti Pkwy NW Isanti MN 55040

Estimated value of prizes to be awarded: $1500.00

Name of applicant: Sean Wilson Applicant's phone number: _____

Signature of applicant: _____

Date: 14 Sep 2018

Approved by City Council _____ Resolution # _____

POS = 3 / 311

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K.4.

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 Pkwy NW Isanti MN 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Sean Wilson
Name _____ Address _____ Phone No. _____

Cherie Sullivan
Name _____ Address _____ Phone No. _____

Name _____ Address _____ Phone No. _____

Type of Event: 50/50 Raffle Date of event: 12/8/2018

Use of Proceeds: Offset costs for awards for Fire and Ice Series and event costs

Isanti Indoor Arena 101 Isanti Pkwy NW Isanti MN 55040
Location and address of event:

Estimated value of prizes to be awarded: $1500.00

Name of applicant: Sean Wilson Applicant's phone number: _____

Signature of applicant: _____

Date: 14 Sep 2018

Approved by City Council _____ Resolution # _____

POS = 3 / 311

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K.5.

RESOLUTION 2018-XXX

RESOLUTION APPOINTING ELECTION JUDGES FOR THE 2018 GENERAL ELECTION

WHEREAS, the General Election shall be held on November 6th, 2018, and

WHEREAS, the City of Isanti must appoint election judges for both precincts for the City of Isanti.

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

1. The following persons shall be appointed to serve as election judges and/or as alternates for the City of Isanti precinct at the General Election to be held on November 6th, 2018:

Erika Zdon (*Head Judge*)	Diana Meyer	Mike Betker
Leroy Johnson	Lorraine Torpy	Jaden Moore
Glenn Farrell	Bonnie Larson	Josi Wood
Marion Schulz	Margaret Engquist	Katie Brooks *(Head Judge)*
Jodi Anderson	Eva Carlberg	
Linda Marx	Don Lorsung	Chief Gene Hill
Elaine Fischer	Matt Lindholm	
Andrea Jemelka	Tabitha Peltier	

2. Election Judges (non-staff) shall be compensated for mileage to and from training, for election training, and for the hours served as an Election Judge on November 6, 2018.
3. The Head Judge (non-staff) shall be compensated at a rate of $12.00/hr and Election Judges (non-staff) shall be compensated at $10.00/hr.
4. City Staff is authorized to provide reasonably priced meals to election judges and to purchase any additional supplies needed in order to ensure elections run efficiently and effectively.
5. The Election Administrator is authorized to train and appoint election judges as necessary.

This Resolution is hereby approved by the Isanti City Council this 2nd day of October, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

K.6.

CITY OF ISANTI

RESOLUTION NO. 2018 –

ENTER INTO MNDOT AGREEMENT NO. 1031859

IT IS RESOLVED that the City of Isanti enter into MnDOT Agreement No. 1031859 with the State of Minnesota, Department of Transportation (MnDOT) for the following purposes:

To provide for payment by the State of Minnesota, Department of Transportation to the City of Isanti MnDOT's share of the costs of the TH 65 and Cajima Street RCUT construction and other associated construction to be performed upon, along and adjacent to Trunk Highway No. 65 from 1100' South of the Cajima Street intersection to 1100' North of the Cajima Street intersection within the corporate City limits under State Project No. 3003-49.

IT IS FURTHER RESOLVED that the Mayor and the Commissioner of Transportation are authorized to execute the Agreement and any amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Council of the City of Isanti at an authorized meeting held on the 2nd day of October, 2018, as shown by the minutes of the meeting in my possession.

_____
(Signature)

George A. Wimmer
(Type or Print Name)

Mayor
(Title)

Attest:

_____
Katie Brooks, Human Resources/City Clerk

K.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 (Guild)

Address of Organization: 207 Co Rd 23 Isanti Mn 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Kathleen MinKler
Name Address Phone No.

Debra Hermanson
Name Address Phone No.

Nancy Freitag
Name Address Phone No.

Type of Event: Raffle Date of event: Dec 2, 2018

Use of Proceeds: for Church + community Needs

Location and address of event:

St Elizabeth Ann Seton Church Hall

Estimated value of prizes to be awarded: $900

Name of applicant: Kathleen MinKler Applicant's phone numbe

Signature of applicant: Kathleen Minkler

Date: 9/25/18

Approved by City Council _____ Resolution # _____

POS = 3 / 311

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K.8.

RESOLUTION 2018-XXX

RESOLUTION OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO DANYETTE PHELPS

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the Personnel Committee approved to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, the Interviewing Panel selected Danyette Phelps as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded.

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 position to Danyette Phelps for the City of Isanti and that he shall be eligible to start in that position on or after October 3rd, 2018.
2. That Danyette Phelps shall start at Step 1 of the Wage Scale at $11.21 per hour.
3. That Danyette Phelps shall be on probationary status per the Personnel Policy in the position of the Part-Time Clerk position.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer as her start date is set for October 3rd, 2018.
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 2nd day of October, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI
PLANNING COMMISSION MINUTES
SEPTEMBER 18, 2018

L.1.

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 8:02 p.m.

B. Pledge of Allegiance.

The Pledge of Allegiance was recited.

C. Roll Call.

Members Present: George Wimmer, Steve Lundeen, Ross Lorinser, Paul Bergley, Joey Lemay, Arissa Simon.

Members Absent: Dan Collison.

Staff Present: Ryan Kernosky, Community Development Director

1D. Agenda Modifications.

Director Kernosky stated that there were no agenda modifications

2. Approval of the Agenda

Motion by Lundeen, seconded by Lorinser to adopted the agenda, approved unanimously.

3. Approval of the Minutes from the September 11, 2018 Special Planning Commission

Motion by Lorinser, seconded by Lundeen to approve the minutes from the September 11, 2018 Special Planning Commission meeting, approved unanimously.

4. Public Hearings

A. Request from First Fruits Land Development, LLC for Preliminary Plat Approval of "Sun Prairie Fourth Addition" for the property legally described as Outlot G, Sun Prairie First Addition, Isanti County, Isanti, Minnesota.

Director Kernosky presented his staff memorandum on the proposed Preliminary Plat.

Mayor Wimmer opened the public hearing at 8:03 p.m.

No one spoke at the public hearing.

Mayor Wimmer declared the public hearing closed at 8:03 p.m.

Motioned by Lundeen seconded by Bergley to recommend approval of the preliminary plat. Motion passed unanimously.

5. Discussion Items

None

6. Adjournment

Motion by Bergley, second by to Lundeen to adjourn the September 18, 2018 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 8:04 p.m.

Dated at Isanti, Minnesota this 25th day of September, 2018.

Respectfully submitted,

Ryan Kernosky
Community Development Director

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
September 25, 2018
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, Aaron Zdon, and Mayor Wimmer
Staff Present:	Katie Everett, Parks, Recreation, and Culture Manager
Others Present:	Jennifer Hawks, Lisa Johnson

D. Agenda Modifications.
Zdon asked if there were any agenda modifications; there were none. Motion by Witte, second by Johnson to approve the agenda for the September 25, 2018 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from August 28, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Johnson; second by Witte. Minutes were unanimously approved.

3. Fir Street Parcel Options

Everett explained that she put together ideas for the parks might look like that the board discussed previously. The cost estimates are meant as a general guideline for how things compare. The board had talked about doing exercise equipment that we could potentially do at the same time as Academy Park. This option includes circuit training equipment, and there are obstacle course types of options. The set of equipment shown was about $30,000, freight ends up costing almost as much as the equipment, and then installation as well. It is slightly cheaper than playground equipment, but there are still moving pieces. Depending on how many pieces of equipment chosen, there would be a lot of variability on how that might actually turn out. Everett included a couple of options for types of pavilions. The community garden has a mesh fabric for shade instead of a metal or shingled roof. Those are getting to be really popular; they look really nice and provide shade with some protection from rain. There are options to get really fancy with the exercise equipment – you could pave trails between them and that kind of thing.

Everett made a couple of options for a multiuse court because there are a couple of different ways people were doing that. The first one you just make a bigger slab and have separate courts, and in the second one you make a slab big enough for a basketball court and tennis court fits on top of it, then you would stripe them in different colors. In that option, Everett recommends putting a fence around the sport court to keep the balls in the play area. The other park options might not need a fence at all. There is space for a pavilion with those options as well, if we decided we wanted that.

Everett stated that the last option is the casual-use, sort of a gathering space type of park. Included in this option is a bocce court that could be super simple. We could have Public Works make something, there are lots of tutorials out there. You can also get expensive, specific to bocce, surfacing if you want it. The bag toss that is included would be concrete. When Everett was researching she found lots of cool concrete ping pong tables and things. On the ping pong tables, instead of a fabric net, they have a metal piece that is stamped out with shapes. All of those options have very different prices as well.

At the memo, Everett included some other things that could be considered for any of the options. We would probably plant trees at any of the options, but based on the use you might plant different types or more or less trees. There is irrigation at Rum River Meadows, so in some of these options with bigger open spaces, that might be really important to do. If we're going to put a big court on it, there's probably not really a reason to irrigate the grass around it. Park signs are also included as a reminder that there are always other miscellaneous costs that come up. Right now, these are kind of just informative. Everett asked the board for comments.

Witte asked if with Option C (bag toss and bocce ball) patrons would have to provide their own. Everett stated that she saw a couple of options for that; what we could potential do is get a set of bean bags and as soon as they're gone, we don't replace them. There was one example Everett saw that they posted a "bring your own bags" sign, so that could also be an option.

Zdon said that they're all really awesome, and he thinks C could be really cool. Maybe we add another element too, he doesn't know if it would be ping pong or what it is. Everett stated that the board had also talked about having open space for pick up football and things too. Zdon said agreed, and said that if was laid out right we could even stripe something like 10 yard lines for fun. He added that it's feasible that you could put a lock box out there with bags, but then you're dealing with having to give out a code. Garvey agreed that she liked Option C with the green space and the shade structure. Zdon added that he thinks we would definitely want irrigation with the green space. Everett asked if with that type of we would want some type of fence on the boundary. Garvey said she doesn't like the idea of fencing. More of a natural fencing with trees and bushes would be preferred.

Witte said that he is torn between B1 [large court] and C, just because of the request for pickleball. Everett stated that there are lot of places that are striping tennis courts with pickleball lines. If we determine at some point that we need to have pickleball, that could be a way to do that too. Zdon added that we could also convert Whisper Ridge, and that's not that far from there either. We'd have to advertise it as a new pickleball court. Garvey agreed that she would rather see it go there. She added that down the road, since it's in a higher residential area than our current courts, we could get complaints of the balls bouncing at any hour could be an issue too. Witte asked if this park would be lighted. Everett stated that she thinks there's an electrical box out there, so we could potentially get lights. We don't have lights at most of our parks; which also helps the neighbors not have more light, and hopefully keeps people out of the park when it's dark too.

Everett stated that we'll just hold on to these for the file. At the point that we are ready to move forward with something, we can take a look and see if anything new has come up and narrow the prices in as well.

4. Legacy Park Update

Everett informed the board about planned development around Legacy Park. The map in the memo shows the park boundary which is really all that the City owns, however many residents think that the whole area is part of the park. The City is working with a developer who is looking at starting to develop that open space. Everett stated that she and Public Services Director/Assistant City Administrator Wood have already gotten calls from people curious about what was going on when there were people out doing surveys. Legacy Park is protected and not effected by what is going on. If all of the plans are approved, we will start to see things happen back there soon. Zdon added that it's going to be a great neighborhood, especially along the park side. Everett asked the board members to direct people to City Hall if they have questions. Zdon asked if there is any timeline. Wimmer stated that they are planning to put the road in on Phase 1, and he just called a special meeting because they're now going to put the road in on the eastern edge to connect up to 3rd by the soccer fields. That meeting will be October 2nd. They're look at Phase 2 being up to the area where our parking lot will be, and doing that in the spring. Garvey asked if there are specific markers designating where that parking lot is. Everett said that we'd have to get it surveyed and there isn't anything up there now. Wimmer stated when the road gets paved up to that point, the parking lot will get paved and it will be a defined lot. Garvey asked if in the interim it would be helpful to have some type of markers to help guide people. Wimmer said that we'll be able to answer that in the spring. If they won't be up that far, then yes, we would want to have a defined route. If they follow their plan, it will be there. Everett stated that it might be worth noting that on the park maps we are currently directing people from the south side of the ponds into the park, but that really is just an access easement and is not meant to be a trail. Zdon asked if this is considered a new development or if it's part of an old one – will there be Park Dedication funds? Wimmer said that there will be as each phase is approved there will be a development agreement. Right now

we're putting together the master development agreement, and then it will be completed in phases. The 21 acres for Legacy Park was part of the original agreement. When that land went into foreclosure, we worked with the bank to get that land to the City. We also worked with the development agreement so there's a mix of R3, higher density, closer to the soccer fields and R1 in the development.

5. Parks Updates

Everett stated that Farmers' Market season is done on Friday. She is making dinner for the last day and will get their feedback about what they thought about the season and what they think for next year. Early comments that she's gotten are that they wondering how to get more of them in, because they want more vendors. Part of that discussion needs to be if there is demand for that. If we invite more people in, is everyone still successful. Growing responsibly is important too. For the most part, things are going really well. Vendor numbers are up since we moved. It seems like we have had pretty consistent customers, and weather is always a factor.

Family Day at Legacy Park is coming up on October 6th. The Ambassadors are going to come out that day to help too. There will be a scavenger hunt, a s'mores station, and some areas where families can take pictures as well. It is a drop in event, and open to the public. It's the first time we're doing it, so we're trying to get the word out.

Movies start on October 19th. We are still looking for volunteer groups.

Curious Creatures is starting to kick off. In August we had a big turnout at Mattson Park and many of them came back for September at River Bluff. The next one is October 9th, and that's the first one that we'll be able, hopefully, to run at Bluebird. That's one of those places where people just happen to be a lot, so more people might see it and catch on. Wimmer added that at the one in September, the parents said that somebody had come and told them to come to the next one. It's good to see people pulling each other in. Everett agreed that word of mouth is kind of our best tool.

Everett stated that the last item are the tentative dates for 2019. The rodeo is a week later next year, so that kind of shifts us back a little bit. These will get confirmed once we get the budget set.

6. Adjournment

Motion by Witte, second by Garvey to adjourn the September 25, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:23 p.m.

Dated at Isanti, Minnesota this 25th day of September, 2018.

Respectfully submitted,

Katie Everett

Katie Everett
Parks, Recreation, and Culture Manager

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, OCTOBER 16, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda
E. Proclamations/Commendations/Certificate Awards
Presentation of the Outstanding Conservationist Award (Tiffany Determan, Isanti Soil and Water Conservation District)

F. Approve City Council Minutes
1. October 2, 2018 – Regular Meeting of the City Council

G. Announcements

1. Parks, Recreation and Culture Board Meeting	Tuesday, October 23, 2018 at 6:00 p.m.
2. General Election Day	Tuesday, November 6, 2018 7:00 am – 8:00 pm
3. City Council Meeting	Wednesday, November 7, 2018 at 7:00 p.m.
4. EDA Meeting	Wednesday, November 7, 2018 *(Immediately following the City Council Meeting)*

H. Council Committee Reports

I. Public Hearings

J. Business Items
Community Development Director Ryan Kernosky
1. Resolution 2018-XXX Authorizing Submittal of 2018 Comprehensive Economic Development Strategy (CEDS) to East Central Regional Development Commission (ECRDC)
2. Resolution 2018-XXX Approval of Final Plat for Legacy Pines
3. Resolution 2018-XXX Accepting the Temporary Easement Limited Warranty Deed for Legacy Pines Subdivision

K. Approve Consent Agenda
1. Consider Accounts Payable in the amount of $386,684.85 and Payroll in the amount of $95,032.73
2. Final Meeting Minutes for the September 4, 2018 Economic Development Authority Meeting
3. Contractor Pay Request No.1 for Street and Utility Improvements in the Amount of $91,914.91
4. Resolution 2018-XXX MN APA Committee Membership Ryan Kernosky
5. Resolution 2018-XXX Administrative Data Clerk Job Title Change
6. Resolution 2018-XXX Appointing Election Judges for the 2018 General Election
7. Resolution 2018-XXX Offering City Assistance to North 65 Chamber of Commerce for Hanging and Removal of Wreaths for the Holiday Season

L. Other Communications
1. Draft Minutes of the October 2, 2018 Economic Development Authority Meeting

2. Draft Minutes of the October 2, 2018 Special Planning Commission Meeting
3. September Police Department Report
4. September Code Enforcement Report
5. September Building Inspector Report
6. October Engineering Report

Adjournment

E.

ISANTI SOIL AND WATER CONSERVATION DISTRICT
110 Buchanan Street North
Cambridge, MN 55008
Phone: (763) 689-3271
www.Isantiswcd.org

PRESS RELEASE

News for Immediate Release

Contact: Tiffany Determan, District Manager
Isanti Soil and Water Conservation District
763-689-3271 tiffany.determan@mn.nacdnet.net

City of Isanti Recognized for Outstanding Work in Conservation

Congratulations to the City of Isanti, recipients of the 2018 Isanti Soil and Water Conservation District's Outstanding Conservationist Award. The City will be recognized at the Outstanding Conservationist luncheon held in conjunction with the MN Association of Soil and Water Conservation Districts (MASWCD) 2018 Annual Convention on Tuesday December 4th. Each year the Isanti SWCD recognizes individuals and/or organizations for outstanding accomplishments in implementing conservation practices and improving Minnesota's natural resources.

"We're proud of The City of Isanti for what they've done for conserving the natural resources in Isanti County," said Wayne Calander, board chair of the Isanti Soil and Water Conservation District. "It's great to be able to recognize the work that they have done locally" Calander said.

The relationship between the SWCD and Isanti began in 2011 following the completion of a Stormwater Retrofit Study that identified locations to cost effectively improve treatment of stormwater from portions of the City that discharge to the Rum River. The results of the study led to a $120,000 Clean Water Fund grant to install the top-rated pollution reduction project—a Stormwater Outfall pond located on RR Ave. The City provided the $38,750 match for the project via their Stormwater Utility fee.

The initial partnership led to subsequent joint conservation projects including:

- Erosion control on the Rum River: Isanti has installed 300 linear feet of cedar tree revetments to control erosion on the Rum River in River Bluff Park;
- City-Wide Rain Garden Program: The City has developed a City-wide raingarden incentive program that includes FREE SWCD technical assistance to landowners; and
- Groundwater Conservation: The City has elected to take part in a groundwater use audit at both the City Hall and Community Center. This audit will identify current water usage and cost-effective ways to reduce the amount of water they are using.

Isanti SWCD thanks the City of Isanti for being leaders in conservation!

Pictured:
(left to right) George Wimmer, Mayor; Katie Everett, Parks, Recreation and Culture Manager; and Josi Wood, Public Services Director.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, OCTOBER 2, 2018 – 7:00 P.M.
CITY HALL

F.1.

I. Citizens Input
None.

II. Agenda

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: Community Development Director Ryan Kernosky, Assistant City Engineer Jason Cook, Human Resources/City Clerk Katie Brooks, City Administrator Don Lorsung, Police Chief Gene Hill, Public Services Director/ Assistant City Administrator Josi Wood and City Attorney Clark Joslin

Others Present: Isanti County Commissioner Mike Warring, George Heman, Elizabeth Anderson, Jeff Johnson, Lisa Johnson, Charlie Christopherson, Jason Bebeau, Joey LeMay, Jill Reller and Arissya Simon

D. Adopt Agenda
Motion by Lorinser, second by Collison to approve Agenda as presented. Motion carried.

E. Proclamations/Commendations/Certificate Awards
None

F. Approve City Council Minutes
1. September 18, 2018 – Regular Meeting of the City Council
   Motion by Lorinser, second by Bergley to approve minutes as presented. Motion carried.

G. Announcements

1. City Council Meeting	Tuesday, October 16, 2018 at 7:00 p.m.
2. Planning Commission Meeting	Tuesday, October 16, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*
3. Park, Recreation, and Culture Board Meeting	Tuesday, October 23, 2018 at 6:00 p.m.

H. Council Committee Reports
Councilor Collison stated that the Public Works Committee Meeting Discussed Storm Pond Maintenance with Public Works doing the task of brush removal to reduce the cost of contracted work. To have staff do this would include the cost of acquiring brush removal equipment. Assistant City Engineer Jason Cook added that a rebid can be completed without the brushing element to see how much it decreases the cost.

Councilor Paul Bergley reported on the recent Isanti Fire District Board meeting and that the Fire Chief expressed concerns regarding support by Fire District Members of the firefighters and organization. The Council discussed the concerns. Mayor Wimmer was very concerned as the City has expressed strong

support of the firefighters and District. Mayor Wimmer will follow up on this with the Fire Chief. Councilor Lorinser expressed sincere appreciation for recent incidents where the firefighters provided excellent response and service to the City.

I. Public Hearings

None.

J. Business Items

Community Development Director Ryan Kernosky

1. Resolution No. 2018-227 for Preliminary Plat Approval for Sun Prairie Fourth Addition

Community Development Director Ryan Kernosky explained that this is a preliminary plat for 9 lots that abut 9th Ave S and that this is the final development portion for Sun Prairie First Addition.

Motion by Lorinser, second by Bergley to approve the request. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $136,934.66 and Payroll in the amount of $93,505.18 and Third Quarter Payroll for Council, Boards and Commissions in the amount of $10,812.67
2. Approve Final Minutes for the August 28, 2018 Parks, Recreation and Culture Board Meeting
3. Resolution 2018-228 Approving Exempt Gambling Permit for Rum River BMX Halloween Spooktacular Event
4. Resolution 2018-229 Approving Exempt Gambling Permit for Rum River BMX Fire and Ice Series Event
5. Resolution 2018-230 Appointing Election Judges for the 2018 General Election
6. Resolution 2018-231 Enter into Agreement with MnDOT to Construct the TH 65 and Cajima Street Intersection Improvement Project
7. Resolution 2018-232 Approving Exempt Gambling Permit for St. Elizabeth Ann Seton Church Hall
8. Resolution 2018-233 Offering the Position of Part-time Liquor Store Clerk to Danyette Phelps

Motion by Lorinser, second by Bergley to approve Consent Agenda as presented. Motion carried.

L. Other Communications

1. Draft Minutes of the September 18, 2018 Planning Commission Meeting
2. Draft Minutes of the September 25, 2018 Meeting of the Park, Recreation and Culture Board

Adjournment

Motion to adjourn by Lorinser, second by Bergley. Motion carried. The meeting was adjourned at 7:07 p.m.

Respectfully Submitted,

Jaden Moore

Administrative Data Clerk

J.1.

A Community For Generations.
Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: October 16, 2018

SUBJECT: **COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) RESOLUTION TO EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION**

Background:
Please find the 2018 CEDS Survey Update completed by City Staff. Updates were made to the demographic information and narratives. The projects identified for the 2018 CEDS include:

1) Rail Served Industrial Park,
2) Downtown Redevelopment,
3) Mechanical Sewer Treatment Plant Upgrade
4) Implementation of Economic Development District No. 1.

The purpose of the CEDS Survey is to identify Economic Development priorities that could qualify for EDA funding and it also serves as an internal planning document. If there are additional projects that the EDA feels should be added, or order changed, Staff would welcome suggestions.

City of Isanti EDA Recommendation:
Motion to recommend to the City Council the submittal of attached 2018 CEDS document.

Attachments:
1) 2018 CEDS Document and cover letter

RESOLUTION 2018-___

AUTHORIZING SUBMITTAL OF 2018 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) Economic Development District No. 1 have been identified as economic development priorities by the City Council and Isanti EDA; and

WHEREAS, the deadline for submittal of the 2018 CEDS survey is October 23, 2018.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorize City staff to submit the 2018 CEDS survey attached hereto to the ECRDC.

This Resolution hereby approved by the Isanti City Council this 16th day of October 2018.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

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: Ryan Kernosky, Community Development Director

Email: rkernosky@cityofisanti.us

Website: www.cityofisanti.us

Person completing survey: Ryan Kernosky, Community Development Director

DRAFT

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 2017, there were no vacant buildings on historic Main Street, a statistic we are excited about. 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 Manager 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 5,786 according to State Demographer information from 2017 and recent housing permits pulled. Over the past 3 years the City has seen 229 single family housing permits pulled. The average age of City of Isanti residents is 31.5 years and the median household income is $64,592. 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 2016-63, 2017-91 and 2018-75 (as of end of September 2018) show this positive trend. Currently there are 87 platted single family residential lots and 105 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 24, 2018 there were 192 platted lots (87-SFR, 105 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:

Implementation of Economic Development District No. 1.

In 2017, the City of Isanti established Economic Development District No. 1 ("District") and adopted a redevelopment plan of the surrounding area as a result of the 60-unit Best Western Plus development. 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 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. The redevelopment of this area will build synergy with the existing historic downtown highlighted in Project two above.

The realignment of the roadways, establishment of the district, and the expected early 2019 completion of the hotel will have a major impact on the future development of this area. Multi-family and senior housing, restaurants, and other commercial enterprises have already been in contact with City officials to expand their businesses within this redevelopment area. As a result, this will bring in new jobs, provide for expanded restaurant options for residents and visitors, and create a higher quality of life for residents in the City of Isanti.

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		

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.

III. Population to Benefit:

Project No.	#1	#2	#3	#4
City	5,786	5,786[b]	5,786[b]	5,786[b]
County	39,582	39,582[b]	5,786[b]	39,582[b]
Region 7E	163,416[a]	39,582[b]	5,786[b]	39,582[b]

a: MN DEED Census 2017 Luke Greiner https://apps.deed.state.mn.us/lmi/rws/Results.aspx
b: Population – US Census July 2017, City of Isanti Population – 5,786, City of Cambridge – 8,803. US Census 2016 ACS 5-Year population estimates, township populations for Athens – 1,926; Bradford – 3,427; Braham – 1,860; Dalbo TWP – 889, Maple Ridge TWP – 700; Cambridge TWP – 2,521; Isanti TWP – 2,420; North Branch TWP – 1,748; Oxford – 978; Spencer Brook – 1,621; Springvale – 1,577; Stanford – 2,290 and Wyanett – 1629, Isanti County population 39,582

IV. Characteristics of Population to Benefit:

Project No.	#1	#2	#3	#4
Unemployment	2.8% [a]	2.8%[a]	2.8%[a]	2.8%[a]
Low/Mod Income (family)	3,727[c]	3,727[c]	3,727[c]	3,737[c]

Elderly (60 plus yrs)	7,751[d]	7,751[d]	7,751[d]	7,751[d]
Youth (0-24 yrs)	12,339[d]	12,339[d]	12,339[d]	12,339[d]
Entire Community	163,416[c]	39,582[b]	5,786[b]	39,582[b]
Other	____	____	____	

If other, please explain: _____

a: MN DEED Isanti County September 2018 https://mn.gov/deed/data/data-tools/laus/
b: Population – US Census July 2017, City of Isanti Population – 5,786, City of Cambridge – 8,803. US Census 2016 ACS 5-Year population estimates, township populations for Athens – 1,926; Bradford – 3,427; Braham – 1,860; Dalbo TWP – 889, Maple Ridge TWP – 700; Cambridge TWP – 2,521; Isanti TWP – 2,420; North Branch TWP – 1,748; Oxford – 978; Spencer Brook – 1,621; Springvale – 1,577; Stanford – 2,290 and Wyanett – 1629, Isanti County population 39,582
c: MN DEED 2016 Census Luke Greiner – 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

Redevelopment: Tax Abatement, City Financing

IX. Community Tools

Who are your community's go-to persons for economic development/business rapid response?

1) Community Development Director Ryan Kernosky
   Phone: 763.444.5512 Ext. 115, rkernosky@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 - $114,217 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 $2.79 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.

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 16, 2018

SUBJECT: **REQUEST FROM ODYSSEY HOMES, INC FOR APPROVAL OF A FINAL PLAT OF LEGACY PINES SUBDIVISION FOR THE LAND LEGALLY DESCRIBED AS OUTLOT B, VILLAGES ON THE RUM THIRD ADDITION 2ND REPLAT PARK ADDITION, ISANTI COUNTY, ISANTI, MINNESOTA**

Background

Odyssey Homes, Inc (applicant) has submitted a completed application and paid applicable fees for a final plat known as "Legacy Pines" for the property legally described as Outlot B of Villages on the Rum Third Addition, 2nd Replat Park Addition. In June 2003, the City entered into a Development Agreement with the previous developer, Ferraro and Iverson, LLC. This original development agreement included the original Planned Unit Development (PUD) for the Villages on the Rum Development. During the 2008 economic recession, the original developer lost the property and until recently, it was owned by Premier Bank.

Premier Bank requested an amended to the PUD, which was approved in 2010 via Resolution No. 2010-111. The 2010 amendment included several items, some of which dedicated Legacy Park to the City along with a lot for a future park entrance/parking area, specific home and garage sizes to be constructed, and a required tree preservation plan. Due to various economic challenges following the economic recession of 2008, Premier Bank never acted upon the approved amendment.

In June of 2018, Premier Bank sold the property to Odyssey Homes, Inc for the future development of the property. The aforementioned development agreements and PUD requirements remain with the property.

Request

The applicant has submitted a final plat for a phased approach development. Phase I includes extending Bellaire Blvd NW to service a proposed 23 additional lots and extending Moline Loop NW to service a proposed 26 lots. Once complete, the development may include 177 lots.

Changes from Preliminary Plat Approval
At the request of the City Planning Commission and the City Council, the applicant has extended Moline Loop NW to connect to Third Ave NW. This will include 5 additional lots that will be brought in during phase one. Bellaire Blvd NW is consistent with the Preliminary Plat.

Staff Comments
General Comments – The proposed phase I of the subdivision is consistent with the overall design of the development, and the 2010 PUD Amendment.

City staff has requested that water is looped from Bellaire Blvd NW to Whiskey Rd NW as part of phase one. The developer has also provided access and utility easements for access to the future legacy park parking lot and temporary cul-de-sac easements.

Staff is pleased that the developer was able to work the extension to Third Ave NW with Moline Loop NW in phase one.

Comprehensive Plan – This proposal is consistent with the City's 2008 Comprehensive Plan Future Land-Use Map, which identifies this parcel as low and medium density residential for future development.

Public Comments – Staff has received written comment from a few citizens, those providing comment stated that they were saddened to see the open space become developed, and hoped that the existing ponds (storm water retention ponds) would be retained. A few members of the public spoke during the preliminary plat public hearing on September 11, 2018, and cited concerns about why the extension of Moline Loop NW did not connect to Third Ave NW, a concern that the developer has addressed.

Certificate of Taxes Paid - As of October 11, 2018, half of the property taxes have been paid. Per City Code and County policy, the applicant will need to pay the remaining balance by the time the final plat is recorded.

Deadline for City Council Action – The City of Isanti received a complete application for this request on August 21, 2018. Per State Statute, the City Council must act upon this by December 20, 2018.

City Engineers Recommendation
City Engineer Brad DeWolf and Jason Cook reviewed the document, their recommendations are outlined in Exhibit A, attached to this document.

Staff Recommendation
I am recommending approval of the preliminary plat with the following conditions:

1. The developer must enter into a Development Agreement with the City of Isanti, which will outline the general terms for the remainder of the development. Subsequent developments will require additional Development Agreements as the property is built out.

Development fees will be charged to the developer at the time of each development agreement and based upon the City Fee Schedule.

2. The developer shall be responsible for any and all permits and approvals that may be necessary from other applicable governmental agencies. These permits and approvals shall be submitted to the City of Isanti and/or other governmental jurisdictions that may require said permits prior to development.

3. The developer shall provide utility and access easements to the public for access to the park facilities and for the extension of sewer and/or water.

4. Any and all costs associated with the recording and processing of each subsequent Final Plat for additional phases shall be assumed by the developer.

5. The home sizes shall be consistent with Resolution No. 2010-111, amending the original PUD.

6. The setback requirements are as follows:

Front yard setback:	Thirty (30) feet; however, when adjoining principal buildings existing at the time of construction on a vacant lot, the required front yard setback for the new structure shall not be greater than the average front yard setbacks of the building on either side of the vacant lot.
Side yard setback:	Ten (10) feet
Street side yard setback:	Twenty (20) feet
Rear yard setback:	Thirty (30) feet

7. A tree preservation plan shall be prepared by the developer and submitted to the City of Isanti for those portions of the development site that have significant tree stands. Such plans shall show the locations of homes and grading for these lots, so as to protect as many of these trees as possible.

8. Installation of a temporary bituminous cul-de-sac at the end of Phase I roads, built to meet City Standards.

9. Dedication of a temporary cul-de-sac easement to the City of Isanti.

10. Dedication, if required, of utility and access easements are granted to the City of Isanti.

11. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances.

12. Address items of importance identified in the Memorandum from City Engineers Brad DeWolf and Jason Cook dated September 27,2018 to CD Director Ryan Kernosky.

13. The applicant provides an escrow of $36,600.00 for stabilization costs associated with the grading permit, to be paid back when the development agreement for Legacy Pines is signed.

Options & Proposed Motion Language

1. Recommend Approval with No Conditions: Motion to recommend approval of the request from Odyssey Homes, Inc, for Final Plat Approval of Legacy Pines, Outlot B, Villages on the Rum Third Addition 2nd Replat Park Addition, Isanti County, Isanti, Minnesota.
2. Recommend Approval with Conditions: Motion to recommend approval of the request from Odyssey Homes, Inc, for Final Plat Approval of Legacy Pines, Outlot B, Villages on the Rum Third Addition 2nd Replat Park Addition, Isanti County, Isanti, Minnesota. with the following conditions……
3. Recommend Denial: Motion to recommend denial of the request from Odyssey Homes, Inc, for Final Plat Approval of Legacy Pines, Outlot B, Villages on the Rum Third Addition 2nd Replat Park Addition, Isanti County, Isanti, Minnesota. for the following reasons……
4. Table: Motion to table the request from Odyssey Homes, Inc, for Final Plat Approval of Legacy Pines, Outlot B, Villages on the Rum Third Addition 2nd Replat Park Addition, Isanti County, Isanti, Minnesota. (a specific reason and information request should be included in the motion to table).

Attachments

- Exhibit A – Engineers Report dated September 27, 2018
- Resolution No. 2018-XXX
- Findings of Fact & Conclusion
- Final for Legacy Pines

RESOLUTION NO. 2018-XXX

A RESOLUTION APPROVING THE FINAL PLAT FOR LEGACY PINES

WHEREAS, Odyssey Homes, Inc, has applied for Final Plat approval for Legacy Pines, a 49-lot residential subdivision for the property legally described as Outlot B, Villages on the Rum Third Addition 2nd Replat Park Addition, Isanti County, Isanti, Minnesota; and,

WHEREAS, the City of Isanti Planning Commission held a public hearing and took testimony from members of the public on the proposed preliminary plat of Legacy Pines during a special Planning Commission meeting held on September 11, 2018; and,

WHEREAS, the City of Isanti City Council has approved the Preliminary Plat of Legacy Pines through Resolution No. 2018-215 with conditions; and,

WHEREAS, conditions of the Preliminary Plat Resolution for Legacy Pines have been addressed by Odyssey Homes, Inc; and,

WHEREAS, the City of Isanti Planning Commission reviewed the Final Plat of Legacy Pines during the Special Meeting of the Planning Commission on October 2, 2018; and,

WHEREAS, the City of Isanti Planning Commission has recommended approval of the Final Plat of Legacy Pines based upon the Findings of Fact and Conclusion as presented; and,

WHEREAS, the City of Isanti City Council reviewed the Final Plat during the regularly scheduled meeting on October 16, 2018.

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 Legacy Pines and **BE IT FURTHER RESOLVED** that the requested Final Plat of Legacy Pines be approved with the following conditions:

1. The developer must enter into a Development Agreement with the City of Isanti, which will outline the general terms for the remainder of the development. Subsequent developments will require additional Development Agreements as the property is built out. Development fees will be charged to the developer at the time of each development agreement and based upon the City Fee Schedule.
2. The developer shall be responsible for any and all permits and approvals that may be necessary from other applicable governmental agencies. These permits and approvals shall be submitted to the City of Isanti and/or other governmental jurisdictions that mayrequire said permits prior to development.
3. The developer shall provide utility and access easements to the public for access to the park facilities and for the extension of sewer and/or water.
4. Any and all costs associated with the recording and processing of each subsequent Final Plat for additional phases shall be assumed by the developer.

5. The home sizes shall be consistent with Resolution No. 2010-111, amending the original PUD.
6. The setback requirements are as follows:

Front yard setback:	Thirty (30) feet; however, when adjoining principal buildings existing at the time of construction on a vacant lot, the required front yard setback for the new structure shall not be greater than the average front yard setbacks of the building on either side of the vacant lot.
Side yard setback:	Ten (10) feet
Street side yard setback:	Twenty (20) feet
Rear yard setback:	Thirty (30) feet

7. A tree preservation plan shall be prepared by the developer and submitted to the City of Isanti for those portions of the development site that have significant tree stands. Such plans shall show the locations of homes and grading for these lots, so as to protect as many of these trees as possible.
8. Installation of a temporary bituminous cul-de-sac at the end of Phase I roads, built to meet City Standards.
9. Dedication of a temporary cul-de-sac easement to the City of Isanti.
10. Dedication, if required, of utility and access easements are granted to the City of Isanti.
11. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances.
12. Address items of importance identified in the Memorandum from City Engineers Brad DeWolf and Jason Cook dated September 27,2018 to CD Director Ryan Kernosky.
13. The applicant shall immediately upon approval, furnish the City Administrator or his/her designee with three full size mylar transparencies of the Final Plat, two for the County and one for the City. Three additional 11"x17" mylar transparencies shall be given to the Community Development Director, City Clerk, and Isanti County.

IT IS FINALLY RESOLVED that the City Council of the City of Isanti hereby authorizes City staff to issue an early grading permit for the Final Plat with the following condition:

1. The applicant provides an escrow of $36,600.00 for stabilization costs associated with the grading permit, to be paid back when the development agreement for Legacy Pines is signed.

Adopted by the City of Isanti City Council on this 16th day of October, 2018.

ATTEST:

Mayor George A. Wimmer

Katie Brooks
City Clerk/Human Resources

FINDINGS OF FACT AND CONCLUSION

Request

Request from Odyssey Homes, Inc, for Final Plat Approval of Legacy Pines, legally described as Outlot B of Villages on the Rum Third Addition 2nd Replat Park Addition, Isanti County, Isanti, Minnesota.

Findings of Fact

1. The applicant, Odyssey Homes, Inc ('the applicant'), had made an application for Preliminary Plat Approval of Legacy Pines, Isanti County, Minnesota. Said Preliminary Plat was approved through City of Isanti City Council Resolution No. 2018-251.
2. The applicant has made an application for a Final Plat Approval of Legacy Pines, Isanti County, Minnesota.
3. The property is legally described as Outlot B of Villages on the Rum Third Addition 2nd Replat Park Addition, Isanti County, Isanti, Minnesota.
4. The Applicant is requesting Final Plat Approval in an effort to create 49 lots in the first phase of the development.
5. The property is zoned both "R-1" Single-Family Residential and "R-3A" Low Density Multi-Family Residential District.
6. The Applicant submitted an application for Final Plat Approval on September 25, 2018. It was deemed complete on September 25, 2018.
7. A public hearing of the Preliminary Plat took place before the Planning Commission on Tuesday, September 11, 2018 at 7:00 p.m.at City Hall within the Council Chambers.
8. The applicant has addressed or is in the process of addressing the conditions imposed by the City during the Preliminary Plat review.

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-1" Single-Family Residential and "R-3A" Low Density Multi-Family Residential District.
2. The platting is consistent with the 2003 Development Agreement and Planned Unit Development (PUD) for this property, and is consistent with the 2010 PUD Amendment
3. The platting of the property would appear to meet the Design Standards as required by Ordinance No. 536.

Decision

Planning Commission Recommendation:

The Planning Commission has considered this item during their Special Meeting scheduled on October 2, 2018. The meeting minutes, staff memo and exhibits will be made part of the Findings of Facts and Conclusions. Motioned by Lorinser, seconded by Collison to approve with staff conditions. Motion passed unanimously.

City Council:

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 27, 2018

To: Ryan Kernosky, Community Development Director

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Legacy Pines – Final Plat – Submittal Review
City of Isanti, MN
Project No.: R13.113062

We have reviewed the Final Plat and supporting documents entitled "Legacy Pines" received on September 25, 2018. The supporting documents have a signature date of 8/10/2018 and a revision date of 9/19/2018.

The preliminary plat includes the construction of 177 single family lots, extension of city streets and utilities and site and storm water pond grading. The Final Plat includes 49 parcels and 4 outlots. Temporary easements were also submitted for a temporary cul-de-sac and sewer and watermain construction in the outlots.

Also submitted were a stormwater management plan, a stormwater pollution prevention plan, the site development and phase 1 construction plans, as well as the construction specifications.

We have reviewed the submitted documents and have the following comments:

Final Plat, Preliminary Plat, and Easements:

1. No Comment

Stormwater Management Plan:

1. No Comment

Storm Water Pollution Prevention Plan:

1. No Comment

Wetland Delineation Report:

1. Pending LGU site review and approval prior to performing grading or utility work.

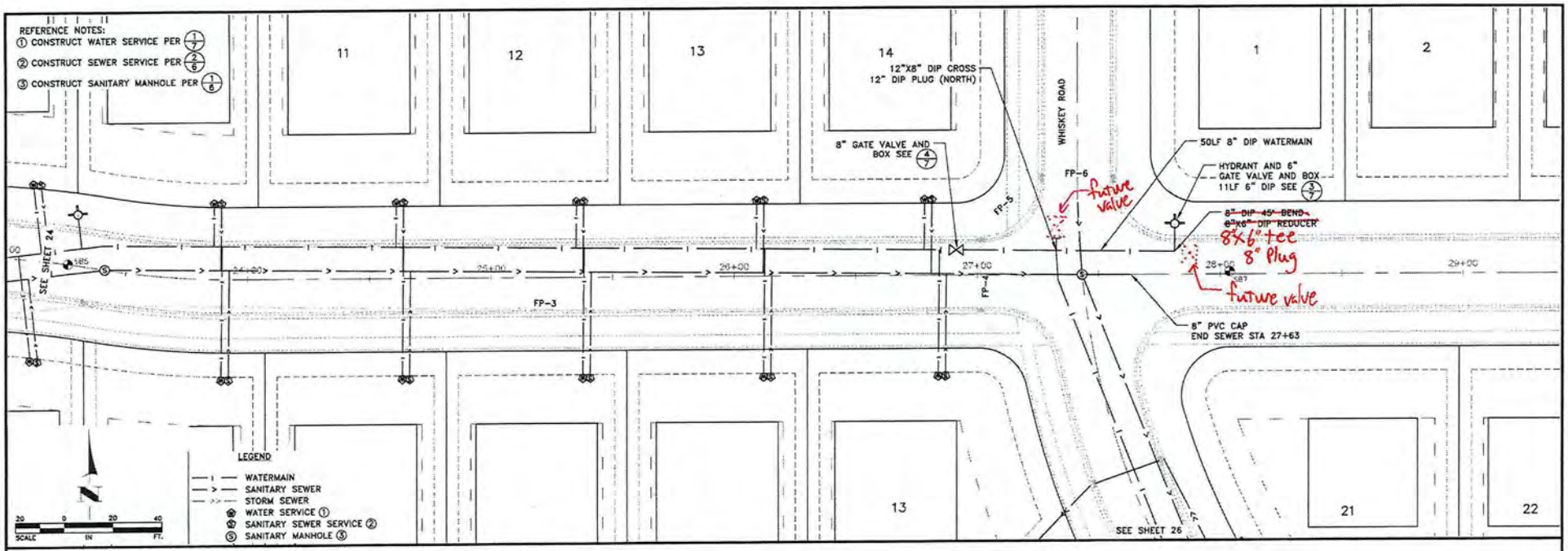
Site Development and Phase 1 Construction Plans:

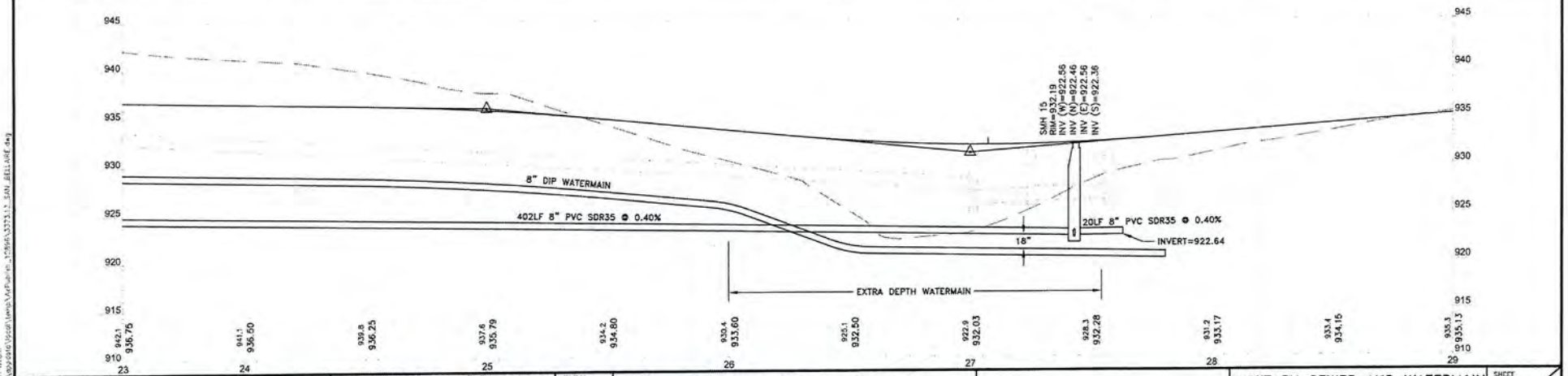
1. Revise valves and fittings as shown in the attached marked up plan sheets.

We recommend approval of the submitted documents once the above items are addressed.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.





DATE	REVISION
9/19/18	CITY COMMENTS
9/19/18	REVISE SHEET NUMBERS

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.

CRAIG J. DOCHUM, P.E. Lic. No. 23461

Date 8/10/18

DESIGNED BY: CJJ
DRAWN BY: MSS
CHECKED BY: TAE

Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520
www.hakanson-anderson.com

LEGACY PINES

SANITARY SEWER AND WATERMAIN

BELLAIRE BOULEVARD NW
CITY OF ISANTI, MINNESOTA

SHEET 25 OF 42 SHEETS

3373.12

Sep 25, 2019 - 11:17am
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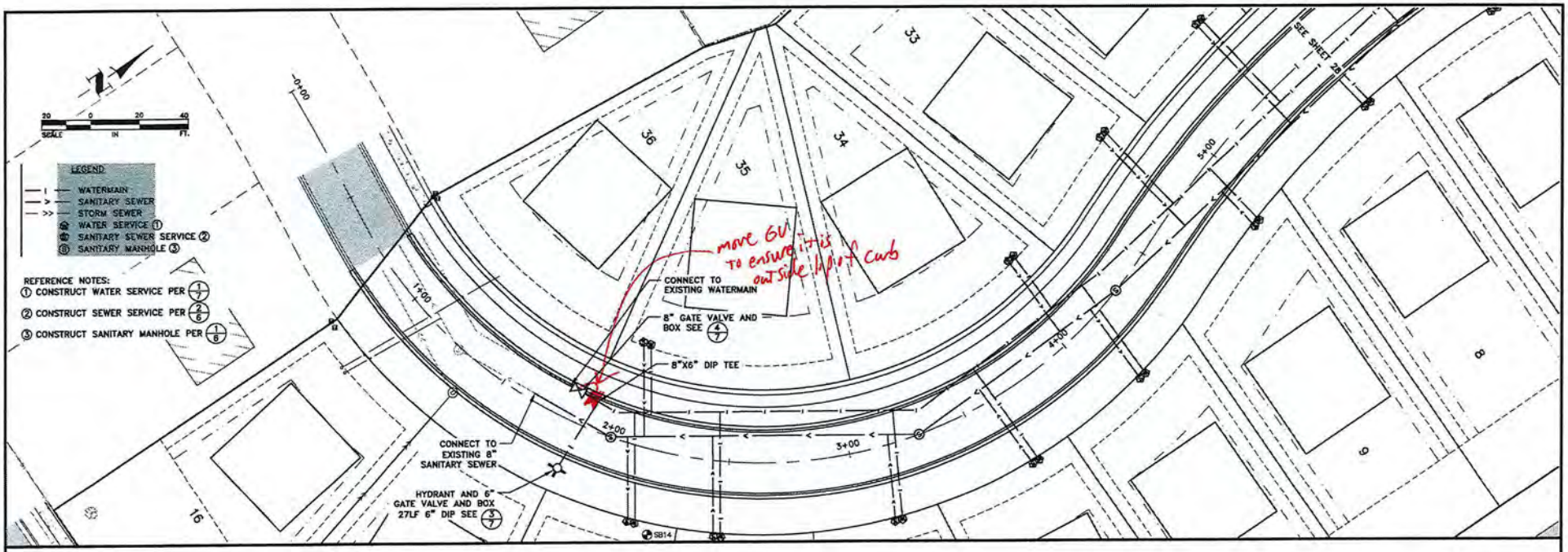

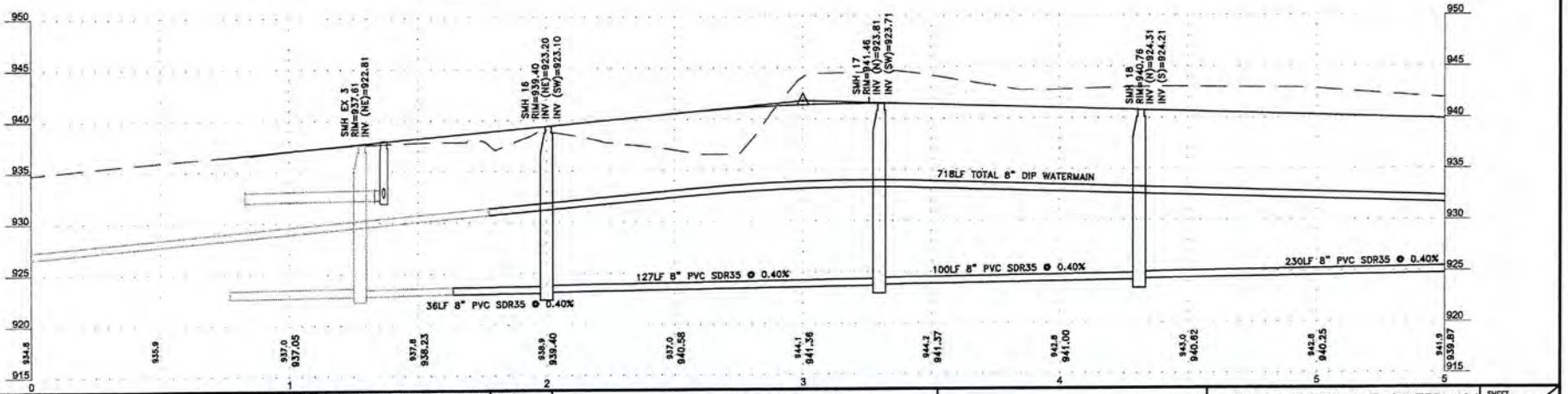

DATE	REVISION
9/10/18	CITY COMMENTS
8/13/18	MOVE SERVICES
8/19/16	REVISE SANITARY SEWER

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.

CRAIG J. DOCHUM, P.E.
Date 8/10/18 Lic. No. 23461

DESIGNED BY: CJJ
DRAWN BY: MSS
CHECKED BY: TAE

Hakanson Anderson
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LEGACY PINES

SANITARY SEWER AND WATERMAIN
MOLINE LOOP NW
CITY OF ISANTI, MINNESOTA

SHEET 27 OF 42 SHEETS

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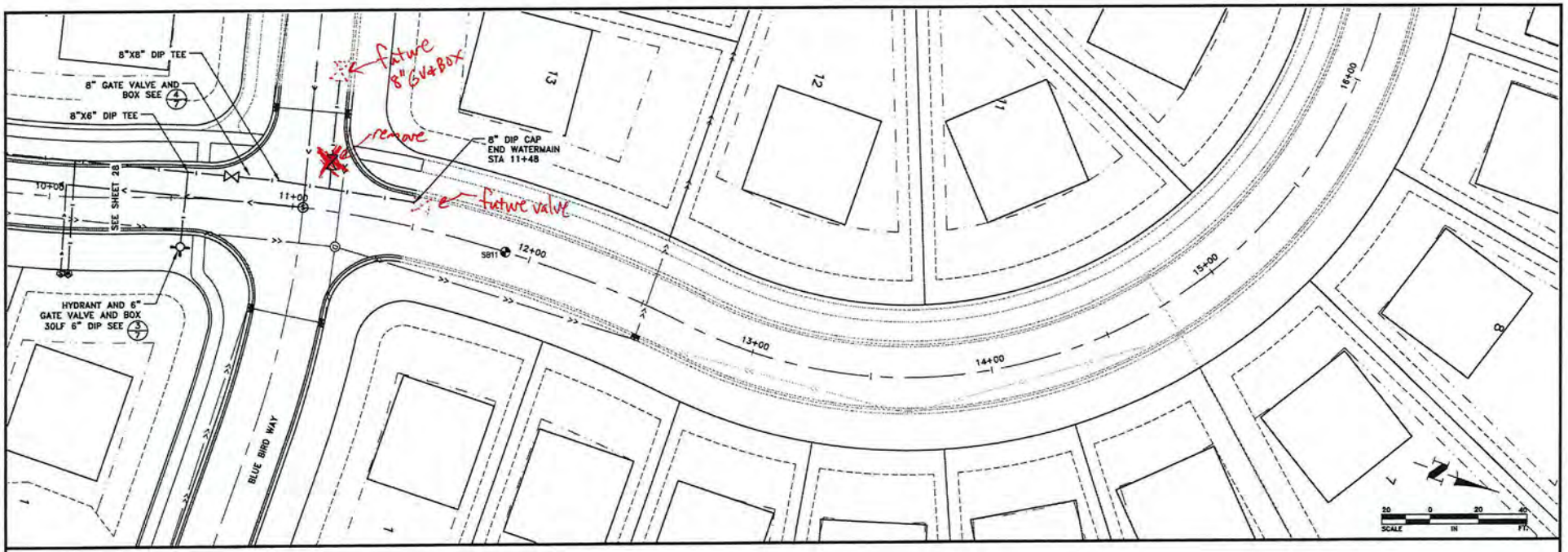

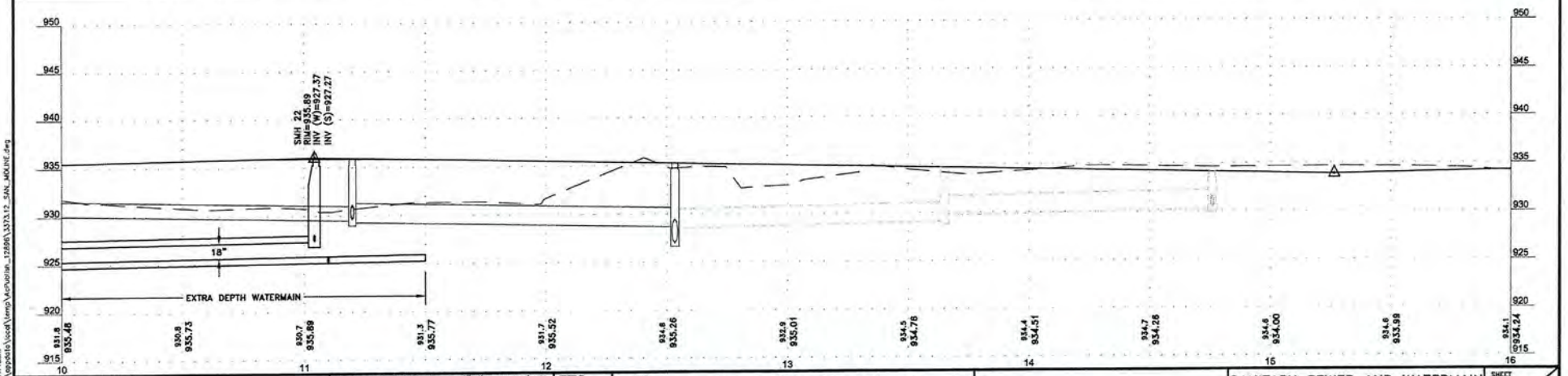

DATE	REVISION
9/10/18	CITY COMMENTS
9/19/18	ADD 3RD STREET CONNECTION

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.

CRAIG J. JOCHUM, P.E. Lic. No. 23461

Date 8/10/18

DESIGNED BY: CJJ
DRAWN BY: MSS
CHECKED BY: TAE

Hakanson Anderson
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LEGACY PINES

SANITARY SEWER AND WATERMAIN

MOLINE LOOP NW
CITY OF ISANTI, MINNESOTA

SHEET 29 OF 42 SHEETS

3373.12

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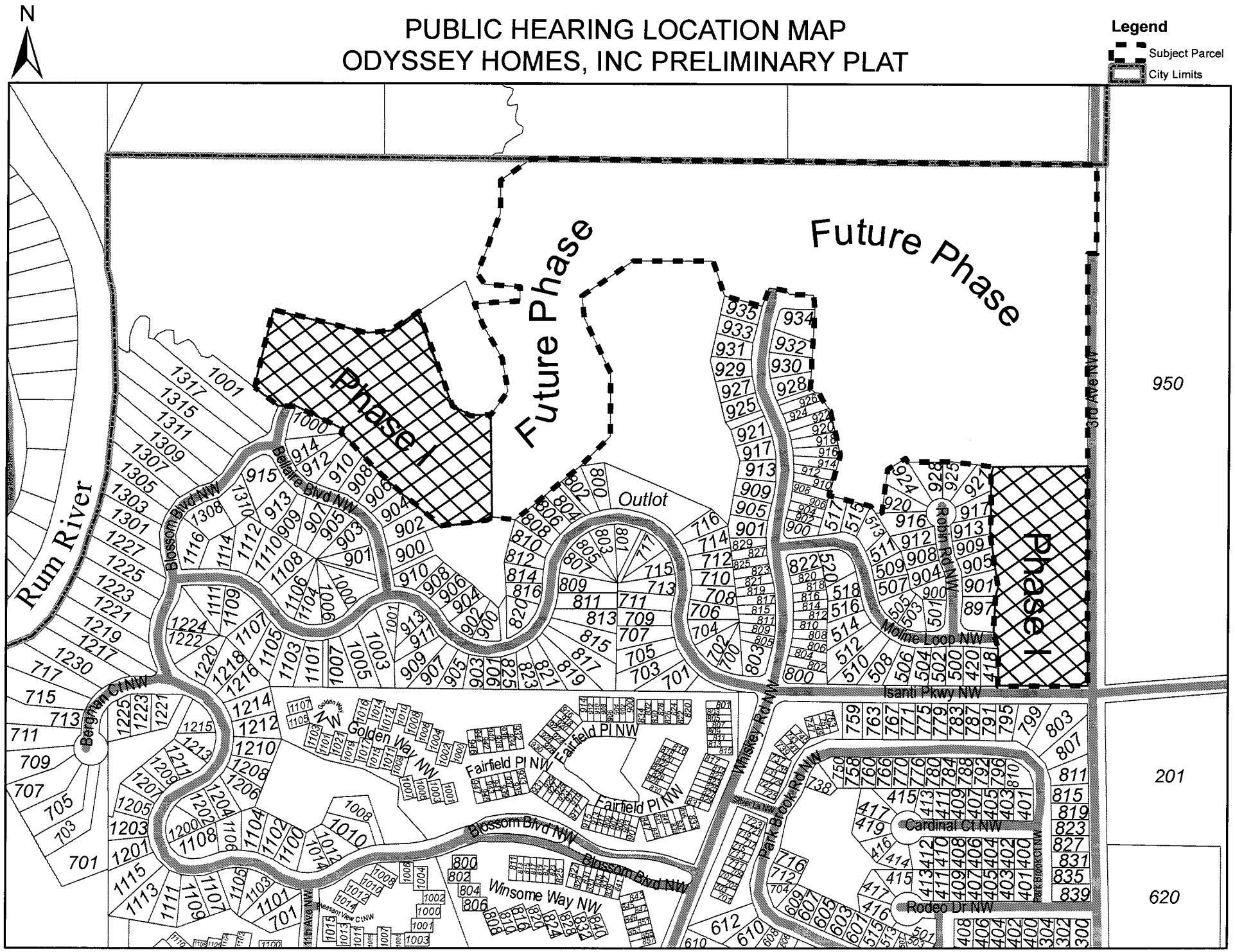
PUBLIC HEARING LOCATION MAP
ODYSSEY HOMES, INC PRELIMINARY PLAT



LEGACY PINES

SEC. 19, T. 35, R. 23
ISANTI COUNTY, MN

KNOW ALL PERSONS BY THESE PRESENTS: That Odyssey Homes, Inc., a Minnesota Corporation, mortgagor, and Alliant Finance, LLC, a Minnesota Limited Liability Company, mortgagee of the following described property situate in the County of Isanti, State of Minnesota, to wit:

Outlot B, VILLAGES ON THE RUM THIRD ADDITION 2ND REPLAT PARK ADDITION, Isanti County, Minnesota.

Have caused the same to be surveyed and platted as LEGACY PINES and do hereby dedicate to the public for the public use forever the public ways as shown on this plat, and also dedicate the easements as shown on this plat for drainage and utility purposes only.

In witness whereof said Odyssey Homes, Inc., a Minnesota Corporation, has caused these presents to be signed by its proper officer this ___ day of _____, 20___.

ODYSSEY HOMES, INC.

_____
Jason Bebeau, Chief Executive Officer

STATE OF _____

COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20___ by Jason Bebeau, Chief Executive Officer of Odyssey Homes, Inc., a Minnesota Corporation, on behalf of the corporation.

_____
Signature

_____
Print Name

Notary Public, _____ County, _____
My commission expires _____

Also in witness whereof said Alliant Finance, LLC, a Minnesota Limited Liability Company, has caused these presents to be signed by its proper officer this ___ day of _____, 20___.

ALLIANT FINANCE, LLC

_____
Robert Machacek, Chief Manager

STATE OF _____

COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20___ by Robert Machacek, Chief Manager of Alliant Finance, LLC, a Minnesota Limited Liability Company, on behalf of the company.

_____
Signature

_____
Print Name

Notary Public, _____ County, _____
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 this 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 Minnesota Statutes, Section 505.02, Subd. 1, or public highways to be designated other than as shown.

Dated this _____ day of _____, 20___.

_____
Charles R. Christopherson, Licensed Land Surveyor
Minnesota License No. 18420

STATE OF MINNESOTA
COUNTY OF ANOKA

This instrument was acknowledged before me this _____ day of _____, 20___ by Charles R. Christopherson.

_____
Signature

_____
Print Name

Notary Public, _____ County, _____
My commission expires _____

Approved by the Planning Commission of the City of Isanti, Minnesota on this _____ day of _____, 201___.

By _____ Attest _____
Chairperson Secretary

We hereby certify that on the _____ day of _____, 201___, the City Council of Isanti, Minnesota approved this plat and that conditions of Chapter 505.03 Subdivision 2, have been fulfilled.

By _____ By _____
Mayor City Administrator

I hereby certify that this plat has been checked and recommended for approval as to compliance with Chapter 505, Minnesota Statutes this _____ day of _____, 201___.

_____
Isanti County Surveyor, Minn. License No. 9260

Recommended for approval this _____ day of _____, 201___.

_____
Isanti City Engineer

Approved as to form and execution this _____ day of _____, 201___.

_____
Isanti City Attorney

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 _____, 201___.

_____
Isanti County Auditor/Treasurer

By _____, Deputy

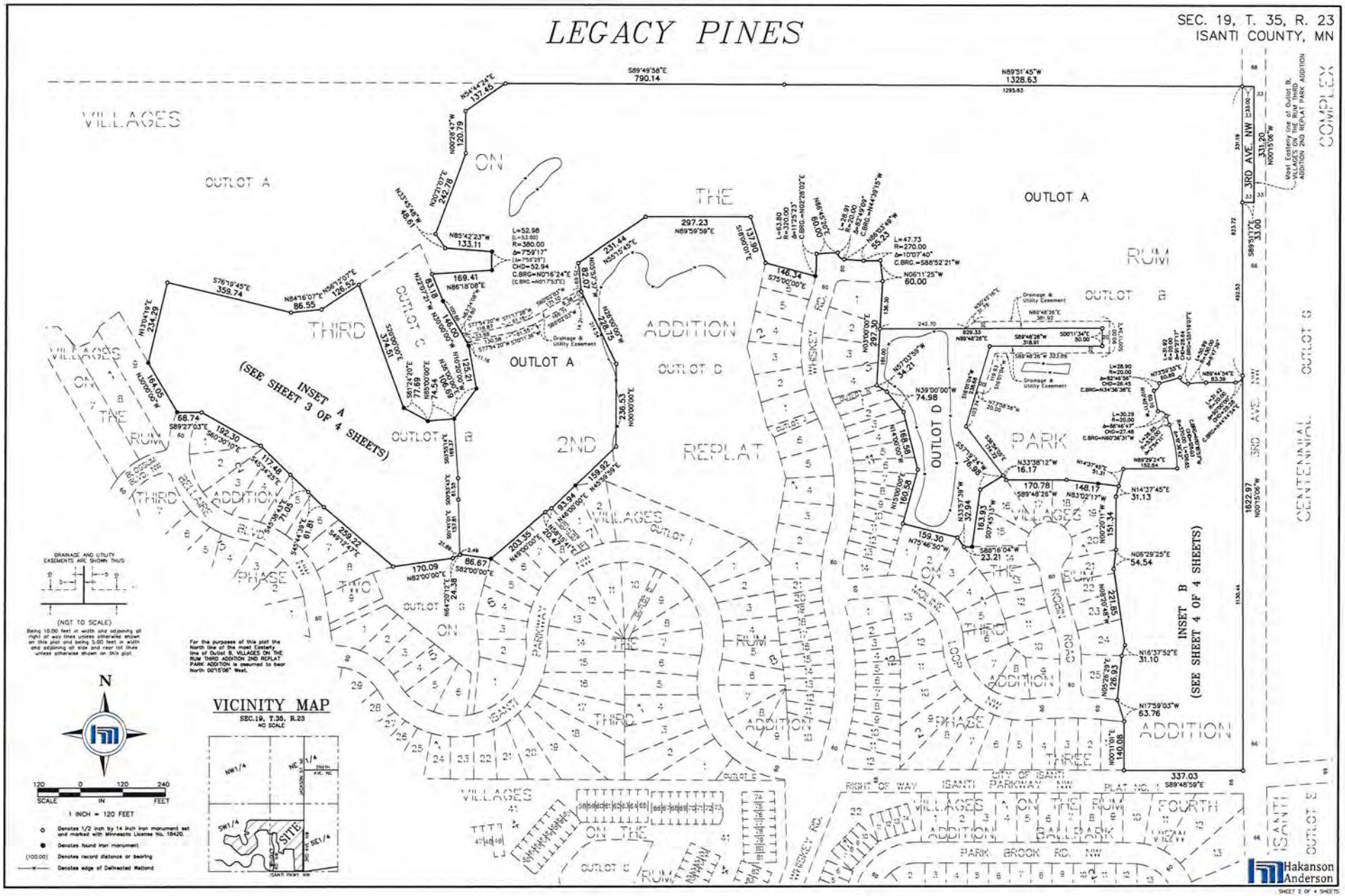
I hereby certify that this instrument was filed in the Office of the County Recorder for record on this _____ day of _____, 201___, at _____ o'clock _____.M. and was duly recorded in the Isanti County Records as Document No. _____.

_____
Isanti County Recorder

Hakanson Anderson

LEGACY PINES

SEC. 19, T. 35, R. 23
ISANTI COUNTY, MN


VILLAGES ON THE RUM THIRD ADDITION
OUTLOT A
OUTLOT B
OUTLOT C
OUTLOT D
INSET A (SEE SHEET 3 OF 4 SHEETS)
INSET B (SEE SHEET 4 OF 4 SHEETS)
VILLAGES ON THE RUM 2ND REPLAT
VILLAGES ON THE RUM FOURTH ADDITION
VILLAGES ON THE RUM FIFTH ADDITION
VILLAGES ON THE RUM SIXTH ADDITION
VILLAGES ON THE RUM SEVENTH ADDITION
VILLAGES ON THE RUM EIGHTH ADDITION
VILLAGES ON THE RUM NINTH ADDITION
VILLAGES ON THE RUM TENTH ADDITION
RUM RIVER PARK
RUM RIVER PARK 2ND REPLAT
WHISKEY RD. NW
3RD AVE. NW
CENTENNIAL BLVD.
ISANTI PARKWAY NW
PARK BROOK RD. NW
RIGHT OF WAY
PLAT NO. 1
CITY OF ISANTI
ISANTI COUNTY, MN
S89°49'58"E 790.14
N89°51'45"W 1328.63
1295.83
331.20
N00°15'06"W
1622.97
N00°15'06"W
337.03
S89°48'59"E
1130.44
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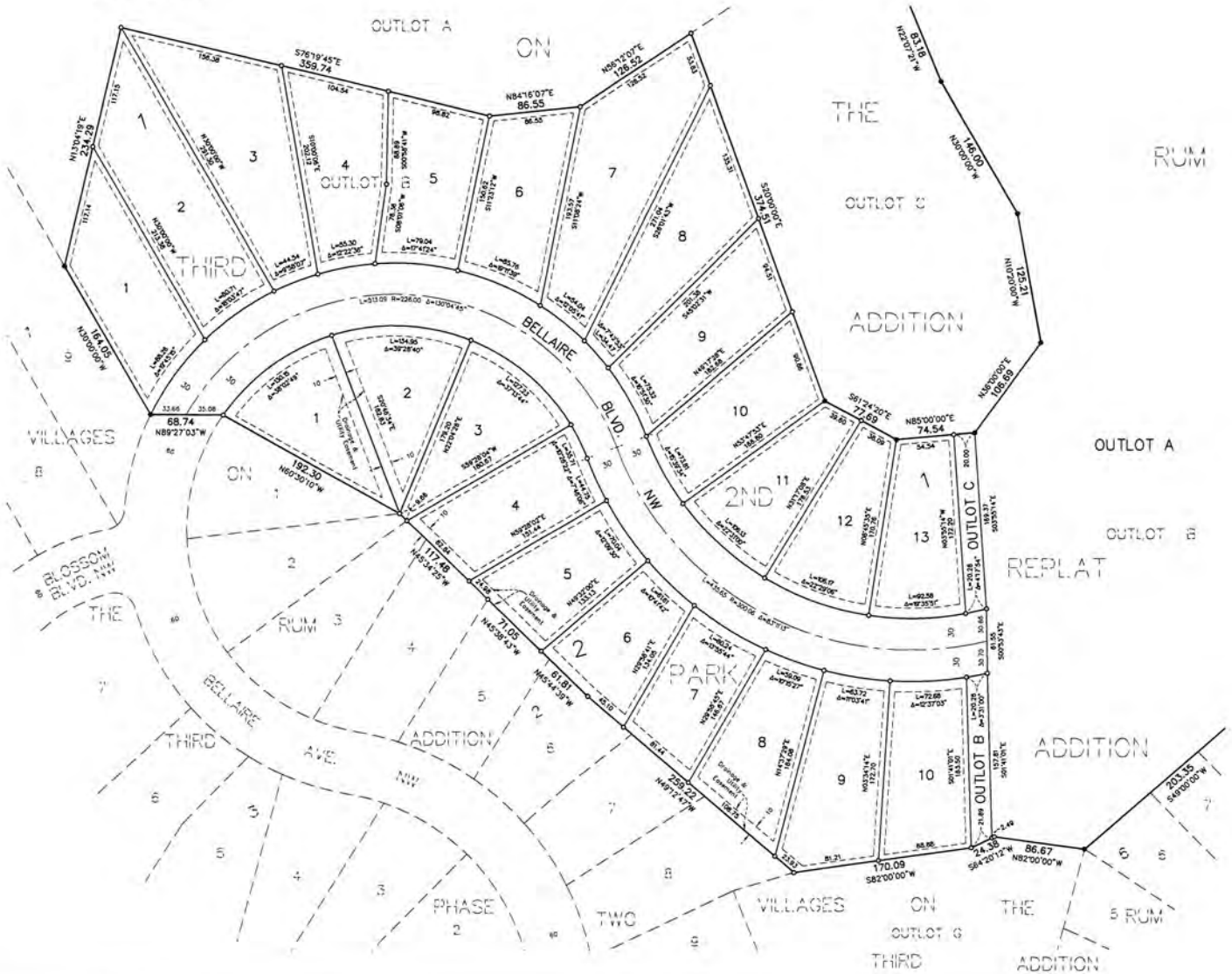
N20°21'07"E 242.78
N00°28'47"W 120.79
N64°44'24"E 137.45
L=52.98 (L=53.00) R=380.00 Δ=7°59'17" (Δ=7°56'29") CHD=52.94 C.BRG=N01°16'24"E (C.BRG.=N01°15'31"E)
169.41 N86°18'08"E
S70°10'31"E 131.90
N55°15'45"E 231.44
N29°00'00"W 228.15
N00°00'00"E 236.53
N45°39'59"E 159.92
N49°00'00"E 203.35
N46°00'00"E 91.94
N84°20'12"E 24.38
S57°34'20"W 118.82
S57°34'20"W 57.01'36"
S60°25'03"W 15.10
S60°25'03"W 14.21

LEGACY PINES

INSET A

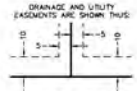
SEC. 19, T. 35, R. 23
ISANTI COUNTY, MN



VICINITY MAP

SEC.19, T.35, R.23
NO SCALE

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



(NOT TO SCALE)

Being 10.00 feet in width and adjoining all right of way lines unless otherwise shown on this plat and being 5.00 feet in width and adjoining all side and rear lot lines unless otherwise shown on this plat.

1 INCH = 50 FEET

- ○ Denotes 1/2 inch by 14 inch iron monument set and marked with Minnesota License No. 18420.
- ● Denotes found iron monument.
- (100.00) Denotes record distance or bearing

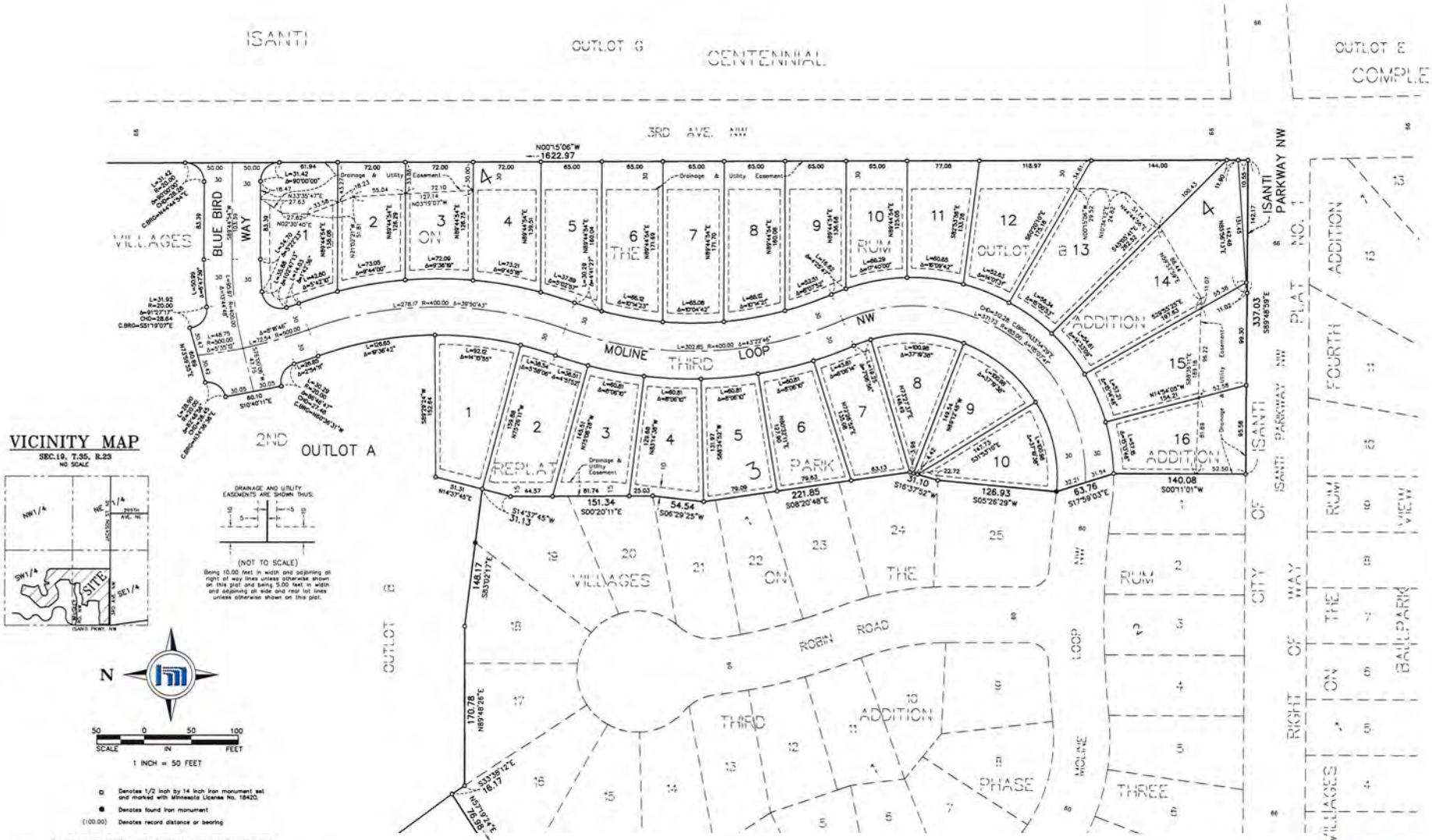
For the purposes of this plat the North line of the most Easterly line of Outlot B, VILLAGES ON THE RUM THIRD ADDITION 2ND REPLAT PARK ADDITION is assumed to bear North 00°15'06" West.

Hakanson Anderson

LEGACY PINES

INSET B

SEC. 19, T. 35, R. 23
ISANTI COUNTY, MN



VICINITY MAP

SEC.19, T.35, R.23
NO SCALE

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:

(NOT TO SCALE)

Being 10.00 feet in width and adjoining all right of way lines unless otherwise shown on this plat and being 5.00 feet in width and adjoining all side and rear lot lines unless otherwise shown on this plat.

N

SCALE IN FEET
50 0 50 100

1 INCH = 50 FEET

- ○ Denotes 1/2 inch by 14 inch iron monument set and marked with Minnesota License No. 18420.
- ● Denotes found iron monument
- (100.00) Denotes record distance or bearing

For the purposes of this plat the North line of the most Easterly line of Outlot B, VILLAGES ON THE RUM THIRD ADDITION 2ND REPLAT PARK ADDITION is assumed to bear North 00°15'06" West.

Hakanson Anderson

J.3.

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: October 16, 2018

SUBJECT: **RESOLUTION ACCEPTING THE TEMPORARY EASEMENT LIMITED WARRANTY DEED FOR LEGACY PINES SUBDIVISION**

Background
When Legacy Park was donated to the City, we were also granted a 10-foot wide temporary easement for ingress/egress that followed the proposed future right-of-way of Bellaire Blvd NW for access to Legacy Park. Because phase one of the Legacy Pines development will not extend up to the planned future entrance to the park, the City and the developer have agreed to allow for a 60-foot temporary ingress/egress easement. There are long-term plans to extend Bellaire Blvd NW to the planned future entrance, and as that extension occurs, this easement will terminate when and permanent easements or right-of-way is provided to the City.

The developer of this parcel, Odyssey Homes, Inc., has also agreed to extend sewer and water from Bellaire Blvd NW to connect to Whiskey Rd NW to loop the system. This extension will be within the temporary easement area described within this document.

Finally, the Bellaire Blvd NW extension will temporarily terminate past storm water Outlots B and C, and for public safety and public works turn arounds, a temporary cul-de-sac will be installed with a temporary cul-de-sac easement.

Request
Staff is requesting approval of the Limited Warranty Deed for Legacy Pines Subdivision.

Attachments:
- Resolution No. 2018-XXX
- Limited Warranty Deed

RESOLUTION NO. 2018-XXX

A RESOLUTION ACCEPTING THE TEMPORARY EASEMENT LIMITED WARRANTY DEED FOR THE LEGACY PINES SUBDIVISION

WHEREAS, Odyssey Homes, Inc. has received Final Plat approval of Legacy Pines, a 49-lot subdivision that will extend Bellaire Blvd NW and Moline Loop NW; and,

WHEREAS, the City of Isanti, through Resolution No. 2012-100 was granted a temporary 10-foot wide easement for access to Legacy Park; and,

WHEREAS, the City of Isanti seeks to retain, and the property owner is willing to provide, access to Legacy Park through a 60-foot wide ingress/egress easement that outlines a future Right-of-Way extension for Bellaire Blvd NW; and,

WHEREAS, as part of the Legacy Pines development, Odyssey Homes, Inc. will be extending City sewer and water from Bellaire Blvd NW and connecting to Whiskey Rd NW; and,

WHEREAS, as part of the Legacy Pines development, Odyssey Homes, Inc. will be providing a temporary cul-de-sac at the termination of Bellaire Blvd NW for public use; and,

WHEREAS, City staff has coordinated a Temporary Easement Limited Warranty Deed with Odyssey Homes, Inc.; and,

WHEREAS, said temporary easements are within, under, and over Outlot A, Legacy Pines, Isanti County, Minnesota.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Isanti, Minnesota hereby Approves and Accepts the Temporary Easement Limited Warranty Deed and authorizes City staff to record such document with the Isanti County Recorder's Office.

This Resolution was duly adopted by the City of Isanti City Council this 16th day of October, 2018.

_____
Mayor George Wimmer

ATTEST:

_____
Katie Brooks
City Clerk/Human Resources

TEMPORARY EASEMENT LIMITED WARRANTY DEED

DEED TAX DUE: Exempt pursuant to Minn.Stat. Sec. 287.22 (13)

DATE: _____, 20_____

FOR VALUABLE CONSIDERATION, Odyssey Homes, Inc., a Minnesota corporation, Grantor, hereby conveys and quitclaims to City of Isanti, a municipal corporation under the laws of the State of Minnesota, Grantee, real property in Isanti County, Minnesota, described as follows:

> A temporary non-exclusive easement for ingress, egress, street, drainage, utility and maintenance purposes, over, under, upon and across that part of Outlot A, Legacy Pines, as depicted and legally described in Exhibits A, B and C attached hereto and made a part hereof. Said easement is for the purpose of public access, utility placement and maintenance, temporary cul-de-sac placement and usage, and stormwater drainage purposes, all under the control and regulation of the City of Isanti, as well as for the purpose of providing the City of Isanti for the benefit of the public with ingress, egress, drainage and utility access to Outlot A, Villages on the Rum Third Addition, 2nd Replat Park Addition via said easement, and for use as deemed necessary and convenient by the City of Isanti for said purposes upon and within the easement areas described in said Exhibits A, B and C attached hereto and made a part hereof, within Outlot A, Legacy Pines, Isanti County, Minnesota

This temporary non-exclusive easement shall terminate when replaced by permanent easement(s), right(s)-of-way or dedication(s) providing equivalent or greater rights to the City of Isanti over, under and across Outlot A, Legacy Pines.

This Deed conveys after-acquired title. Grantor warrants that Grantor has not done or suffered anything to encumber the property. EXCEPT: subject to easements, restrictions and reservations now of record, if any.

Grantee acknowledges and agrees that Grantor, its successors and assigns shall not be obligated to mow or otherwise maintain any part of the 60-foot wide easement area described in Exhibit A during the duration of the easement herein granted, it being understood and agreed that any and all mowing or maintenance of said easement area during the period this easement is in effect shall be the responsibility of the City of Isanti.

SIGNATURES ON THE FOLLOWING PAGES

Odyssey Homes, Inc.
(A Minnesota Corporation)

By: _____
Jason Bebeau
Its: President

STATE OF MINNESOTA)
) ss
COUNTY OF _____)

The forgoing instrument was acknowledged before me on _____, 20____, by Jason Bebeau, the President of Odyssey Homes, Inc, a Minnesota Corporation, on behalf of said corporation.

_____
Notary Public

CONSENT TO GRANT OF EASEMENT

CCM Finance, LLC, a Minnesota limited liability company, as owner and holder of that certain mortgage dated June 22, 2018, filed June 25, 2018 as Document Number A476099, in the Office of the County Recorder within and for Isanti County, Minnesota, in the original principal amount of $800,000.00 encumbering the property which is subject to and burdened by the Easement rights herein granted by Odyssey Homes, Inc. to the City of Isanti, does hereby consent to the grant of said easement rights and does hereby acknowledge, represent and agree that the rights of CCM Finance, LLC, its successors and assigns pursuant to said mortgage and any modifications, extensions or renewals thereto are and shall be subject and subordinate to the easement rights herein granted to the City of Isanti.

CCM Finance, LLC

By: _____

Its: _____

STATE OF MINNESOTA)
) ss
COUNTY OF _____)

The forgoing instrument was acknowledged before me on _____, 20____, by _____, the _____ of CCM Finance, LLC, a Minnesota limited liability company, on behalf of said limited liability company.

_____
Notary Public

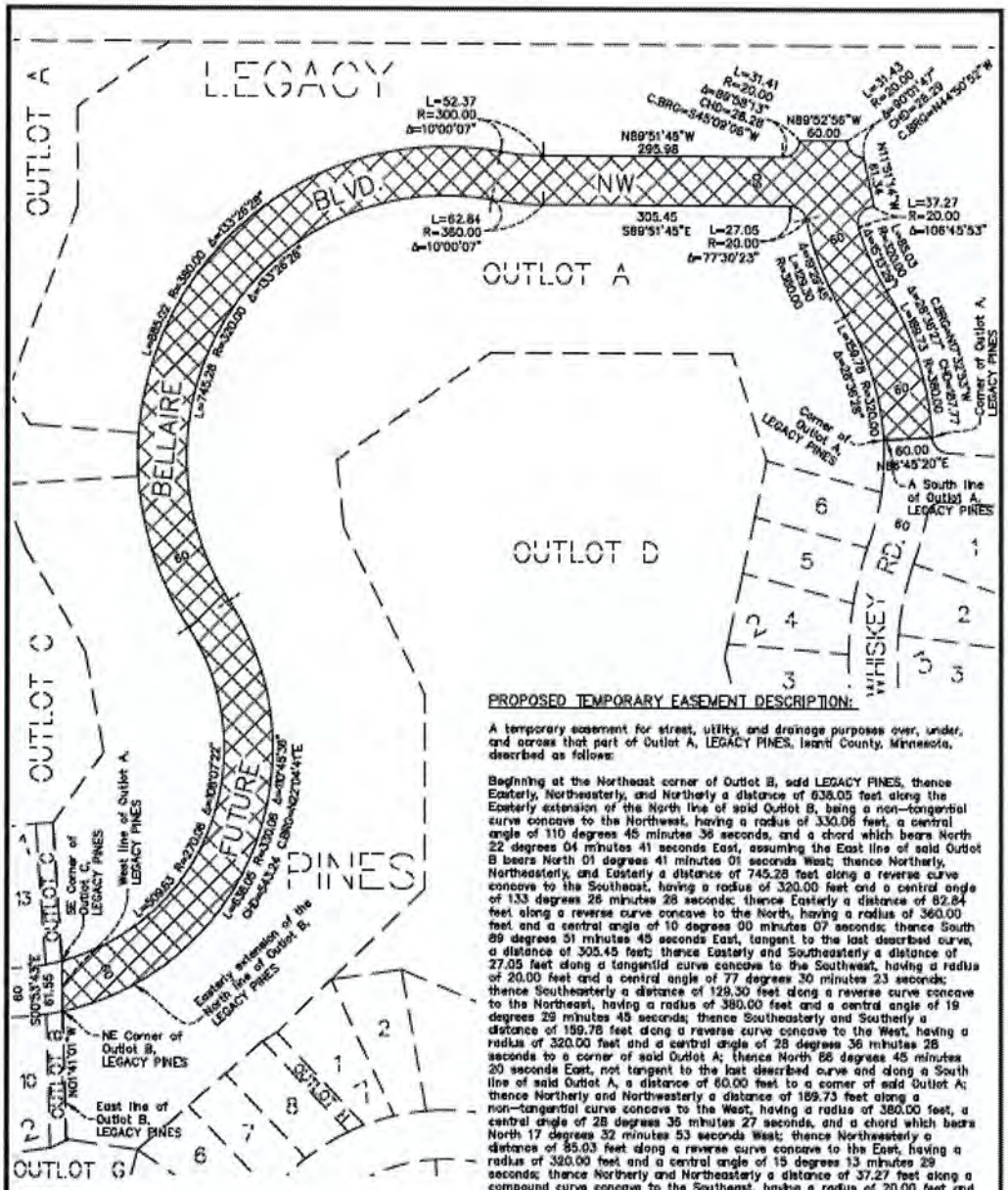
This Easement has been accepted and the terms thereof approved by the City of Isanti pursuant to Resolution No. _____ adopted and approved by the City Council of the City of Isanti on _____, 20____.

_____
City Clerk for the City of Isanti

EXHIBIT A

A temporary easement for street, utility, and drainage purposes over, under, and across that part of Outlot A, LEGACY PINES, Isanti County, Minnesota, described as follows:

Beginning at the Northeast corner of Outlot B, said LEGACY PINES; thence Easterly, Northeasterly, and Northerly a distance of 638.05 feet along the Easterly extension of the North line of said Outlot B, being a non-tangential curve concave to the Northwest, having a radius of 330.06 feet, a central angle of 110 degrees 45 minutes 36 seconds, and a chord which bears North 22 degrees 04 minutes 41 seconds East, assuming the East line of said Outlot B bears North 01 degrees 41 minutes 01 seconds West; thence Northerly, Northeasterly, and Easterly a distance of 745.28 feet along a reverse curve concave to the Southeast, having a radius of 320.00 feet and a central angle of 133 degrees 26 minutes 28 seconds; thence Easterly a distance of 62.84 feet along a reverse curve concave to the North, having a radius of 360.00 feet and a central angle of 10 degrees 00 minutes 07 seconds; thence South 89 degrees 51 minutes 45 seconds East, tangent to the last described curve, a distance of 305.45 feet; thence Easterly and Southeasterly a distance of 27.05 feet along a tangential curve concave to the Southwest, having a radius of 20.00 feet and a central angle of 77 degrees 30 minutes 23 seconds; thence Southeasterly a distance of 129.30 feet along a reverse curve concave to the Northeast, having a radius of 380.00 feet and a central angle of 19 degrees 29 minutes 45 seconds; thence Southeasterly and Southerly a distance of 159.78 feet along a reverse curve concave to the West, having a radius of 320.00 feet and a central angle of 28 degrees 36 minutes 28 seconds to a corner of said Outlot A; thence North 86 degrees 45 minutes 20 seconds East, not tangent to the last described curve and along a South line of said Outlot A, a distance of 60.00 feet to a corner of said Outlot A; thence Northerly and Northwesterly a distance of 189.73 feet along a non-tangential curve concave to the West, having a radius of 380.00 feet, a central angle of 28 degrees 36 minutes 27 seconds, and a chord which bears North 17 degrees 32 minutes 53 seconds West; thence Northwesterly a distance of 85.03 feet along a reverse curve concave to the East, having a radius of 320.00 feet and a central angle of 15 degrees 13 minutes 29 seconds; thence Northerly and Northeasterly a distance of 37.27 feet along a compound curve concave to the Southeast, having a radius of 20.00 feet and a central angle of 106 degrees 45 minutes 53 seconds; thence North 11 degrees 51 minutes 14 seconds West, not tangent to the last described curve, a distance of 61.34 feet; thence Westerly and Northwesterly a distance of 31.43 feet along a non-tangential curve concave to the Northeast, having a radius of 20.00 feet, a central angle of 90 degrees 01 minutes 47 seconds, and a chord which bears North 44 degrees 50 minutes 52 seconds West; thence North 89 degrees 52 minutes 56 seconds West, not tangent to the last described curve, a distance of 60.00 feet; thence Southwesterly and Westerly a distance of 31.41 feet along a non-tangential curve concave to the Northwest, having a radius of 20.00 feet, a central angle of 89 degrees 58 minute 13 seconds, and a chord which bears South 45 degrees 09 minutes 08 seconds West; thence North 89 degrees 51 minutes 45 seconds West, tangent to the last described curve, a distance of 295.98 feet; thence Westerly a distance of 52.37 feet along a tangential curve concave to the North, having a radius of 300.00 feet and a central angle of 10 degrees 00 minutes 07 seconds; thence Westerly, Southwesterly, and Southerly a distance of 885.02 feet along a reverse curve concave to the Southeast, having a radius of 380.00 feet and a central angle of 133 degrees 26 minutes 28 seconds; thence Southerly, Southwesterly, and Westerly a distance of 509.63 feet along a reverse curve concave to the Northwest, having a radius of 270.06 feet and a central angle of 108 degrees 07 minutes 22 seconds to the Southeast corner of Outlot C, said LEGACY PINES; thence South 00 degrees 53 minutes 43 seconds East, not tangent to the last described curve and along the West line of said Outlot A, a distance of 61.55 feet to the point of beginning.



PROPOSED TEMPORARY EASEMENT DESCRIPTION:

A temporary easement for street, utility, and drainage purposes over, under, and across that part of Outlot A, LEGACY PINES, Isanti County, Minnesota, described as follows:

Beginning at the Northeast corner of Outlot B, said LEGACY PINES; thence Easterly, Northeasterly, and Northerly a distance of 638.05 feet along the Easterly extension of the North line of said Outlot B, being a non-tangential curve concave to the Northwest, having a radius of 330.06 feet, a central angle of 110 degrees 45 minutes 36 seconds, and a chord which bears North 22 degrees 04 minutes 41 seconds East, assuming the East line of said Outlot B bears North 01 degrees 41 minutes 01 seconds West; thence Northerly, Northeasterly, and Easterly a distance of 745.28 feet along a reverse curve concave to the Southeast, having a radius of 320.00 feet and a central angle of 133 degrees 26 minutes 28 seconds; thence Easterly a distance of 82.84 feet along a reverse curve concave to the North, having a radius of 360.00 feet and a central angle of 10 degrees 00 minutes 07 seconds; thence South 89 degrees 51 minutes 45 seconds East, tangent to the last described curve, a distance of 305.45 feet; thence Easterly and Southeasterly a distance of 27.05 feet along a tangential curve concave to the Southwest, having a radius of 20.00 feet and a central angle of 77 degrees 30 minutes 23 seconds; thence Southeasterly a distance of 129.30 feet along a reverse curve concave to the Northeast, having a radius of 320.00 feet and a central angle of 19 degrees 29 minutes 45 seconds; thence Southeasterly and Southerly a distance of 159.78 feet along a reverse curve concave to the West, having a radius of 320.00 feet and a central angle of 28 degrees 36 minutes 28 seconds to a corner of said Outlot A; thence North 88 degrees 45 minutes 20 seconds East, not tangent to the last described curve and along a South line of said Outlot A, a distance of 60.00 feet to a corner of said Outlot A; thence Northerly and Northwesterly a distance of 189.73 feet along a non-tangential curve concave to the West, having a radius of 380.00 feet, a central angle of 28 degrees 36 minutes 27 seconds, and a chord which bears North 17 degrees 32 minutes 53 seconds West; thence Northeasterly a distance of 85.03 feet along a reverse curve concave to the East, having a radius of 320.00 feet and a central angle of 15 degrees 13 minutes 29 seconds; thence Northerly and Northeasterly a distance of 37.27 feet along a compound curve concave to the Southeast, having a radius of 20.00 feet and a central angle of 106 degrees 45 minutes 53 seconds; thence North 11 degrees 51 minutes 14 seconds West, not tangent to the last described curve, a distance of 61.34 feet; thence Westerly and Northwesterly a distance of 31.43 feet along a non-tangential curve concave to the Northeast, having a radius of 20.00 feet, a central angle of 90 degrees 01 minutes 47 seconds, and a chord which bears North 44 degrees 50 minutes 52 seconds West; thence North 89 degrees 52 minutes 56 seconds West, not tangent to the last described curve, a distance of 60.00 feet; thence Southwesterly and Westerly a distance of 31.41 feet along a non-tangential curve concave to the Northwest, having a radius of 20.00 feet, a central angle of 89 degrees 58 minute 13 seconds, and a chord which bears South 45 degrees 09 minutes 08 seconds West; thence North 89 degrees 51 minutes 45 seconds West, tangent to the last described curve, a distance of 295.98 feet; thence Westerly a distance of 52.37 feet along a tangential curve concave to the North, having a radius of 300.00 feet and a central angle of 10 degrees 00 minutes 07 seconds; thence Westerly, Southwesterly, and Southerly a distance of 885.02 feet along a reverse curve concave to the Southeast, having a radius of 380.00 feet and a central angle of 133 degrees 26 minutes 28 seconds; thence Southerly, Southwesterly, and Westerly a distance of 509.63 feet along a reverse curve concave to the Northwest, having a radius of 270.05 feet and a central angle of 108 degrees 07 minutes 22 seconds to the Southeast corner of Outlot C, said LEGACY PINES; thence South 00 degrees 53 minutes 43 seconds East, not tangent to the last described curve and along the West line of said Outlot A, a distance of 61.55 feet to the point of beginning.

NOTES:

1. The professional surveyor has made no investigation/independent search for encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.
2. As of the date of this exhibit, the final plat of LEGACY PINES has not been recorded. The final plat MUST by recorded prior to the recording of the proposed temporary easement.
3. Said temporary easement is to be terminated upon recordation of plat or plats dedicating in its entirety Bellaire Blvd. and Whiskey Rd.

Denotes Temporary Street, Utility, & Drainage Easement Area

Total Area of Proposed Temporary Street, Utility, & Drainge Easement = 130,710 Sq.Ft. or 3.001 Acres

N

SCALE: 1" = 100'

Date	Revision	DESIGNED BY: SMH DRAWN BY: SMH CHECKED BY: CHC

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 Licensed Land Surveyor under the laws of the State of Minnesota.

Charles R. Christopherson, MN License No. 19420 — 09/24/18 — Date

Hakanson Anderson
Civil Engineers and Land Surveyors
Isanti, MN 763-444-2000 Fax 763-444-2001

Easement Exhibit
for
ODYSSEY HOMES, INC.

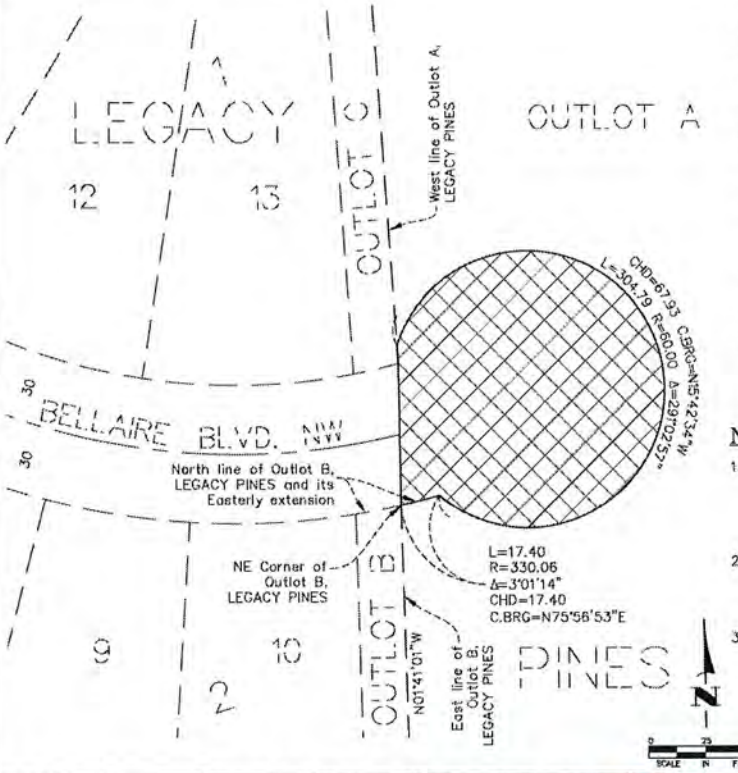
Date: 09/24/18 — File No. 3373.12

Sep 26, 2018 - 8:31am
R:\civil_surv\Land Desktop 2007\3373.12\dwg\3373.12 PERM PLAT.dwg

EXHIBIT B

A temporary easement for street, utility, and drainage purposes over, under, and across that part of Outlot A, LEGACY PINES, Isanti County, Minnesota, described as follows:

Beginning at the Northeast corner of Outlot B, said LEGACY PINES; thence Easterly a distance of 17.40 feet along the Easterly extension of the North line of said Outlot B, being a non-tangential curve concave to the Northwest, having a radius of 330.06 feet, a central angle of 03 degrees 01 minutes 14 seconds, and a chord which bears North 75 degrees 56 minutes 53 seconds East, assuming the East line of said Outlot B bears North 01 degrees 41 minutes 01 seconds West; thence Easterly, Northerly, and Westerly a distance of 304.79 feet along a non-tangential curve concave to the West, having a radius of 60.00 feet, a central angle of 291 degrees 02 minutes 57 seconds, and a chord which bears North 15 degrees 42 minutes 34 seconds West, to the intersection with the West line of said Outlot A; thence Southerly, along said West line of Outlot A, to the point of beginning.



PROPOSED TEMPORARY CUL-DE-SAC EASEMENT DESCRIPTION:

A temporary easement for street, utility, and drainage purposes over, under, and across that part of Outlot A, LEGACY PINES, Isanti County, Minnesota, described as follows:

Beginning at the Northeast corner of Outlot B, said LEGACY PINES, thence Easterly a distance of 17.40 feet along the Easterly extension of the North line of said Outlot B, being a non-tangential curve concave to the Northwest, having a radius of 330.06 feet, a central angle of 03 degrees 01 minutes 14 seconds, and a chord which bears North 75 degrees 56 minutes 53 seconds East, assuming the East line of said Outlot B bears North 01 degrees 41 minutes 01 seconds West; thence Easterly, Northerly, and Westerly a distance of 304.79 feet along a non-tangential curve concave to the West, having a radius of 60.00 feet, a central angle of 291 degrees 02 minutes 57 seconds, and a chord which bears North 15 degrees 42 minutes 34 seconds West, to the intersection with the West line of said Outlot A; thence Southerly, along said West line of Outlot A, to the point of beginning.

NOTES:

1. The professional surveyor has made no investigation/independent search for encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.
2. As of the date of this exhibit, the final plat of LEGACY PINES has not been recorded. The final plat MUST by recorded prior to the recording of the proposed temporary easement.
3. Said easement is intended to be terminated upon the completion of the extension of Bellaire Blvd. NW.

Denotes Temporary Cul-de-Sac Easement Area

Total Area of Proposed Temporary Cul-de-Sac Easement = 11,402 Sq.Ft. or 0.262 Acres

Date	Revision

DESIGNED BY SMM
DRAWN BY SMM
CHECKED BY CRC

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Professional Licensed Land Surveyor under the laws of the State of Minnesota.

Charles R. Christopherson, MN License No. 18420 — 09/24/18 Date

Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave. Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520

Easement Exhibit
for
ODYSSEY HOMES, INC.

DATE 09/24/18 FILE NO. 3373.12

Sep 24, 2018 – 9:05pm
K:\civil_surv\Land Desktop 2008\3373.12\dwg\3373.12 FINAL PLAT.dwg

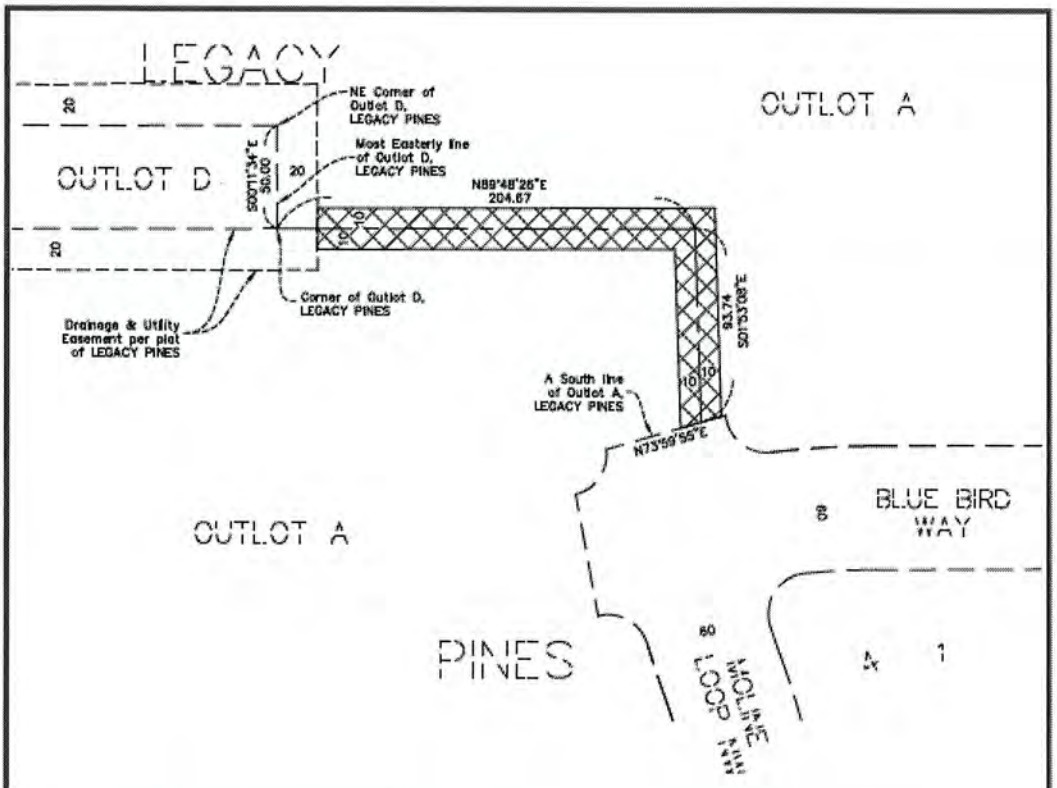
EXHIBIT C

A temporary easement for street, utility, and drainage purposes over, under, and across that part of Outlot A, LEGACY PINES, Isanti County, Minnesota, described as follows:

A 20.00 foot wide temporary easement for drainage and utility purposes over, under, and across that part of Outlot A, LEGACY PINES, Isanti County, Minnesota, the centerline of which is described as follows:

Commencing at the Northeast corner of Outlot D, said LEGACY PINES; thence South 00 degrees 11 minutes 34 seconds East, assumed bearing along the most Easterly line of said Outlot D, a distance of 50.00 feet to a corner of said Outlot D and the point of beginning of the centerline to be described; thence North 89 degrees 48 minutes 26 seconds East, a distance of 204.67 feet; thence South 01 degrees 53 minutes 08 seconds East, a distance of 93.74 feet to the intersection with a South line of said Outlot A and said centerline there terminating.

The sidelines of said 20.00 foot wide temporary easement are to be prolonged or shortened to terminate on a line drawn parallel with and distant 20.00 feet East of said most Easterly line of Outlot D and a line which bears North 73 degrees 59 minutes 55 seconds East and passes through said point of termination.



PROPOSED TEMPORARY EASEMENT DESCRIPTION:

A 20.00 foot wide temporary easement for drainage and utility purposes over, under, and across that part of Outlot A, LEGACY PINES, Isanti County, Minnesota, the centerline of which is described as follows:

Commencing at the Northeast corner of Outlot D, said LEGACY PINES; thence South 00 degrees 11 minutes 34 seconds East, assumed bearing along the most Easterly line of said Outlot D, a distance of 50.00 feet to a corner of said Outlot D and the point of beginning of the centerline to be described; thence North 89 degrees 48 minutes 26 seconds East, a distance of 204.67 feet; thence South 01 degrees 53 minutes 08 seconds East, a distance of 93.74 feet to the intersection with a South line of said Outlot A and said centerline there terminating.

The sidelines of said 20.00 foot wide temporary easement are to be prolonged or shortened to terminate on a line drawn parallel with and distant 20.00 feet East of said most Easterly line of Outlot D and a line which bears North 73 degrees 59 minutes 55 seconds East and passes through said point of termination.

NOTES:

1. The professional surveyor has made no investigation/independent search for encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.
2. As of the date of this exhibit, the final plat of LEGACY PINES has not been recorded. The final plat MUST by recorded prior to the recording of the proposed temporary easement.
3. Said temporary easement is to be terminated upon the extension of Wolfline Loop NW and the dedication of permanent drainage and utility easements.

N

0 20 40
SCALE IN FEET

Denotes Temporary Drainage & Utility Easement Area

Total Area of Proposed Temporary Drainage & Utility Easement = 5,588 Sq.Ft. or 0.128 Acres

Date	Revision

DESIGNED BY: BMH
DRAWN BY: BMH
CHECKED BY: CRC

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 Licensed Land Surveyor under the laws of the State of Minnesota.

Charles R. Christopherson, MN License No. 19426 — 08/24/18 Date

Hakanson Anderson
Civil Engineers and Land Surveyors
Isanti, Minnesota Phone: 763-444-7463 Fax: 763-444-7464

Easement Exhibit
for
ODYSSEY HOMES, INC.

Date: 08/24/18 Job No. 3373.12

Sep 05, 2018 – 11:34am
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City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 10/11/2018 - 10/11/2018 | Oct 11, 2018 11:18AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/18	10/11/2018	49751	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	1,545.00
10/18	10/11/2018	49752	692	ARC IRRIGATION	104-20200	411.47
10/18	10/11/2018	49753	598	ASPEN MILLS	101-20200	154.50
10/18	10/11/2018	49754	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	511.15
10/18	10/11/2018	49755	2335	BCBSM	101-20200	42.78
10/18	10/11/2018	49756	53	BELLBOY CORPORATION	609-20200	4,091.78
10/18	10/11/2018	49757	9	BERNICKS PEPSI-COLA	609-20200	843.05
10/18	10/11/2018	49758	2609	BETKER, MIKE	101-20200	345.63
10/18	10/11/2018	49759	2319	BREAKTHRU BEVERAGE	609-20200	3,891.46
10/18	10/11/2018	49760	2321	C EMERY NELSON INC	602-20200	384.10
10/18	10/11/2018	49761	1629	CITY OF ISANTI	226-20200	705.26
10/18	10/11/2018	49762	1736	COMM OF MMB, TREAS DIV	101-20200	1,980.00
10/18	10/11/2018	49763	120	CONNEXUS ENERGY	101-20200	17,201.52
10/18	10/11/2018	49764	120	CONNEXUS ENERGY	443-20200	3,857.00
10/18	10/11/2018	49765	918	CRYSTAL SPRINGS ICE	609-20200	232.87
10/18	10/11/2018	49766	8	DAHLHEIMER DISTRIBUTING CO	609-20200	21,988.70
10/18	10/11/2018	49767	1941	DELTA DENTAL	861-20200	2,522.90
10/18	10/11/2018	49768	2628	DUFF CONSULTING	101-20200	575.00
10/18	10/11/2018	49769	257	EARL F. ANDERSEN - DIV. OF SAFTEY SIGNS	101-20200	1,556.39
10/18	10/11/2018	49770	966	EAST CENTRAL SOLID	603-20200	2,663.75
10/18	10/11/2018	49771	55	ECM PUBLISHERS INC	101-20200	415.63
10/18	10/11/2018	49772	912	FASTENAL COMPANY	602-20200	34.91
10/18	10/11/2018	49773	385	FEDERATED CO-OPS INC	101-20200	1,450.93
10/18	10/11/2018	49774	2002	FERGUSON ENTERPRISES	601-20200	627.76
10/18	10/11/2018	49775	2189	FORSTER, SHAYNA	101-20200	197.04
10/18	10/11/2018	49776	2118	FRANSEN, LINDA	101-20200	870.00
10/18	10/11/2018	49777	2028	FURTHER	861-20200	34.53
10/18	10/11/2018	49778	134	GOPHER STATE ONE-CALL INC	601-20200	151.20
10/18	10/11/2018	49779	160	HAWKINS INC	601-20200	1,552.06
10/18	10/11/2018	49780	2110	INDIAN ISLAND WINERY	609-20200	378.72
10/18	10/11/2018	49781	1891	ISANTI AREA JOINT	101-20200	56,128.35
10/18	10/11/2018	49782	114	ISANTI COUNTY RECORDER	101-20200	46.00
10/18	10/11/2018	49783	114	ISANTI COUNTY RECORDER	101-20200	46.00
10/18	10/11/2018	49784	1563	ISANTI ELECTRIC INC	101-20200	2,737.63
10/18	10/11/2018	49785	270	ISANTI READY-MIX INC	101-20200	638.00
10/18	10/11/2018	49786	252	ISANTI REDBIRDS	104-20200	72.94
10/18	10/11/2018	49787	1534	J. J. TAYLOR	609-20200	614.55
10/18	10/11/2018	49788	7	JOHNSON BROTHERS LIQUOR CO	609-20200	12,250.90
10/18	10/11/2018	49789	2647	JOHNSON CONTROLS	101-20200	4,652.15
10/18	10/11/2018	49790	1857	JOSLIN & MOORE	101-20200	5,041.00
10/18	10/11/2018	49791	5	KAWALEK TRUCKING	609-20200	310.40
10/18	10/11/2018	49792	1338	KNIFE RIVER	101-20200	68.36
10/18	10/11/2018	49793	2145	KODRU EQUIPMENT	602-20200	2,821.84
10/18	10/11/2018	49794	2587	LEAGUE OF MN CITIES INSURANCE TRUST	101-20200	787.15
10/18	10/11/2018	49795	1124	LORSUNG, DON	101-20200	1,030.02
10/18	10/11/2018	49796	131	MACQUEEN EQUIPMENT INC	101-20200	106.99
10/18	10/11/2018	49797	130	MARCO TECHNOLOGIES LLC	101-20200	910.00
10/18	10/11/2018	49798	17	MCDONALD DISTRIBUTING CO	609-20200	19,834.95
10/18	10/11/2018	49799	616	MENARDS - CAMBRIDGE	101-20200	428.64
10/18	10/11/2018	49800	1044	MINNEAPOLIS FINANCE	101-20200	153.90
10/18	10/11/2018	49801	2208	MINNESOTA EQUIPMENT	101-20200	4.55
10/18	10/11/2018	49802	1180	MLB PRINTING INC	101-20200	80.00
10/18	10/11/2018	49803	2080	MVTL LABORATORIES INC	601-20200	43.20

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/18	10/11/2018	49804	2170	NHH BUILDING	226-20200	271.79
10/18	10/11/2018	49805	279	NORTHLAND LANDSCAPING	101-20200	242.00
10/18	10/11/2018	49806	617	PAUSTIS & SONS	609-20200	978.25
10/18	10/11/2018	49807	44	PHILLIPS WINE & SPIRITS INC	609-20200	8,346.46
10/18	10/11/2018	49808	2406	QUALITY FLOW SYSTEMS INC	602-20200	1,620.00
10/18	10/11/2018	49809	1113	RJM DISTRIBUTING INC	609-20200	384.65
10/18	10/11/2018	49810	315	ST.PAUL STAMP WORKS	101-20200	52.99
10/18	10/11/2018	49811	96	STREICHERS	101-20200	1,809.00
10/18	10/11/2018	49812	2156	SUMMIT COMPANIES	101-20200	7.00
10/18	10/11/2018	49813	1290	THE AMBLE GROUP	609-20200	104.02
10/18	10/11/2018	49814	1510	TRI-COUNTY LAW ENFORCEMENT	101-20200	75.00
10/18	10/11/2018	49815	1820	URBANS HARDWARE	101-20200	182.62
10/18	10/11/2018	49816	686	VERIZON WIRELESS	101-20200	405.32
10/18	10/11/2018	49817	42	VIKING COCA-COLA BOTTLING CO	609-20200	703.67
10/18	10/11/2018	49818	1286	VINOCOPIA INC	609-20200	485.00
10/18	10/11/2018	49819	4	WATSON CO INC	609-20200	3,149.25
10/18	10/11/2018	49820	1922	WEX BANK	609-20200	2,734.46
10/18	10/11/2018	49821	2475	White Bear IT Solutions, LLC	101-20200	2,302.00
10/18	10/11/2018	49822	780	WINE MERCHANTS	609-20200	1,480.00
Grand Totals:						205,358.09

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: 10/11/2018 - 10/11/2018 | Oct 12, 2018 09:04AM

Report Criteria:
Report type: Summary
Check.Check number = 49823-49855
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/18	10/11/2018	49823	2251	TITLE SMART INC	601-20200	5.02
10/18	10/11/2018	49824	2098	TRADEMARK TITLE SERVICES	601-20200	40.12
10/18	10/11/2018	49825	494	ALLINA HEALTH SYSTEM	101-20200	60.00
10/18	10/11/2018	49826	9	BERNICKS PEPSI-COLA	609-20200	688.60
10/18	10/11/2018	49827	1198	CENTER POINT ENERGY	101-20200	411.09
10/18	10/11/2018	49828	2610	CINTAS	101-20200	428.50
10/18	10/11/2018	49829	918	CRYSTAL SPRINGS ICE	609-20200	79.38
10/18	10/11/2018	49830	8	DAHLHEIMER DISTRIBUTING CO	609-20200	7,664.65
10/18	10/11/2018	49831	2663	DRESEL CONTRACTING , INC.	443-20200	91,914.91
10/18	10/11/2018	49832	385	FEDERATED CO-OPS INC	101-20200	13.98
10/18	10/11/2018	49833	2118	FRANSEN, LINDA	101-20200	260.00
10/18	10/11/2018	49834	2662	HALLIN, MARVIN	601-20200	19.89
10/18	10/11/2018	49835	2647	JOHNSON CONTROLS	101-20200	578.40
10/18	10/11/2018	49836	2661	KENSINGTON TITLE	601-20200	2.31
10/18	10/11/2018	49837	2664	KERNOSKY, RYAN	101-20200	119.69
10/18	10/11/2018	49838	1170	LAND TITLE INC	601-20200	19.58
10/18	10/11/2018	49839	1975	LIBERTY TITLE	601-20200	114.75
10/18	10/11/2018	49840	1975	LIBERTY TITLE	601-20200	40.76
10/18	10/11/2018	49841	2665	LINDHOLM, MATTHEW	101-20200	104.86
10/18	10/11/2018	49842	281	MINNCO CREDIT UNION	101-20200	2,941.72
10/18	10/11/2018	49843	176	MN DEPT OF REVENUE	101-20200	23,886.00
10/18	10/11/2018	49844	2597	MNSPECT, LLC.	101-20200	17,442.20
10/18	10/11/2018	49845	2080	MVTL LABORATORIES INC	602-20200	130.96
10/18	10/11/2018	49846	12	POSTMASTER	603-20200	1,600.00
10/18	10/11/2018	49847	2031	RESOURCE TRAINING	861-20200	29,154.00
10/18	10/11/2018	49848	2625	RESULTS TITLE	601-20200	164.15
10/18	10/11/2018	49849	1442	ST. LOUIS MRO INC	101-20200	22.50
10/18	10/11/2018	49850	554	STEVES TIRE SERVICE	101-20200	118.47
10/18	10/11/2018	49851	96	STREICHERS	101-20200	496.88
10/18	10/11/2018	49852	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
10/18	10/11/2018	49853	2027	US INTERNET	603-20200	57.80
10/18	10/11/2018	49854	686	VERIZON WIRELESS	609-20200	792.09
10/18	10/11/2018	49855	1286	VINOCOPIA INC	609-20200	1,890.50
Grand Totals:						181,326.76

City of Isanti

Gross Payroll	82,546.88
Social Security & Medicare	4,560.00
Public Employees Retirement	7,925.85
Total City Expense	95,032.73

Pay Date 10/5/2018

Pay Period 20 (9/16-9/29/18)

City of Isanti, MN
Economic Development Authority
Regular Meeting Minutes of
September 4, 2018
Isanti City Hall

1. **Call to Order**
The meeting was called to order at 7:35 p.m. by President George Wimmer.

   a. **Pledge of Allegiance**
   b. **Roll Call**

      Present: Tara Hallberg, Steve Lundeen, Ross Lorinser, Dan Collison, Jill Reller, Paul Bergley, George Wimmer

      Absent: None

      Staff Present: Community Development Director Ryan Kernosky

   c. **Agenda Modifications**
   Secretary Kernosky stated that there were no agenda modifications

2. **Approval of the Agenda**
Motion by Lundeen, seconded by Collison to approve the September 4, 2018 EDA Agenda. Motion passed unanimously.

3. **Approve Minutes of the August 8, 2018 Regular Economic Development Authority Meeting**
Motion by Collison, seconded by Lundeen to approve the Minutes of the August 8, 2018 Regular EDA Minutes. Motion passed unanimously.

4. **Approval of EDA Resolution 2018-5, Appointing Ryan Kernosky as Secretary of the EDA**
Motion by Lundeen, seconded by Lorinser to approve EDA Resolution 2018-5. Motion passed unanimously.

5. **Promo Bag Program Report**
Director Kernosky stated that this was a discussion item for the EDA. Staff has provided bags for several events throughout the calendar year. Staff has seen a steady decline in the business that utilize the promotional bag program to get their information out to visitors and the general public coming to the City of Isanti. Staff was seeking comment and direction on how they wish to proceed with the program.

   President Wimmer stated that he's heard businesses do like having the program, and that trying to capture the visitors coming into the City is challenging without this program. Several businesses see benefits from having the program.

   Mr. Lundeen stated that Kwik Trip may contribute soon. He continued to point out the various events that utilize the programs, and that having these bags help local businesses. He stated that it was a good idea, but wasn't sure how we get more businesses to utilize it.

President Wimmer stated he liked doing the program for another year, after Kwik Trip and the Hotel are completed and that the City review the program after a year. Mr. Lundeen concurred with President Wimmer.

Mr. Lorinser asked how many businesses have stopped utilizing the program, President Wimmer stated that it ebbs and flows depending on the number of items the businesses may want to put into the program.

Mr. Collison stated that he was worried about the number of items in the bags, and that recently BMX handed out the promotional bags with very few items and expressed disappointment.

Mr. Lorinser stated that we may want to reconsider what events we provide these bags to. He concurred with President Wimmer that we should continue the program for another year. Mr. Lundeen stated he agreed to continue the program for another year.

Ms. Hallberg stated that the City could be more proactive in recruiting businesses. President Wimmer stated that we do provide them with a calendar.

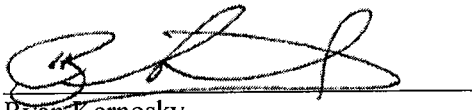
Motioned by Lundeen, seconded by Lorinser to continue the program for another year. Motion passed unanimously.

6. **Other Business/Updates/Communication**
   Director Kernosky recited portions of the staff memo provided. Kwik Trip and Best Western Plus are well underway. Staff has continued to reach out on Senior and Multi-family housing. Staff interviewed three individuals for the ED position, more on that as it becomes available. Kernosky stated that we are 5 homes ahead of last years count.

7. **Adjournment**
   Motion by Lundeen, seconded by Bergley to adjourn. Motion passed unanimously.

   The September 4, 2018 meeting of the EDA adjourned at 7:48 p.m.

Dated this 11th day of September, 2018.



Ryan Kernosky
Community Development Director

CONTRACTOR'S PAY REQUEST 1 **2018 STREET & UTILITY IMPROVEMENTS** **CITY OF ISANTI, MINNESOTA** **BMI PROJECT NO. R13.116641**	**DISTRIBUTION:** CONTRACTOR (1) OWNER (1) ENGINEER (1) BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	$283,225.26
TOTAL, COMPLETED WORK TO DATE	$96,752.54
TOTAL, STORED MATERIALS TO DATE	$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	$96,752.54
RETAINED PERCENTAGE (5%)	$4,837.63
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$91,914.91
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$0.00
PAY CONTRACTOR AS ESTIMATE NO. 1	$91,914.91

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: Dresel Contracting, Inc.
24044 July Avenue
Chisago City, MN 55013

By _____ PM
Name Title

Date 10/8/18

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 10/01/2018

APPROVED FOR PAYMENT:
OWNER: CITY OF ISANTI, MINNESOTA

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.: 1

2018 STREET & UTILITY IMPROVEMENTS

CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.116641
WORK COMPLETED THROUGH October 1, 2018

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	MOBILIZATION	$20,537.50	1	LS	$20,537.50	LS	$0.00	0.5	LS	$10,268.75
2	CLEARING & GRUBBING	$217.80	10	TREE	$2,178.00	TREE	$0.00	11	TREE	$2,395.80
3	TREE TRIMMING	$102.41	29	TREE	$2,969.89	TREE	$0.00	29	TREE	$2,969.89
4	REMOVE CONCRETE CURB & GUTTER	$2.52	395	LF	$995.40	LF	$0.00	25	LF	$63.00
5	REMOVE BITUMINOUS PAVEMENT	$1.37	1650	SY	$2,260.50	SY	$0.00	1,238	SY	$1,695.38
6	RELOCATE SIGN	$229.50	2	EA	$459.00	EA	$0.00		EA	$0.00
7	REMOVE SIGN	$56.65	3	EA	$169.95	EA	$0.00		EA	$0.00
8	SALVAGE HYDRANT	$840.00	1	EA	$840.00	EA	$0.00	1	EA	$840.00
9	SALVAGE GATE VALVE	$420.00	2	EA	$840.00	EA	$0.00	1	EA	$420.00
10	COMMON EXCAVATION (CV) (P)	$8.46	1142	CY	$9,661.32	CY	$0.00		CY	$0.00
11	SUBGRADE EXCAVATION (EV)	$16.80	100	CY	$1,680.00	CY	$0.00	48	CY	$800.02
12	SELECT GRANULAR BORROW (CV)	$16.80	100	CY	$1,680.00	CY	$0.00		CY	$0.00
13	AGGREGATE BASE CLASS 5 (CV) (P)	$21.62	780	CY	$16,863.60	CY	$0.00		CY	$0.00
14	TOPSOIL BORROW (LV)	$17.57	360	CY	$6,325.20	CY	$0.00		CY	$0.00
15	TYPE SP 9.5 WEARING COURSE (2,B) 2" THICK	$9.95	2350	SY	$23,382.50	SY	$0.00		SY	$0.00
16	TYPE SP 12.5 NON-WEARING COURSE (2,B) 2.0" THICK	$9.03	2350	SY	$21,220.50	SY	$0.00		SY	$0.00
17	B618 CURB & GUTTER	$15.25	1385	LF	$21,121.25	LF	$0.00		LF	$0.00
18	CONCRETE VALLEY GUTTER	$113.22	50	SY	$5,661.00	SY	$0.00		SY	$0.00
19	4" CONCRETE WALK	$4.59	4250	SF	$19,507.50	SF	$0.00		SF	$0.00
20	10" WATERMAIN	$70.05	275	LF	$19,263.75	LF	$0.00	250	LF	$17,512.50
21	8" WATERMAIN	$57.23	310	LF	$17,741.30	LF	$0.00	244	LF	$13,964.12
22	FITTINGS	$5.94	1071	LB	$6,361.74	LB	$0.00	579	LB	$3,439.26
23	10" GATE VALVE & BOX	$2,585.00	2	EA	$5,170.00	EA	$0.00	2	EA	$5,170.00
24	8" GATE VALVE & BOX	$2,053.33	3	EA	$6,159.99	EA	$0.00	2	EA	$4,106.66
25	CONNECT TO EXISTING WATERMAIN	$930.00	4	EA	$3,720.00	EA	$0.00	4	EA	$3,720.00
26	WATERMAIN TESTING	$1,470.00	1	LS	$1,470.00	LS	$0.00	0.5	LS	$735.00
27	CORE & BOOT MANHOLE	$928.00	1	EA	$928.00	EA	$0.00	1	EA	$928.00
28	8" SANITARY SEWER	$39.55	123	LF	$4,864.65	LF	$0.00	123	LF	$4,864.65
29	6" SANITARY SEWER	$32.80	60	LF	$1,968.00	LF	$0.00	61	LF	$2,000.80
30	SANITARY SEWER MANHOLE	$354.00	10	LF	$3,540.00	LF	$0.00	7.3	LF	$2,584.20
31	CASTING ASSEMBLY	$650.00	3	EA	$1,950.00	EA	$0.00		EA	$0.00
32	STORM SEWER CATCH BASIN DESIGN 2'x3'	$510.00	8	LF	$4,080.00	LF	$0.00	7.3	LF	$3,723.00
33	12" RCP STORM PIPE	$63.52	38	LF	$2,413.76	LF	$0.00	38	LF	$2,413.76
34	15" RCP STORM PIPE	$40.92	228	LF	$9,329.76	LF	$0.00	228	LF	$9,329.76
35	CONNECT TO EXISTING STORM STRUCTURE	$756.00	1	EA	$756.00	EA	$0.00	1	EA	$756.00
36	ADJUST CASTING	$280.00	6	EA	$1,680.00	EA	$0.00		EA	$0.00
37	ADJUST VALVE BOX	$168.00	5	EA	$840.00	EA	$0.00		EA	$0.00
38	TRAFFIC CONTROL	$2,280.00	1	LS	$2,280.00	LS	$0.00	0.5	LS	$1,140.00
39	TRUNCATED DOMES	$61.80	50	SF	$3,090.00	SF	$0.00		SF	$0.00
40	SIGN PANEL TYPE C	$66.00	67	SF	$4,422.00	SF	$0.00		SF	$0.00
41	24" SOLID LINE EPOXY	$20.64	20	LF	$412.80	LF	$0.00		LF	$0.00
42	CROSS WALK MARKING EPOXY	$11.40	216	SF	$2,462.40	SF	$0.00		SF	$0.00
43	SODDING	$6.00	2700	SY	$16,200.00	SY	$0.00		SY	$0.00
44	SILT FENCE, TYPE MS	$2.40	250	LF	$600.00	LF	$0.00	250	LF	$600.00
45	BIO-ROLL TYPE WOOD MULCH	$2.40	120	LF	$288.00	LF	$0.00	80	LF	$192.00
46	STORM DRAIN INLET PROCTECTION	$60.00	8	EA	$480.00	EA	$0.00	2	EA	$120.00
47	STABILIZED CONSTRUCTION EXIT	$600.00	4	EA	$2,400.00	EA	$0.00		EA	$0.00
	TOTAL AMOUNT:				***$283,225.26***		***$0.00***			***$96,752.54***

RESOLUTION 2018-XXX

AUTHORIZING COMMUNITY DEVELOPMENT DIRECTOR RYAN KERNOSKY TO JOIN THE AMERICAN PLANNING ASSOCIATION LEGISLATIVE AND LAW STANDING COMMITTEE

WHEREAS, the American Planning Association (APA), established in 1978, is a national association of over 38,000 members that has been organized exclusively for charitable, educational, literary and scientific purposes to advance the art and science of planning and the activity of planning at the local, regional, state and national levels.; and,

WHEREAS, Community Development Director Ryan Kernosky has been asked to join the Legislative and Law Standing Committee as a member in the MN Chapter; and,

WHEREAS, the Legislative and Law Committee seat to the APA – MN Chapter will include teleconference meetings,

WHEREAS, Ryan Kernosky's further involvement in this organization can lead to a greater benefit to the City of Isanti and its community with more comprehensive involvement of case law, policy issues, and legislation.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize Community Development Director Ryan Kernosky to join the APA- American Planning Association- MN Chapter- Legislative and Law Standing Committee effective immediately.

This Resolution hereby approved by the Isanti City Council this 16th day of October, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

K.5.

RESOLUTION 2018-XXX

RESOLUTION APPROVING THE JOB TITLE CHANGE OF ADMINISTRATIVE DATA CLERK TO DEPUTY CITY CLERK/ HUMAN RESOURCES

WHEREAS, the Personnel Committee has discussed and approved the job title change, and recommends approval, and;

WHEREAS, the wage scale will not be affected by the said title change, and;

WHEREAS, the job description will remain the same with no changes

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows: approves changing the title of the Administrative Data Clerk to Deputy City Clerk/Human Resources with no additional changes to wage or job description.

This Resolution is hereby adopted by the Isanti City Council this 16th day of October, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

K.6.

RESOLUTION 2018-XXX

RESOLUTION APPOINTING ELECTION JUDGES FOR THE 2018 GENERAL ELECTION

WHEREAS, the General Election shall be held on November 6th, 2018, and

WHEREAS, the City of Isanti must appoint election judges for both precincts for the City of Isanti.

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

1. The following persons shall be appointed to serve as election judges and/or as alternates for the City of Isanti precinct at the General Election to be held on November 6th, 2018:

Erika Zdon (*Head Judge*)	Diana Meyer	Mike Betker
Leroy Johnson	Lorraine Torpy	Jaden Moore
Glenn Farrell	Bonnie Larson	Josi Wood
Marion Schulz	Margaret Engquist	Katie Brooks *(Head Judge)*
Jodi Anderson	Eva Carlberg	
Linda Marx	Don Lorsung	Chief Gene Hill
Elaine Fischer	Matt Lindholm	
Andrea Jemelka	Tabitha Peltier	

2. Election Judges (non-staff) shall be compensated for mileage to and from training, for election training, and for the hours served as an Election Judge on November 6, 2018.
3. The Head Judge (non-staff) shall be compensated at a rate of $12.00/hr and Election Judges (non-staff) shall be compensated at $10.00/hr.
4. City Staff is authorized to provide reasonably priced meals to election judges and to purchase any additional supplies needed in order to ensure elections run efficiently and effectively.
5. The Election Administrator is authorized to train and appoint election judges as necessary.

This Resolution is hereby approved by the Isanti City Council this 16th day of October, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2018-XXX **K.7.**

RESOLUTION OFFERING 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 29, 2018; 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 hereby approved by the Isanti City Council this 16th day of October, 2018.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

City of Isanti, MN
Economic Development Authority
Regular Meeting Minutes
October 2, 2018
Isanti City Hall

1. **Call to Order**
The meeting was called to order at 7:09 p.m. by President George Wimmer.

   a. **Pledge of Allegiance**
   b. **Roll Call**

      Present: Ross Lorinser, Dan Collison, Jill Reller, Paul Bergley, George Wimmer

      Absent: Tara Hallberg, Steve Lundeen

      Staff Present: Community Development Director Ryan Kernosky

   c. **Agenda Modifications**
      Secretary Kernosky stated that there were no agenda modifications

2. **Approval of the Agenda**
Motion by Lorinser, seconded by Collison to approve the October 2, 2018 EDA Agenda. Motion passed unanimously.

3. **Approve Minutes of the September 2, 2018 Regular Economic Development Authority Meeting**
Motion by Collison, seconded by Lorinser to approve the Minutes of the August 8, 2018 Regular EDA Minutes. Motion passed unanimously.

At 7:11 p.m. Authority Member Tara Hallburg was seated for the meeting.

4. **Consider Recommendation for Submittal of 2018 Comprehensive Economic Development Strategy (CEDS) Resolution to East Central Regional Development Commission**
Director Kernosky provided an overview of the proposed CEDS document to be submitted to the ECRDC. He noted that the City has identified the following:

   1. Rail Industrial Park
   2. Downtown Redevelopment
   3. Mechanical Sewer Treatment Plant
   4. Economic Development District No. 1

   Motioned by Lorinser, seconded by Collison to approve the submittal of the 2018 CEDS Resolution. Motion passed unanimously.

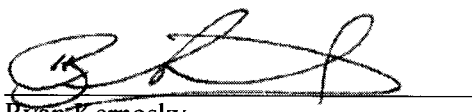
5. **Other Business/Updates/Communication**
Director Kernosky recited portions of the staff memo provided. Kwik Trip and Best Western Plus are well underway. Staff has continued to reach out on Senior and Multi-family housing. Kernosky noted that there's been a lot of interest in the Economic Development District since the hotel has

begun construction and the extension of Richard and 5th Avenues has commenced. Kernosky noted that the Economic Development Director position is open until October 5, 2018 and that staff would be presenting candidates to the personnel committee soon.

6. **Adjournment**
   Motion by Collison, seconded by Lorinser to adjourn. Motion passed unanimously.

   The October 2, 2018 meeting of the EDA adjourned at 7:13 p.m.

Dated this 5th day of October, 2018.



Ryan Kernosky
Community Development Director

CITY OF ISANTI
SPECIAL PLANNING COMMISSION MINUTES
OCTOBER 2, 2018

L.2.

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:15 p.m.

B. Pledge of Allegiance.

The Pledge of Allegiance was recited.

C. Roll Call.

Members Present: George Wimmer, Ross Lorinser, Paul Bergley, Dan Collison Joey Lemay, Arissa Simon.

Members Absent: Steve Lundeen.

Staff Present: Ryan Kernosky, Community Development Director; Clark Joslin, City Attorney

1D. Agenda Modifications.

Director Kernosky stated that there were no agenda modifications

2. Approval of the Agenda

Motion by Lorinser, seconded by Collison to adopted the agenda, approved unanimously.

3. Approval of the Minutes from the September 18, 2018 Planning Commission

Motion by Burgley, seconded by Lorinser to approve the minutes from the September 18, 2018 Planning Commission meeting, approved unanimously.

4. Consideration of: Request from Odyssey Homes, Inc for approval of the Final Plat of Legacy Pines Subdivision for the land legally described as Outlot B, Villages on the Rum Third Addition 2nd Replat Park Addition, Isanti County, Minnesota

Director Kernosky stated that this was the final plat approval of the Legacy Pines subdivision. He stated that the Planning Commission had expressed concerns regarding the connection of Moline Loop NW to Third Ave NW and that the applicant had made a change in the final plat and has added five additional lots to the final plat from the preliminary plat. Kernosky also stated that there was an amended resolution passed out to Commissioners regarding concern about early grading. Kernosky stated that the City is requiring a $36,600 stabilization escrow before any grading is done. Kernosky stated that the final plat meets the conditions stipulated in the preliminary plat resolution.

Motioned by Lorinser, seconded by Collision to approve with staff conditions. Motion passed unanimously.

5. Public Hearings

None

6. Discussion Items

None

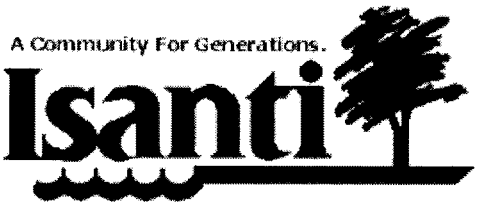
7. Adjournment

Motion by Bergley, second by to Lorinser to adjourn the October 2, 2018 meeting of the Planning Commission. Motion was unanimously approved. The meeting adjourned at 7:18 p.m.

Dated at Isanti, Minnesota this 5th day of October, 2018.

Respectfully submitted,

Ryan Kernosky
Community Development Director



Isanti Police Department Monthly Report

September 2018

Reported Crime	Month to Date	Year to Date
Theft	16	134
Assault	5	37
Vandalism/Damage to Property	2	43
Narcotics	3	28
Burglary	0	9
Domestics	6	74
Crim Sex	0	8
Robbery	0	1
Loud Party/Disturbance	14	105
Medical	33	270
Permit to Purchase (Eff 3/1/2016)	6	57
Extra Patrol	30	192
Security Check	185	1,443

Traffic Offenses	Month to Date	Year to Date
No Insurance	17	154
DUI	2	18
Accidents	4	76
Hit & Run	1	10
Warrant P/U	1	33
Speed	24	225
DAR/DAS	8	67
Administrative Citations (Including Speed)	22	237

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	65,621	1,525	11,019
Dodge 222	137,421	1,018	8,369
Ford Explorer 224	48,244	1,467	14,802
Ford F150 225	13,236	1,182	8,336
Chevy Silverado 220	107,285	6	453
Chevy Impala 223	88,665	596	2,984

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**599**	**539**	**458**	**378**	**289**	**151**	**116**
TOTAL OPEN CASES	**75**	**79**	**106**	**81**	**115**	**42**	**37**
VIOLATIONS CLOSED THIS PERIOD	**78**	**70**	**74**	**128**	**37**	**36**	**26**
NEW ISSUES THIS PERIOD	**60**	**81**	**80**	**89**	**138**	**35**	**35**
CAN-Proh Animals	0	0	13	0			
CCV-Comm Vehicle Storage	0	0	0	0			
CDO--Dogs	0	0	0	0			
CPA-Park & Store	3	7	8	4	16	14	9
CSN-Snow Removal	0	0	0	0		1	
CSP-Admin Permits/Solicitors/Peddlers	0	0	0	0			1
CST--Fish Houses, PODS, Rolloffs	0	0	0	0			
GAR - Garage Sales	0	0	0	0			
H2O-Water restrictions	0	0	0	0			
NEX-Exterior Structure, Paint/Repair	0	0	0	0	5		5
NGA-Garbage Service & Storage	0	0	0	0			
NGR--Grass Length	49	58	31	72	94		
NJU--Junk/Brush	0	6	5	2	12	8	2
NOX-Noxious Weeds	0	0	0	0			
NUV-Unlicensed vehicle or missing plates	0	0	0	0		10	14
RNT-Unlicensed rental	0	0	1	1	13		1
SGN-Signs	3	1	2	2	1	1	1
UNP-Unpermitted work	5	8	20	6	2		
ZAC-Accessory Building	0	0	0	0			1
ZFE-Fence	0	0	0	2	5	1	1
ZTD--Temporary Dwelling	0	0	0	0			
Compliance Letters Mailed this period	103	87	85	94	146	40	41
Administrative Citations Issues/period	0	1	1	0	2	4	4
Criminal Citations Issued/period	0	0	0	0	0	0	1
Abated Properties/Period	9	7	10	28	0	0	
Admin Hearings Requested	0	0	1	0	0	1	1
Admin Hearings Held w positive judgement	0	1	0	0	0	1	
Criminal trials w positive judgement	0	0	0	0	0	0	
AVERAGE TIME TO COMPLIANCE	**12**	**17**	**20**	**15**	**11**	**19**	**19**

CITY OF ISANTI MONTHLY REPORT

September-18

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	30	$0.00	$0.00	$7.00	$10.00	$560.00	$2,400.00		
Decks	4	23	$24,695.20	$161,910.51	$9.85	$2.50	$836.55	$5,967.60		
Basement Finish	1	14	$10,000.00	$206,139.32	$5.00	$0.00	$326.70	$6,247.40		
Addtns. Remodel	0	1	$0.00	$5,047.78	$0.00	$0.00	$0.00	$227.70		
Garages	1	3	$13,248.00	$44,248.00	$6.62	$0.00	$425.70	$1,409.10		
Miscellaneous	19	117	$12,000.00	$156,357.00	$24.00	$16.00	$2,526.20	$16,699.17		
Single dwellings	12	66	$2,001,086.87	$12,051,359.25	$1,000.54	$694.46	$28,966.90	$166,257.81		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	16	98			$16.00	$5.00	$1,200.00	$7,329.00		
Plumbing	13	110			$13.00	$11.00	$1,142.00	$9,173.00		
									$51,498.00	
Resid. Totals	**73**	**462**	**$2,061,030.07**	**$12,625,061.86**	**$1,082.01**	**$738.96**	**$35,984.05**	**$215,710.78**	**$51,498.00**	**$ 380,152.00**
Commercial										
New Buildings	0	2	$0.00	$2,844,666.00	$0.00	$0.00	$0.00	$25,377.00		
Addtns./Remodel	0	1	$0.00	$4,800.00	$0.00	$0.00	$0.00	$202.95		
Plumbing	0	2	$0.00	$243,000.00	$0.00	$0.00	$0.00	$2,008.00		
Mechanical	2	2	$24,500.00	$24,500.00	$12.25	$55.99	$777.15	$777.15		
Roofing	0	1	$0.00	$66,218.00	$0.00	$0.00	$0.00	$1,379.40		
Miscellaneous	4	22	$152,727.00	$1,686,127.00	$78.36	$0.00	$5,269.20	$23,557.80		
Comm. Totals	**6**	**30**	**$177,227.00**	**$4,869,311.00**	**$90.61**	**$55.99**	**$6,046.35**	**$53,302.30**	**$0.00**	**$0.00**
Resid. Plus Comm. Totals	**79**	**492**	**$2,238,257.07**	**$17,494,372.86**	**$1,172.62**	**$794.95**	**$42,030.40**	**$269,013.08**	**$51,498.00**	**$ 380,152.00**

YEARLY BUILDING PERMIT COMPARISONS

YTD September 2018

L.5.

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	50	0	4	$16,709,769.82	$234,635.42	$545,717.88
2017	475	65	0	1	$12,069,661.50	$205,135.95	$522,536.80
2018	492	66	0	2	$17,494,372.86	$269,013.08	$380,152.00

Total permit fees do not include Sac / Wac or State Surcharge fees

MONTH TO MONTH COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	33	$510,011.00	$10,341.45
February	39	$230,639.00	$6,461.95
March	59	$2,126,225.00	$34,115.97
April	51	$2,102,087.00	$33,616.93
May	80	$2,296,921.45	$38,750.98
June	79	$3,633,463.85	$51,690.90
July	72	$4,356,768.49	$52,004.50
August	79	$2,238,257.07	$42,030.40
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	492	$17,494,372.86	$269,013.08

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MEMORANDUM

Date: October 10, 2018

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.115547

Please find listed below a status report of the current projects in the City of Isanti:

1) 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.

2) Cajima Street/TH 65 Signal Study

We will complete the Level 1 Layout this month for submittal to MnDOT for review.

3) 2018 Street & Utility Improvements

This project is scheduled to be completed this month, weather dependent.

4) 2018 Storm System Maintenance Project

City staff are reviewing the project to determine what elements could be performed inhouse.

We met with the majority of impacted residents to discuss fence conflicts individually.

5) Clarifier Rehab Project

This project is scheduled to be completed this fall/winter.

In addition to the current projects listed above we have completed and accepted 48 private developments and 61 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, NOVEMBER 7, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

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. October 16, 2018 – Regular Meeting of the City Council

G. Announcements

1. Canvass Board Meeting	Tuesday, November 13, 2018 at 7:00 p.m.
2. City Council Meeting	Tuesday, November 20, 2018 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, November 20, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*
4. Park, Recreation, and Culture Board Meeting	Tuesday, November 27, 2018 at 6:00 p.m.

H. Council Committee Reports

I. Public Hearings

J. Business Items

Community Development Director Ryan Kernosky
1. Resolution 2018-XXX Approving the Final Plat for Sun Prairie Fourth Addition
2. Resolution 2018-XXX Accepting Letter of Credit and Development Agreement for Legacy Pines Subdivision Phase One

Assistant City Administrator/Public Services Director Josi Wood
3. Resolution 2018-XXX to Enter into an Agreement with Advanced Power Systems Inc. for Annual Generator Service

K. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $856,195.23 and Payroll in the amount of $191,962.23
2. Approve Final Minutes for the September 25, 2018 Parks, Recreation and Culture Board Meeting
3. Approve Final Minutes for the October 2, 2018 Planning Commission Meeting
4. Contractor Pay Request No.2 for Street and Utility Improvements in the Amount of $128,518.14
5. Resolution 2018-XXX Authorizing Staff to Enter into an Agreement with Crawford's Equipment for the Equipment Buyback Program
6. Resolution 2018-XXX Approving Exempt Gambling Permit for Knights of Columbus #10238
7. Resolution 2018-XXX Approving a Check to be Written to Isanti Scouts BSA Troop 523 for Volunteering at the Community Movie Night

8. Resolution 2018-XXX Approving 2018 Audit Engagement Letter
9. Resolution 2018-XXX Accepting Donation of Real Property in Woodland Development
10. Resolution 2018-XXX Accepting Reserve Officer Andrew Sammis Letter of Resignation
11. Resolution 2018-XXX Approving to Sell the Forfeited 2006 Hyundai Sonata at Public Auction
12. Resolution 2018-XXX Approving Exempt Gambling Permit for Cambridge Isanti Redline Hockey Club
13. Resolution 2018-XXX Approving Electrical Work in the City Council Chambers
14. Resolution 2018-XXX Approving Certification of Delinquent Charges for City Services and Unpaid Nuisance Abatement Charges Collectible in 2019

L. Other Communications

1. Draft Minutes of the October 16, 2018 Planning Commission Meeting
2. Draft Minutes of the October 23, 2018 Meeting of the Park, Recreation and Culture Board

Adjournment

F.1.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, OCTOBER 16, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input
None.

II. Agenda
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

Staff Present: Community Development Director Ryan Kernosky, Assistant City Engineer Jason Cook, City Administrator Don Lorsung, Deputy City Clerk/Human Resources Jaden Moore, Police Chief Gene Hill, Public Services Director/Assistant City Administrator Josi Wood, Parks, Recreation and Culture Manager Katie Everett and City Attorney Clark Joslin

Others Present: Tiffany Determan, Al Koczur, Rod Barrows, Rob Doohen, Melissa Bettendorf, George Hemen, Elizabeth Anderson, Jeff Johnson and Lisa Johnson

D. Adopt Agenda
Motion by Lorinser, second by Lundeen to approve Agenda as presented. Motion carried.

E. Proclamations/Commendations/Certificate Awards
Presentation of the Outstanding Conservationist Award (Tiffany Determan, Isanti Soil and Water Conservation District)
Isanti Soil and Water Conservation District Manager Tiffany Determan and Isanti Soil and Water Treasurer Al Koczur presented the City of Isanti with an award for the city's contribution with applying conservation practices and natural resources. Tiffany shared that Isanti Soil and Water Conservation District partners with Minnesota Soil and Water Conservation District where the partnership identifies one individual or organization for their accomplishments executing conservation practices and natural resources each year. Tiffany Determan continued to applaud the City of Isanti for being chosen unanimously as the recipient of the 2018 Outstanding Conservationist Award where the City will also be recognized at the Outstanding Conservationist Luncheon on December 11th, 2018 and the state annual convention. Tiffany shared that the affiliation between the City of Isanti and Isanti Soil and Water initiated with a Storm Water Retrofit study in 2011 that identified places to cost effectively improve storm water portions of the city that discharge into the Rum River. The outcome of the study led to a $120,000 clean water fund grant to install a pollution control project located on Railroad Ave. Tiffany further shared that the city provided a $39,000 match through a storm water utility fee where the partnership has led to sequential joint conservation projects such as erosion control on the Rum River at River Bluff Park and the City wide rain garden, and ground water conservation at the City Hall and the Community Center. Tiffany Determan personally recognized and commended Mayor Wimmer, Katie Everett and Josi Wood for their ongoing pursuit to conservation within the City of Isanti.

F. Approve City Council Minutes
1. October 2, 2018 – Regular Meeting of the City Council
Motion by Collison, second by Lorinser to approve minutes as presented. Motion carried.

G. Announcements

1.	Parks, Recreation and Culture Board Meeting	Tuesday, October 23, 2018 at 6:00 p.m.
2.	General Election Day	Tuesday, November 6, 2018 7:00 am – 8:00 pm
3.	City Council Meeting	Wednesday, November 7, 2018 at 7:00 p.m.
4.	EDA Meeting	Wednesday, November 7, 2018 *(Immediately following the City Council Meeting)*

H. Council Committee Reports

None.

I. Public Hearings

None.

J. Business Items

Community Development Director Ryan Kernosky

1. Resolution 2018-234 Authorizing Submittal of 2018 Comprehensive Economic Development Strategy (CEDS) to East Central Regional Development Commission (ECRDC)
   Council Member Bergley questioned what was being voted on. Mayor Wimmer explained that it is for potential state and federal funding for Rail Served Industrial Park, Downtown Redevelopment, Mechanical Sewer Treatment Plant Upgrade and Implementation of Economic Development District No. 1.
   Motion by Lorinser, second by Collison to approve Resolution as presented. Motion carried.

2. Resolution 2018-235 Approval of Final Plat for Legacy Pines
   Economic Development Director Ryan Kernosky explained that this is the final plat for Legacy Pines. Ryan Kernosky shared that Legacy Pines is a development on the North East corner of the city and is along the extension of Bellaire Blvd and Moline Loop where it abuts Legacy Park. Ryan Kernosky further shared that the developer has addressed the concerns that city staff and Planning Commission have brought forward.
   Motion to approve with staff recommendations by Lorinser, second by Bergley. Motion carried.

3. Resolution 2018-236 Accepting the Temporary Easement Limited Warranty Deed for Legacy Pines Subdivision
   Economic Development Director Ryan Kernosky addresses that the current access easement runs along the proposed future right of way on Bellaire Blvd. Ryan Kernosky shared that this resolution is to accept a new temporary easement that would allow residents to accessibility to Legacy Park as well as a proposed extension of sewer and water utility easement and a temporary turn around at the termination of Bellaire Blvd. Ryan Kernosky concluded by sharing that these are temporary easements that will retire once the project is constructed in later phases.
   Motion by Lorinser, second by Collison to approve Resolution as presented. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the amount of $386,684.85 and Payroll in the amount of $95,032.73
2. Final Meeting Minutes for the September 4, 2018 Economic Development Authority Meeting
3. Contractor Pay Request No.1 for Street and Utility Improvements in the Amount of $91,914.91
4. Resolution 2018-237 MN APA Committee Membership Ryan Kernosky
5. Resolution 2018-238 Administrative Data Clerk Job Title Change
6. Resolution 2018-239 Appointing Election Judges for the 2018 General Election
7. Resolution 2018-240 Offering City Assistance to North 65 Chamber of Commerce for Hanging and Removal of Wreaths for the Holiday Season

   Motion by Collison, second by Lundeen to approve Consent Agenda as presented. Motion carried.

L. Other Communications

1. Draft Minutes of the October 2, 2018 Economic Development Authority Meeting
2. Draft Minutes of the October 2, 2018 Special Planning Commission Meeting
3. September Police Department Report
4. September Code Enforcement Report
5. September Building Inspector Report
6. October Engineering Report

Adjournment

Motion to adjourn by Lundeen, second by Bergley. Motion carried. The meeting was adjourned at 7:13 p.m.

Respectfully Submitted,

Jaden Moore

Deputy City Clerk/Human Resources

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, 2018

SUBJECT: **REQUEST FROM FIRST FRUITS LAND DEVELOPMENT, LLC FOR FINAL PLAT APPROVAL OF "SUN PRAIRIE FOURTH ADDITION" FOR THE PROPERTY LEGALLY DESCRIBED AS OUTLOT G, SUN PRAIRIE FIRST ADDITION, ISANTI COUNTY, ISANTI, MINNESOTA**

Background
First Fruits Land Development, LLC (applicant) has submitted a completed application and paid applicable fees for a Final Plat known as "Sun Prairie Fourth Addition" for the property legally described as Outlot G, Sun Prairie First Addition, Isanti County, Isanti, Minnesota. This development is part of the Sun Prairie Subdivision development done in 2005. This development has existing infrastructure and is covered by the original development agreement for the Sun Prairie First Addition. As such, the signal light fees have been paid at the time of the platting.

The following fees are due at the time of the final platting:

Park Dedication Fee: 9 lots at $1,500 = $13,500
Trunk Sewer Charge: 9 lots at $1,000 = $9,000

Request
The applicant is requesting the subdivision of one Outlot into 9 parcels abutting 9th Ave SE. The applicant had previous preliminary plat approval to develop this property, however, did not act upon it within the required timeline. The parcels range in size from 11,056 sq ft to 12,319 sq ft, homes in the R-1 Zoning District must meet the following requirements:

Lot Requirements:
Size: Minimum 11,000 sq ft
Width: Corner – 95 ft, other – 80 feet
Depth: 137 ft

Home Requirements:

Home Size: Minimum 1,200 sq ft
Garage Size: Minimum 720 sq ft

Development and Operations Advisory Committee Recommendation
DOAC met to discuss this item on August 23, 2018, and has recommended approval.

Planning Commission Recommendation
The City of Isanti Planning Commission met on October 16, 2018 and has recommended approval with staff conditions.

Staff Comments
Comprehensive Plan – This proposed development is consistent with the City 2008 Comprehensive Plan and development plan of this area.

Public Comments – At the writing of this staff report, no public comment has been received.

Certificate of Taxes Paid – Per Isanti County, taxes on this property have been paid in full.

Deadline for City Council Action – A complete application was submitted on August 16, 2018. As such, the City Council has until December 17, 2018 to take action on this item.

City Engineer Recommendation
City Engineer Brad DeWolf and Jason Cook reviewed the application and have recommended approval.

Staff Recommendation
Staff recommends approval as presented.

RESOLUTION NO. 2018-XXX

A RESOLUTION APPROVING THE FINAL PLAT FOR SUN PRAIRIE FOURTH ADDITION

WHEREAS, First Fruits Land Development, LLC has made application for Final Plat Approval for Sun Prairie Fourth Addition, legally described as Outlot G, Sun Prairie First Addition, Isanti County, Isanti, Minnesota; and,

WHEREAS, the City of Isanti City Council has reviewed the Preliminary Plat during the regularly scheduled meeting on October 2, 2018; and,

WHEREAS, the City Council reviewed the Final Plat request at the November 7, 2018 meeting.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that it hereby adopts the Findings of Fact and Conclusion related to the requested Final Plat and **BE IT FURTHER RESOLVED** that the requested Final Plat Approval for Sun Prairie Fourth Addition from First Fruits Land Development, LLC be approved.

Adopted by the Isanti City Council this 7th day of November, 2018.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
City Clerk/Human Resources

FINDINGS OF FACT AND CONCLUSION

Request

Request from First Fruits Land Development LLC for Final Plat approval of the Plat of Sun Prairie Fourth Addition, legally described as Outlot G, Sun Prairie First Addition, Isanti County, Isanti, Minnesota.

Findings of Fact

1. The applicant, First Fruits Land Development LLC ('the applicant'), has made application for Final Plat Approval of Sun Prairie Fourth Addition, Isanti County, Minnesota.
2. The property is legally described as Outlot G, Sun Prairie First Addition, Isanti County, Minnesota.
3. The Applicant is requesting Final Plat Approval in an effort to create 9 single-family lots.
4. The property is zoned "R-1" Single-Family Residential District.
5. The City Council has reviewed and approved the Preliminary Plat of Sun Prairie Fourth Addition on October 2, 2018.
6. The Applicant submitted an application for Final Plat Approval on October 1, 2018.
7. Notices were sent to all property owners located within the development and within 350 feet of the subject property for the Preliminary Plat approval.
8. The Planning Commission has reviewed the Final Plat during the regular Planning Commission meeting on October 16, 2018 and has recommended approval as presented.

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-1" Single-Family Residential Districts.
2. The platting of the property would appear to meet the Design Standards as required by Ordinance No. 536.

Decision

The City Council considered this item at the **November 7, 2018** meeting. The meeting minutes, staff memo and exhibits will be made part of the Findings of Facts and Conclusions.

Planning Commission Recommendation:

Motioned by Lundeen, seconded by Collison to approve. Motion passed unanimously.

SUN PRAIRIE FOURTH ADDITION

SEC. 28, TWP. 35, RNG. 23
CITY OF ISANTI
ISANTI COUNTY

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 G, 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 FOURTH 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.)

_____
Kyle J. Roddy, 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. Roddy, 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___.

Recommended for approval this _____ day of _____ 20___.

_____ _____
Isanti City Attorney 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.

NOTE REGARDING WETLANDS

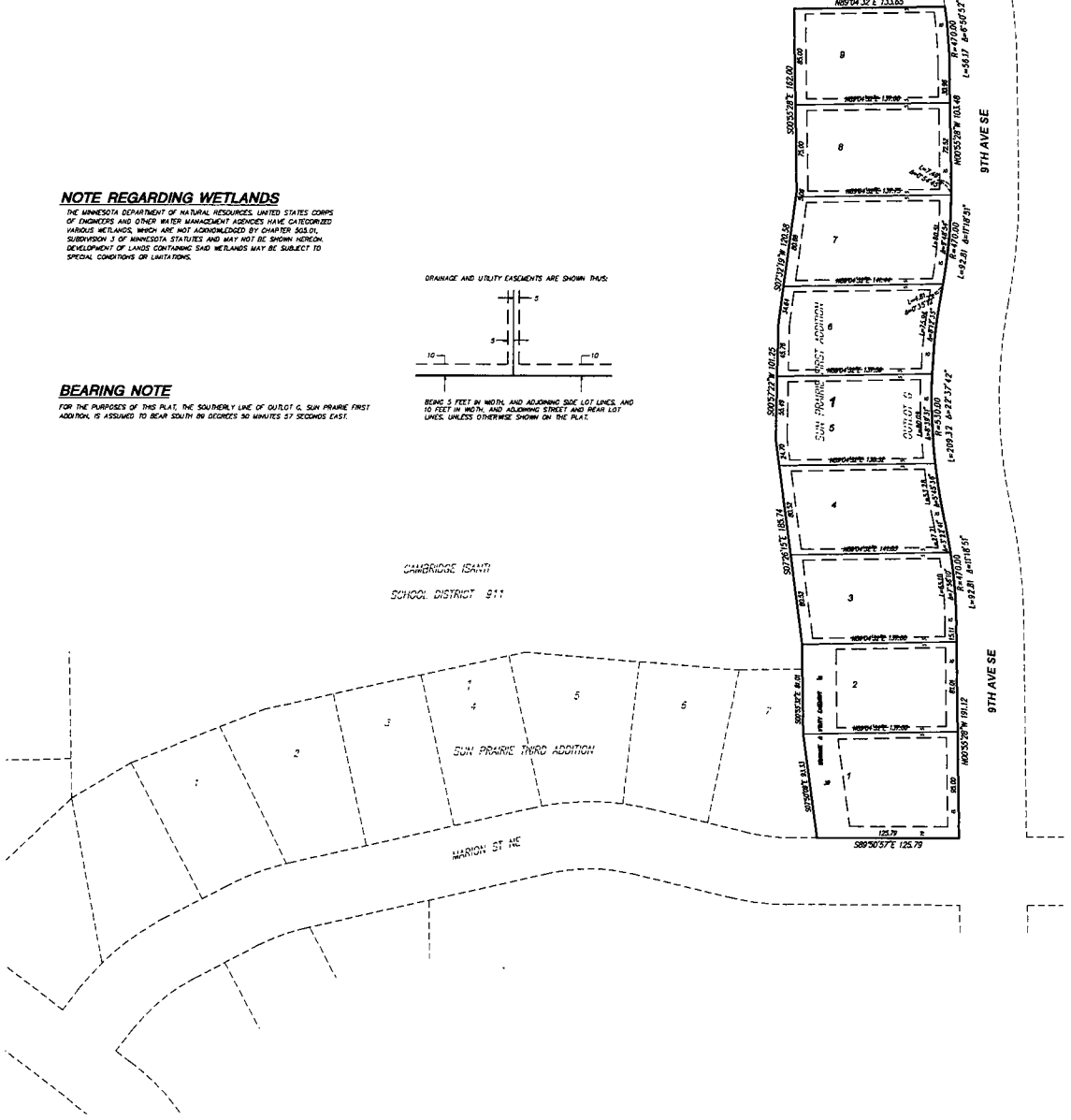
THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES, UNITED STATES CORPS OF ENGINEERS AND OTHER WATER MANAGEMENT AGENCIES HAVE CATEGORIZED VARIOUS WETLANDS, WHICH ARE NOT ACKNOWLEDGED BY CHAPTER 505.01, SUBDIVISION 3 OF MINNESOTA STATUTES AND MAY NOT BE SHOWN HEREON. DEVELOPMENT OF LANDS CONTAINING SAID WETLANDS MAY BE SUBJECT TO SPECIAL CONDITIONS OR LIMITATIONS.

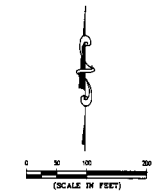
BEARING NOTE

FOR THE PURPOSES OF THIS PLAT, THE SOUTHERLY LINE OF OUTLOT G, SUN PRAIRIE FIRST ADDITION, IS ASSUMED TO BEAR SOUTH 89 DEGREES 50 MINUTES 57 SECONDS EAST.

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.



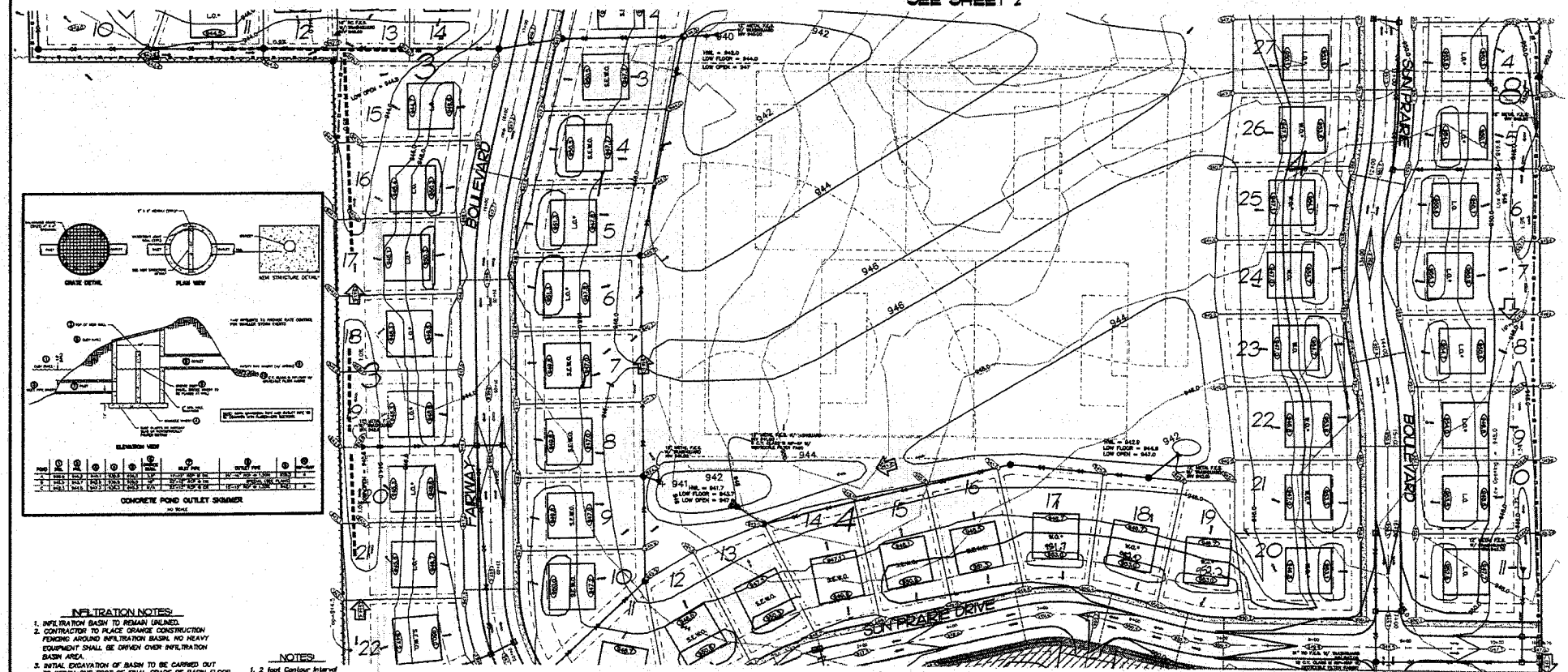


Cambridge, MN

GRADING PLAN OF: SUN PRAIRIE

FOR: ULMER CONSTRUCTION
1633 NE HIGHWAY 10
SPRING LAKE PARK MN, 55432

SEE SHEET 2



SEE SHEET 4

INFILTRATION NOTES:

1. INFILTRATION BASIN TO REMAIN UNLINED.
2. CONTRACTOR TO PLACE ORANGE CONSTRUCTION FENCING AROUND INFILTRATION BASIN. NO HEAVY EQUIPMENT SHALL BE DRIVEN OVER INFILTRATION BASIN AREA.
3. INITIAL EXCAVATION OF BASIN TO BE CARRIED OUT TO WITHIN ONE FOOT OF FINAL GRADE OF BASIN FLOOR. FINAL EXCAVATION OF BASIN FLOOR TO FOLLOW STABILIZATION OF UPSTREAM AREAS.
4. AFTER FINAL GRADING, BASIN TO BE TILLED TO DEPTH OF (6) INCHES
5. USE TOPSOIL/SAND MIX FOR DRESSING IN LIEU OF TOPSOIL ONLY.
6. USE MNDOT SEED MIX 250 (NEW MIX 310) OR 280 (NEW MIX 325 FOR INFILTRATION BASIN REVEGTATION.
7. NO MINING OF SANDY SOILS IN INFILTRATION AREA TO BE ALLOWED.
8. ABOVE BASIN FLOOR, EITHER WET MEADOW OR URBAN PRAIRIE MEADOW SEED MIXTURES CAN BE USED

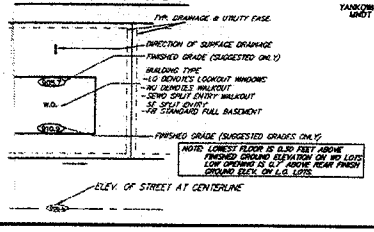
NOTES:

1. 2 foot Contour Interval
2. N.G.V.D. Vertical Datum
3. Topography Collected in Field by E.G. Rud & Sons
4. Wetland Delineated by Kjolhaug Environmental Services Company
5. Bearing's shown are an assumed datum.
6. Proposed zoning - R-1 and R-3 Residential with School Site a conditional use of the R-1 Zoning District.

LEGEND

- DENOTES EXISTING ELEVATION
- DENOTES PROPOSED ELEVATION
- DENOTES EXISTING CONTOUR
- DENOTES PROPOSED CONTOUR
- DENOTES DIRECTION OF DRAINAGE
- DENOTES SILT/TREE PROTECTION FENCE
- DENOTES PROPOSED STORM SEWER
- DENOTES EMERGENCY OVERFLOW ELEVATION
- DENOTES 935G SQ. FT. WETLAND TILL
- DENOTES WOOD FIBER BLANKET
- DENOTES 4" DRAIN TILE

TYPICAL LOT



BENCHMARK INFORMATION:

NAME	LOCATION	ELEVATION	DESCRIPTION
SANTI MNDT	NW 1/4 S 29, T 33, R 23	941.855	0.5 MI ENE OF ISANTI, AT TH 65 MP 38.1, 0.3 MI N. OF CO. RD 5 66 FEET EAST OF NB TH 65, 13.6 FT NW OF WEST LEG OF DAS SIGN, 23.5 FT N. OF FIELD ENT, 17-1 FT SW OF R/W POST, 3.1 FT WEST OF WT POST, 45.08 FT SOUTH OF RM1, 39.32 FT NORTH OF RM 2
YANKOWIAK MNDT	NW 1/4 S 32, T 33, R 23	941.616	1 MILE SOUTH OF ISANTI, AT THE TH 65 MP 35.1 0.65 MI SOUTH OF CO RD 5, 83.0 FT WEST OF SB TH 65, 101.5 FT SOUTH OF DRIVE, 28.7 FT EAST OF 8 INCH OAK TREE, 3.8 FT ENE OF P-POLE, 2.9 FT ESE OF WT POST, 48.89 FT SSE OF RM 1, 47.08 FT NORTH OF RM 2

PONDING CALCULATIONS AND STORM SEWER DESIGN BY PLOWE ENGINEERING, INC.

SITE PLANNING ENGINEERING
PLOWE ENGINEERING, INC.
8150 LONGSTON AVENUE N.E.
CIRCLE PINES, MN 55014
(763) 785-1043

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.
Craig R. Plowe
DATE: 9/28/05 LICENSE NO. 41885

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 Land Surveyor under the laws of the State of Minnesota.
Daniel W. Obermiller
Date 9/29/05 Reg. No. 25341

NORTH

GRAPHIC SCALE
(IN FEET)
1 inch = 50 ft.

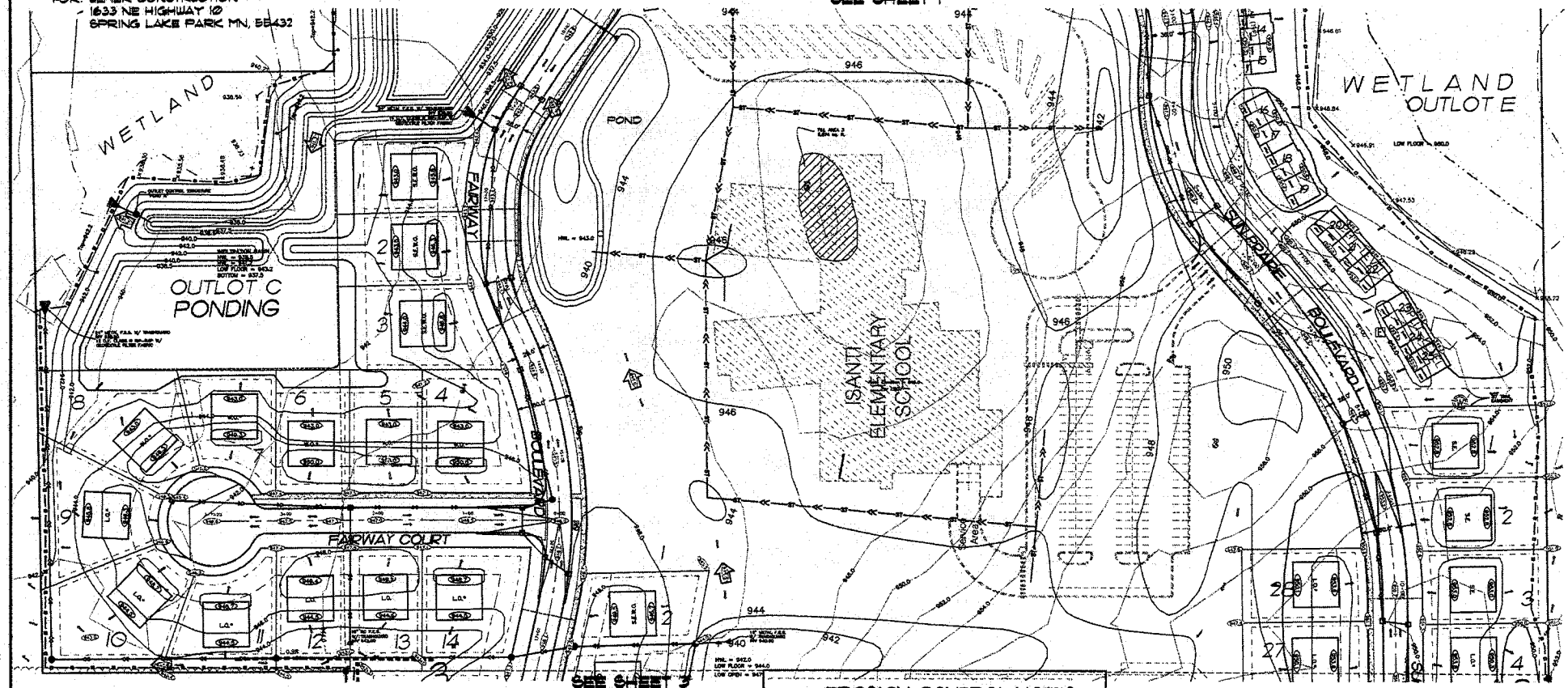
DRAWN BY: MMD	JOB NO: 02187pp	DATE: 02/10/05
CHECK BY: DWO	DWG NO: 02187pp	SHEET: 3 of 4

NO.	DATE	DESCRIPTION	BY
1	10-6-05	CITY COMMENTS	MMD
2	9-14-05	CITY COMMENTS	MMD
3	9-26-05	MINED PATH	MMD

E.G. RUD & SONS, INC.
LAND SURVEYORS
9180 LONGSTON AVE. NE
CIRCLE PINES, MN 55014
TEL (763) 786-8551 FAX (763) 786-8207

GRADING PLAN OF: SUN PRAIRIE

FOR: ULMER CONSTRUCTION
1633 NE HIGHWAY 10
SPRING LAKE PARK, MN, 55432



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5. USE TOPSOIL/SAND MIX FOR DRESSING IN LIEU OF TOPSOIL ONLY.
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8. ABOVE BASIN FLOOR, EITHER WET MEADOW OR URBAN PRAIRIE MEADOW SEED MIXTURES CAN BE USED

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 Land Surveyor under the laws of the State of Minnesota.

Daniel R. Obermiller

Date: 9/29/05 Reg. No. 25341

NOTES:

1. 2 foot Contour Interval
2. M.S.L.V.D. Vertical Datum
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4. Wetland Delineated by Kjolhaug Environmental Services Company.
5. Bearing's shown are on assumed datum.
6. Proposed zoning - R-1 and R-3 Residential with School Site a conditional use of the R-1 Zoning District.

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GRAPHIC SCALE

(IN FEET)
1 inch = 50 ft.

LEGEND

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- DENOTES PROPOSED ELEVATION
- DENOTES EXISTING CONTOUR
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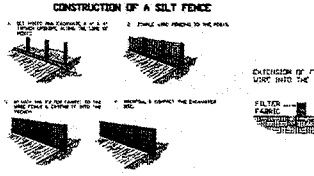
- DENOTES DIRECTION OF DRAINAGE
- DENOTES SILT/TREE PROTECTION FENCE
- DENOTES PROPOSED STORM SEWER
- DENOTES EMERGENCY OVERFLOW ELEVATION
- DENOTES 9350 SQ. FT. WETLAND FILL
- DENOTES WOOD FIBER BLANKET
- DENOTES 4" DRAIN TILE

EROSION CONTROL NOTES

(1) PRIOR TO ROUGH GRADING, INSTALL SILT STOP FENCES IN LOCATIONS SHOWN. ADDITIONAL SILT STOP FENCES WILL BE REQUIRED WHERE LOCAL CONDITIONS REQUIRE
(2 EXCAVATE POND
(3 ROUGH GRADING SHALL PROCEED ON AN AREA BY AREA BASIS TO MINIMIZE UNCOMPLETED AREAS.
(4 AS EACH AREA OUTSIDE THE STREET IS GRADED, PROVIDE NATIVE TOPSOIL, SEED, AND MULCH ANCHORED WITH A STRAIGHT SET DISC AS SOON AS PRACTICAL AFTER GRADING. (TOPSOIL AND SEED OPTIONAL FOR POND ACCESS ROAD.)
(5 MAINTAIN AND REPAIR SILT STOP FENCES (INCLUDE THE REMOVAL OF ACCUMULATED SILT) UNTIL VEGETATION IS ESTABLISHED.

CONSTRUCTION OF A SILT FENCE



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YANKOWAK MNDOT	NW 1/4 S 32, T 35, R 23	941.616	1 MILE SOUTH OF ISANTI, AT THE IN SE MP 35.1, 0.85 MI SOUTH OF CO RD 5, 83.0 FT WEW OF SB TH 56, 101.5 FT SOUTH OF DRIVE, 20.7 FT EAST OF 8 INCH OAK TREE, 3.6 FT ONE OF T-POLE, 3.5 FT ONE OF MT POST, 48.99 FT SSE OF INH 1, 47.09 FT NORTH OF INH 3

PONDING CALCULATIONS AND STORM SEWER DESIGN BY PLOWE ENGINEERING, INC.

SITE PLANNING ENGINEERING
PLOWE ENGINEERING, INC.
9150 LEXINGTON AVENUE N.E.
CIRCLE PINES, MN 55014
(763) 785-1063

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.

Date: 9/29/05 License No. 41288

DRAWN BY: MMD	JOB NO: 02187SW	DATE: 02/10/05
CHECK BY: DWO	DWG NO: 02187SW	SHEET: 2 of 4

NO	DATE	DESCRIPTION	BY
1	8-8-05	CITY COMMENTS	MMD
2	9-14-05	CITY COMMENTS	MMD
3	9-28-05	MOVED PAVN	MMD

E.G. RUD & SONS, INC.
LAND SURVEYORS
9342 LEXINGTON AVE. NE
CIRCLE PINES, MN 55014
TEL. (763) 786-6655 FAX. (763) 786-6037

SHEET 2 OF 4

Job No. 02187

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: November 7, 2018

SUBJECT: **RESOLUTION NO. 2018-XXX ACCEPTING LETTER OF CREDIT AND DEVELOPMENT AGREEMENT FOR LEGACY PINES SUBDIVISION PHASE ONE**

Background:
City staff has been working with the developers of Legacy Pines Phase I (extension of Moline Loop NW and Bellaire Blvd NW) to negotiate a development agreement for the property. The attached document is the final product of the negotiations, and is consistent with previous development agreements the City has had with other developers. We have also reviewed the Letter of Credit provided to the City and find it consistent with our financial requirements.

Staff Request:
I am requesting approval of the attached Resolution No. 2018-XXX. This resolution will be the formal approval of the development agreement and letter of credit, and will authorize staff and the Mayor to execute said agreement.

Attachments:
- Resolution No. 2018-XXX
- Legacy Pines Development Agreement
- Letter of Credit

RESOLUTION NO. 2018-XXX

A RESOLUTION APPROVING THE DEVELOPMENT AGREEMENT AND LETTER OF CREDIT FOR LEGACY PINES PHASE I SUBDIVISION

WHEREAS, Odyssey Homes, Inc. has an approved final plat known as Legacy Pines consisting of 40 single-family residential lots; and,

WHEREAS, the final plat of Legacy Pines is the first phase of development; and,

WHEREAS, a Development Agreement for Legacy Pines Phase I has been prepared for consideration by the City Council of the City of Isanti; and

WHEREAS, Odyssey Homes, Inc has submitted a Letter of Credit that meets the financial and timelines imposed by the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves this Resolution with the following conditions:

1) Said development agreement shall be signed by both the City of Isanti and Odyssey Homes, Inc.
2) At the time of signing of the development agreement any outstanding escrows and/or financial guarantees, as stated within the development agreement, shall be established and/or paid.

IT IS FINALLY RESOLVED, that the City Council of the City of Isanti, Minnesota hereby direct the Mayor and City staff to execute said development agreement.

This Resolution hereby approved by the City Council of the City of Isanti this 7th day of November, 2018.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
City Clerk/Human Resources

CITY OF ISANTI
ISANTI COUNTY, MINNESOTA
DEVELOPMENT AGREEMENT
LEGACY PINES
(Phase 1)

THIS AGREEMENT (the "Agreement"), is made and entered into this ____ day of _____, 2018, between the **CITY OF ISANTI,** a Minnesota municipality organized under the laws of the State of Minnesota (hereinafter referred to as "City") and **Odyssey Homes, Inc.**, a Minnesota corporation (hereinafter referred to as "Developer").

RECITALS:

WHEREAS, the City Council of the City has, by Resolution No. 2018-215, on September 18, 2018 approved a revised Preliminary Plat, known as "Legacy Pines ("The Preliminary Plat"). As to the real property covered by the Preliminary Plat, this Development Agreement is in conformance with the Master Development Agreement, Villages on the Rum Third Addition, 2nd Replat, dated August 17, 2010, as filed with the County Recorder of Isanti County, Minnesota, as Document No. 410672 (the "Existing Agreement"). In cases where there is variance between the two Development Agreements, the terms of this agreement supersedes the Existing Agreement; and

WHEREAS, the Final Plat of Legacy Pines, which is the first phase of this development, contemplates development of approximately 17.12 acres of real property into 49 residential housing units ("Lots"); and

WHEREAS, the Final Plat of Legacy Pines included Outlot A of approximately 45 acres, said outlot is contemplated for future residential development phases of Legacy Pines, and Developer has agreed to and will provide such temporary easements for street, utility, drainage, cul-de-sac purposes upon, over and across said Outlot A containing such provisions as the City may request and require in order to access and service adjacent properties, in a form to be approved by the City; and

WHEREAS, it is the policy of the City to enter into development contracts as contemplated in Minnesota Statutes 462.358, Subd. 2(a); and

WHEREAS, the City and Developer desire to set forth their respective rights and obligations in this Agreement.

NOW, THEREFORE, in consideration of the Recitals, the premises and of the mutual promises and conditions contained herein, it is agreed by the City and the Developer as follows:

1. Development Agreement Provisions. Subject to such changes as may be agreed between the City and the Developer(s), the Preliminary Plat and all subsequent Final Plats to follow shall include the following provisions:

2. Escrow for City Costs and Fees. Developer shall, contemporaneously with execution of each Development Agreement, deposit with the City an escrow of $5,000.00 to cover the cost of legal fees, engineering fees, administrative expenses and other costs related to the Development. A separate escrow will be established with the Developer for each Final Plat. All fees and costs incurred by the City in connection with each Final Plat of the Development shall be charged against said escrow account which shall remain in effect until the completion of the Development Phase. Any funds remaining in the escrow account(s) after the completion of the applicable Final Plat shall be refunded to the Developer. During the final plat process, in the event that the escrow account is depleted, the Developer shall post additional sums of money to replenish the account to a

maximum of $5,000.00 to cover projected City costs as determined by the City. The escrow account shall always have a balance of no less than $1,000.00. The Developer shall be entitled, upon request, to an itemized statement of all costs and fees charged against the Developer's escrow account.

3. Road Dedication. Each Final Plat (each a "Plat" or a "Final Plat") shall dedicate to the City for roadway and utility purposes all land within the Development located within thirty (30) feet from the centerlines of the following roads in accordance with the Final Plat:

a. Bellaire Boulevard NW

b. Moline Loop NW

c. Bluebird Way NW

4. Developer Installed Municipal Improvements. The Developer shall construct the following described municipal improvements for the Development, which are hereinafter collectively called "Developer Installed Municipal Improvements." The Developer Installed Municipal Improvements shall be constructed at the Developer's expense and in accordance with City requirements and specifications. The Developer shall engage at its own expense a registered professional civil engineer to prepare plans and specifications for the Developer Installed Municipal Improvements. These plans shall be submitted to the City for review and be approved by the City Engineer. The Developer agrees to City inspection of all Developer Installed Municipal Improvements and payment for said inspection services.

a. The Developer shall construct and/or be responsible for the installation of sanitary sewer, water mains, storm sewer systems, and bituminous streets, with concrete curb and gutter, street lights, sidewalks and trails. Watermain systems shall be looped.

b. The Developer shall provide adequate off-street parking on all lots abutting on cul-de-sacs, or termination turnarounds, so that the City can prohibit on-street parking if necessary for safety and maintenance purposes.

c. Where grading is required, soils inspection and compaction testing shall be conducted by a registered professional engineer on all areas where soil has been disturbed. All grading shall be done in accordance with a Grading Plan approved by the City Engineer. A minimum of one (1) compaction test shall be obtained for every two (2) foot increment of fill that is placed. A summary of all inspections and compaction tests shall be provided to the City upon completion of the grading. The Developer shall provide a 79G, final compaction report for each lot that has more than two (2) feet of fill. It is recognized that the property may have been rough graded prior to the date of the Development Agreement.

d. All utilities, including electricity, telephone, cable and natural gas, shall be installed underground where possible within platted utility easements or roadway rights-of-way.

5. Erosion Control. Soil stabilization shall be employed throughout each Plat as required to insure the integrity of the soils. The Developer shall use topsoil, mulching, seeding, silt fence, and other such means as are approved by the City to prevent erosion of the soils. An erosion control plan shall be submitted by the Developer and approved by the City Engineer before a grading permit is issued for the Development. Before any grading is started on site, all erosion control measures, as shown on the erosion control plan approved by the City, shall be installed. The Developer shall be responsible for compliance with the approved erosion control plan. The Developer will be given a telephone notice when an unsatisfactory condition exists that is determined to be the Developer's 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, the City is hereby given the right to enter upon the property and to proceed to do the required work at the expense of the Developer. If it is determined that the unsatisfactory condition could result in degradation of downstream water quality, the Developer shall, upon telephone notice, immediately proceed to correct said unsatisfactory condition. If the Developer does not immediately respond to said unsatisfactory condition, the City is

hereby given the right to enter upon the property and correct said condition at the expense of the Developer. The City shall be entitled to all of its reasonable costs and expenses associated with correction work done under this paragraph, including, but not limited to legal, fiscal and engineering costs. The City may at its option invoice the said costs for direct payment from the Developer or proceed to draw on the Developer's escrow established under paragraph 7 or the financial guarantee provided under paragraph 19. The erosion control plan shall be in accordance with the Minnesota Pollution Control Agency's NPDES Phase II requirements.

6. 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 be submitted to and approved by the City 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 City is hereby authorized to immediately commence street cleaning operations if the streets are not cleaned by the Developer by 3:30 p.m. the day after the day of the violation. 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 Developer's escrow established under paragraph 2 or the financial guarantee provided under paragraph 14.

7. Stormwater: The Developer shall construct storm sewer, swales, and/or such other storm water drainage devices as shall be necessary to control drainage within the Plat. A storm water drainage plan must be submitted to the City and approved by the City and the

City's Engineer before any work is done within the Plat. Storm water systems shall be designed based on 100 year high water levels. No storm water retention or pond areas shall be constructed on residential lots. Drainage easements shall be given so as to cover storm water conveyance needs. The Developer shall construct any required drainage and retention ponds in Outlot areas and shall convey title to the Outlots upon which the ponds are constructed to the City. Said conveyance shall be free and clear of any taxes due and, if recorded after the county cut off period for converting property to tax exempt status, the Developer shall be responsible for all taxes the following year. 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.

8. Sidewalks/Trails: The Developer shall build all required sidewalks and trails located within the Development according to the approved plans associated with the Development.

9. Street Lights: Street lights shall be installed within the Plat according to a lighting plan, which will first be approved by the City Engineer. The Developer shall also submit a street lighting plan to Connexus Energy for its review, comment and approval. The installation of the street lights shall be coordinated with Connexus Energy so that the street light system is installed, constructed and operated in such a manner as will harmoniously exist with other street lights within the area. Lights shall be placed on Bellaire Boulevard NW, Moline Loop NW and Bluebird Way NW. Street lights must be installed prior to acceptance of the municipal improvements and the beginning of the warranty period.

10. Street Repair: It is anticipated that heavy construction equipment will be using City and County roads to access each Plat, including, but not limited to, Isanti Parkway NW, Bellaire Boulevard NW, Whiskey Road NW, Moline Loop NW and 3rd Avenue NW. The Developer shall be responsible for the reconstruction and/or repair of said street(s) identified as damaged by the City of Isanti following completion of construction within

the Plat. Said reconstruction shall return the street(s) to an equal or better condition than existed prior to commencement of the Development. Plans for such work shall be approved by the City Engineer prior to commencement of reconstruction or repair work. The Developer shall instruct all construction crews to ensure that the properties adjacent to this Plat have access to their property at all times during construction.

11. Schedule: All work for the Developer Installed Municipal Improvements, including street, sanitary sewer, storm sewer, and municipal water, 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 by the target date, which will be set for each Final Plat of the Development, subject to unavoidable delays. For the purposes of each Development Agreement, "unavoidable delays" means delays which are the direct result of acts of God, unforeseen adverse weather conditions, strikes, other labor troubles, fires or other casualty to the Developer Installed Municipal Improvements, litigation commenced by third parties which by injunction or other similar judicial action that directly results in delays, or acts of any Federal, State or local government unit that results in delays, or any unforeseen circumstances beyond the Developer's reasonable control.

12. Notice to Proceed: The Developer agrees not to commence any grading, utility or street work within the Development until first receiving a written "Notice to Proceed" from the City Engineer.

13. Warranty of Improvements: The Developer represents and warrants that all of the Developer Installed Municipal Improvements made shall be guaranteed to be properly functioning as designed for a period of two (2) years following acceptance by the City of the Developer Installed Municipal Improvements ("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 Developer Installed Municipal Improvements have 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 the Development Agreement. The Developer shall post a warranty bond to guarantee completion of warranty items.

14. Financial Guarantee: The Developer shall provide a financial guarantee to the City, in the form of a cash escrow, letter of credit or surety bond in the amount equal to one hundred twenty five percent (125%) of the estimated amount of the required Developer Installed Municipal Improvements to be completed in the Phase(s) of the Development. The form of such financial guarantee shall be at the option of the Developer subject to the City's approval of the documentation evidencing the guarantee. Any letter of credit shall be from a FDIC insured financial institution approved by the City. Any surety bonds shall be in a form and from an entity approved by the City. The City's Engineer shall calculate the estimated cost of completion of the Developer Installed Municipal Improvements for each Phase of the Development. One hundred twenty five percent of that amount will be required as a financial guarantee. Except as hereinafter provided, the City shall have the right to retain the financial guarantee until the Developer Installed Municipal Improvements have been completed to the satisfaction of the City. The Developer has a right to request reduction of the escrow, surety bond or letter of credit amount as work on the Developer Installed Municipal Improvements progresses. Specifically, the Developer shall send a written request to the City's Engineer for a specific reduction in the amount of the escrow, surety bond or letter of credit. The City Engineer shall review that request and make a recommendation to the City as to whether or not the escrow, surety bond or letter of credit should be reduced and if so, to what amount. The City shall then decide whether or not to reduce the escrow, surety bond or letter of credit. The City, however, will not reduce the escrow, surety bond or letter of credit, below 20% of the estimated cost of the Developer Installed Municipal Improvements until after submittal of record plan documents as required by paragraph 25, or below ten percent (10%) of the total construction cost of the Developer Installed

Municipal Improvements until two (2) years following acceptance of the Developer Installed Municipal Improvements. At that point, the escrow, surety bond or letter of credit shall be released or refunded, as the case may be, assuming no warranty work remains to be done.

15. Signs, Signals, & Markings. All costs associated with said markings, signs and signals are to be borne by the Developer. Placement of signage, whether on a temporary basis for construction, or on a permanent basis as part of the Development, shall be as directed by the City Engineer.

16. Lowest Floor Elevations. No building shall be constructed on any of the Lots herein 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.

17. House Sizes and Locations. The house sizes and locations for those houses shall be in accordance with the Housing Size Location Plan. The following Lots/Blocks will be subject to and are approved for the following house and garage sizes:

a. Lots 1-13, Block 1 and Lots1-10 , Block 2 will be required to have a minimum of 1200 square feet of livable floor space above grade with a 600 square foot minimum floor area for the attached garage.

b. Lots 1-16, Block 4, Lots 1-10, Block 3 will be required to have a minimum of 960 square feet of livable floor space above grade with a 400 square foot minimum floor area for the attached garage.

18. Park Fee. The City has a policy to build up a capital account for future park acquisition and development by means of a park dedication fee. For each Final Plat of the Developer agrees to pay a park dedication fee based on the number of residential

units. Park Fees for Final Plats approved shall be as per the City Fee Schedule. Fees to be paid before the City signs the Final Plat.

19. Signal Light Fee: For each Phase of the Development, the Developer shall contribute a signal light fee based on the number of residential units (Lots). Signal Light fees for Final Plats approved after that date shall be as per the City Fee Schedule. Fees to be paid before the City signs the Final Plat.

20. Trunk Utility Charge: For each Phase of the Development, the Developer shall pay a utility trunk charge based on the number of residential units (Lots) as per the City Fee Schedule. Trunk Utility fees for Final Plats approved after that date shall be as per the City Fee Schedule. Fees to be paid before the City signs the Final Plat.

21. Agency Approval. The Developer agrees to submit the utility plans, or any portions thereof, to all appropriate federal, state, county or local governing agencies or bodies for their written approval.

22. Plat Conditions. All general and special conditions, plans, special provisions, proposals, specifications and contracts for the Plat shall be and hereby are made apart of this Agreement by reference as if fully set out herein in full.

23. Miscellaneous Provisions. The Developer specifically understands that approval for Legacy Pines, Phase 1 is given subject to the following requirements:

a. The Final Plat must be submitted by the Developer to the City for recording (and the Mylar "hard shells" must be fully executed) within one hundred twenty (120) days of the Council motion giving Final Plat approval or else said approval shall be null and void. The Developer will pay for all costs pertaining to Plat recording. The Developer shall also submit the Final Plat and "as constructed street and utility plans" in electronic format. The electronic format shall be the most current version of AUTOCAD in NAD 83 Isanti County Coordinates for mapping purposes.

b. Final Plat approval shall be contingent upon compliance with grading, storm water drainage, and utility plan approval by the City.

c. All applicable conditions of Plat approval must be met before any deeds are stamped for recording and prior to the recording of the Final Plat at the Isanti County Recorder's Office.

d. No building or other permits shall be issued, until the Final Plat has been recorded with the Isanti County Recorder; all street signs have been erected by the Developer (as determined by the City); and curb, gutter and the bituminous base course has been placed. This provision specifically requires that the surface water drainage system must be completed and functioning to the satisfaction of the City.

e. Each Single Family structure in future Phases shall meet the square footage requirements for the home and garage, and setback requirements per the Planned Unit Development and all applicable City Code and Ordinance requirements

f. The Developer shall pay all fees relating to this subdivision, including the cost of recording documents relating to Developer's responsibilities hereunder with Isanti County.

g. Exterior lighting or advertising activities on the site shall comply with City ordinance regarding same.

h. Drainage and erosion control methods for this development shall be completed prior to the City accepting the roadway or the Developer Installed Municipal Improvements. All work shall be inspected by the City to insure that it complies with City standards. The Developer is responsible for complying with the provisions of the MPCA's NPDES Stormwater Permit. Where the MPCA and City requirements differ, the more stringent or restrictive requirement shall govern.

i. The Developer shall permit access to the land herein for periodic inspection to assure conformance with the conditions herein.

j. The Developer shall remove all temporary soil stabilization and erosion control devices, such as silt fencing, before the escrow held by the City is returned to the Developer.

k. No material deviations from the approved Final Plat and or construction plans shall be allowed unless approved in writing by the City.

l. The Developer shall dedicate either street and utility easements or City street and utility right-of-way for the extension of Bellaire Blvd NW to Whiskey Rd NW, and install a water main at Developer's cost.

m. The Developer shall dedicate temporary cul-de-sac easements and install a temporary bituminous cul-de-sac at the end of Phase 1 paved roads, built to City standards.

n. 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.

o. A certificate of survey shall be provided by the builder to the Building Inspector for each Lot at the time a building permit is requested for that Lot. The Developer shall also provide to the City a certificate indicating that all Lots in the Development are graded as per the grading plan submitted.

p. The Developer shall provide on-site a sufficient number of portable outhouses to be available for the persons who will be working on-site.

q. During the installation of the Developer Installed Municipal Improvements, Developer shall remove all tree waste; junk, miscellaneous debris, junk vehicles, and any other personal property from land still owned by Developer pursuant to the City Code and shall seal wells as directed by the State of Minnesota.

r. Deed restriction shall advise owners of all lots of the requirements of this Development Agreement as follows: THE LAND WITHIN THIS PLAT, INCLUDING THE LAND CONVEYED HEREIN, IS BOUND BY RESTRICTIONS IN A DEVELOPMENT AGREEMENT. SAID DEVELOPMENT AGREEMENT IS ON FILE AT THE OFFICE OF THE ISANTI COUNTY RECORDER FILED AS DOCUMENT NO. _____.

s. The Developer is responsible for the installation of mailboxes according to the United Stated Postal Service regulations. The Developer shall work with the local Postmaster to identify mailbox locations. The mailboxes must be installed before a Certificate of Occupancy is issued.

24. Special Provisions. The following shall apply:

a. Tree Preservation Plan – A Tree Preservation Plan shall be prepared by the Developer and approved by the City for portions of the Development that have significant or specimen tree stands. Such plan shall show the location of homes and grading of those Lots, so as to protect as many of these trees as possible.

b. Planned Unit Development – The Development is approved by the City as a Planned Unit Development, in which the conditions of such approval, authorized in City Council Resolution 2010-111, shall apply.

c. The Developer agrees to pay liquidated damages to the City if any Lot, upon which a home has been built, has a real estate closing to an individual intending to use such home as a residence before a certificate of occupancy has been issued for that Lot and/or before all Developer Installed Municipal Improvements within the Plat are certified as being substantially completed by the City. Specifically, the Developer agrees to immediately pay to the City liquidated damages in the amount of one thousand dollars ($1000.00) for each such closing which occurs in violation of this paragraph. The City shall be authorized to retain an appropriate percentage of the financial guarantee referred to in paragraph 19 as security for payment of any liquidated damages owed to the City. The City reserves the right to not issue a Certificate of Occupancy in addition to liquidated damages until all Developer Installed Municipal Improvements are certified as being substantially complete.

d. 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.

e. Sodding and Seeding Requirements. All boulevards, public areas, and storm water drainage areas shall be initially seeded and stabilized at completion of mass grading operation by the developer. Prior to issuance of a certificate of occupancy of a single-family residence, it shall be the responsibility of the builder or home

owner to install sodding in all lot front yards, side yards, and back yards per City Zoning Ordinance. Said 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 of the following year with the appropriate escrow established for the lot.

(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.

(2) 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.

25. Record Information Requirements. Following completion of all development activities, the Developer shall provide to the City "as-built" plans for all Developer Installed Municipal Improvements and land within the Plat. This information shall be provided to the City by two (2) printed copies, one (1) mylar "hardshell" and one (1) 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 Municipal Improvements and starting the warranty period. As-built information shall include:

a. Topography in two-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,

(3) Location, size and depth of all lift stations.

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 rights-of-way.

i. Location of all streets, sidewalks and trails.

j. Location and description of all surveying monuments.

k. The Developer shall also provide such other information regarding the Plat as is reasonably requested by the City.

26. Warranty of Title. The Developer warrants and represents to the City that it is the fee owner of the land described in the Plat and that it has authority to execute the Development Agreement and agree to the conditions hereof. The Developer also represents and warrants that the use for which this Development is sought will not violate any restrictive covenants applying to the property.

27. 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.

28. Binding Effect. This Agreement shall be deemed to be a restrictive covenant and the terms and conditions hereof shall run with the land described herein and be binding on and inure to the benefit of the heirs, representatives and assigns of the parties hereto, and shall be binding upon all future owners of all or any part of the subdivision, and shall be deemed covenants running with the land. Reference herein to the Developers, if there be more than one, shall mean each and all of them. This Agreement shall be placed of

record so as to give notice hereof to subsequent purchasers and successor owners. The cost of said recording shall be borne by the Owner.

29. Restrictions on Transfer/Indemnification.

a. Indemnification. The Developer agrees to defend and hold the City, and its officials, employees and agents, harmless against any and all claims, demands, lawsuits, judgments, damages, penalties, costs and expenses, including reasonable attorney's fees, arising out of actions or omissions by the Developer, its employees and agents, in connection with the Development.

b. Enforcement by City; Damages. The Developer acknowledges the right of the City to enforce the terms of the Development Agreement against the Developer, by action for specific performance or damages, or both, or by any other legally authorized means. The Developer also acknowledges that its failure to perform any or all of its obligations under the Development Agreement may result in substantial damages to the City; that in the event of default by the Developer, the City may commence legal action to recover all damages, losses and expenses sustained by the City; and that such expenses may include, but are not limited to, the reasonable fees of legal counsel employed with respect to the enforcement of the Development Agreement.

30. Hold Harmless Agreement. The Developer acknowledges that its failure to control erosion in accordance with the plans and exhibits as contained herein may cause flooding and/or damage to adjoining property owners. In such event, the Developer agrees to hold the City harmless and indemnify the City from claims of all third parties or the Developer for damages arising out of such flooding and/or damages.

Further, in the event the City undertakes any corrective actions to prevent or minimize any such flooding and/or damage, the Developer agrees to hold the City harmless and indemnify the City from claims of all third parties for damages arising out of said corrective action by the City, and agrees to reimburse the City for all out of pocket expenses incurred by the City arising out of the corrective action including, but not limited to, any cost necessary to re-landscape disrupted soils located within the Development.

31. Insurance. The Developer will provide and maintain or cause to be maintained at all times during the process of construction of the Developer Installed Municipal Improvements until six (6) months after acceptance of all Developer Installed Municipal Improvements and, from time to time at the request of the City, furnish with proof of payment of premiums on:

a. Comprehensive general liability insurance (including operations, contingent liability, operations of subcontractors, completed operations and contractual liability insurance) together with an Owner's Contractor's Policy with limits against bodily injury, including death, and property damage (to include, but not be limited to damages caused by erosion or flooding) which may arise out of the Developer's work or work of any of its subcontractors. Limits for bodily injury or death shall not be less than $500,000.00 for one person and $1,000,000.00 for each occurrence; limits for property damage shall not be less than $200,000.00 for each occurrence. The City, City Engineer, and Developer's Engineer shall be additional named insureds on said policy. The Developer shall file a copy of the insurance coverage with the City.

b. Worker's compensation insurance as required by statute.

32. Events of Default.

a. Events of Default Defined. The following shall be "Events of Default" under the Development Agreement and the term "Event of Default" shall mean, whenever it is used in the Development Agreement, any one or more of the following events:

(1) Subject to unavoidable delays, failure by the Developer to commence and complete construction of the Developer Installed Municipal Improvements pursuant to the terms, conditions and limitations of the Development Agreement. For purposes of this Agreement, "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 Municipal 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

(2) Failure by the Developer to observe or perform any covenant, condition, obligation or agreement on its part to be observed or performed under the Development Agreement.

b. Remedies on Default. Whenever any Event of Default occurs, the City may take any one or more of the following:

(1) The City may suspend its performance under the Development 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 Development 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 the Development Agreement or recover any amounts due under the Development Agreement from the Developer, or immediately draw on the financial guarantees provided by the Developer pursuant to the Development Agreement.

(3) The City may draw upon any escrow or financial guarantee established pursuant to this Agreement.

(4) The Developer agrees that if the escrow or financial guarantee is insufficient or terminates, the City has the right to use the special assessment process under Minnesota Statute, Chapter 429, to construct and pay for uncompleted Developer Installed Municipal Improvements or to correct and repair any improvements under warranty. This constitutes a petition to under take such public improvements under Minnesota Statutes, Chapter 429.

33. Notice and Demands. Except as otherwise expressly provided in the Development 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 addresses as follows:

a. Developer — Odyssey Homes, Inc.
15390 Germanium St. NW
Ramsey, MN 55303

b. City — City of Isanti
City Administrator
P.O. Box 428
Isanti, MN 55040

Either party may designate an additional or another address upon giving notice to the other party pursuant to this paragraph.

34. Disclaimer of Relationship. Nothing contained in this Agreement or any Development Agreement nor any act by the City or the Developer shall be deemed or construed by any person to create any relationship of a third-party beneficiary, principal and agent, limited or general partner, or joint venture among the City, the Developer, and/or any third party.

35. Receipt Acknowledgment. The City shall acknowledge receipt of the funds received at the time the Development Agreement is signed.

36. Other Provisions

a. Modifications. The Development Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

b. Counterparts. The Development Agreement may be executed in any number of counterparts, each one of which shall constitute one and the same instrument.

c. Judicial Interpretation. Should any provision of the Development 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 of through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation thereof.

d. Governing Law. The Development Agreement shall be construed under the laws of the State of Minnesota.

e. 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.

The Remainder of this page is left intentionally blank.

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_____
Mayor

By_____
City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

On this _____day of _____, 2018, before me, a Notary Public, personally appeared George A. Wimmer and Donald C. Lorsung, of the City of Isanti, a Minnesota municipality within the State of Minnesota, and that said instrument was signed on behalf of the City of Isanti by the Mayor and City Administrator/City Clerk and, hereby acknowledge said instrument to be the free act and deed of said City of Isanti.

_____
Notary Public

Odyssey Homes, Inc.

By _____
Jason Bebeau, President

STATE OF MINNESOTA)

) ss.

COUNTY OF RAMSEY)

On this 31st day of Oct, 2018, before me, a Notary Public, within and for said County and State, personally appeared Jason Bebeau, to me personally known, who, being by me duly sworn did say that he is the President of Odyssey Homes, Inc., a Minnesota corporation, named in the foregoing instrument, and that said instrument was signed on behalf of said corporation and acknowledged said instrument to be the free act and deed of said corporation.

ANNA R WEGWERTH
Notary Public
Minnesota
My Commission Expires January 31, 2023

_____
Notary Public

This document was drafted by:

City of Isanti
110 1st Avenue North
P.O. 428
Isanti, MN 55040-0428
Telephone: 763-444-5512

(Great Southern Bank Letterhead)

November 8, 2018

IRREVOCABLE STANDBY LETTER OF CREDIT NO. 2400

TO: CITY OF ISANTI
110 1st Avenue North, P.O. Box 428
Isanti MN 55040

RE: Legacy Pines Preliminary Plat ("Project")

Great Southern Bank, a Missouri State Chartered Trust Company ("Issuer") hereby issues this Irrevocable Standby Letter of Credit (this "Letter of Credit") in your favor payable by us from time to time for up to an aggregate amount of US $2,113,889.51 at the request of and for the account of Odyssey Homes, Inc., a Minnesota corporation ("Developer").

This Letter of Credit guarantees Developer's satisfactory and timely construction or completion, as reasonably determined by the City of Isanti ("City"), of the "Developer Installed Municipal Improvements" described in the Legacy Pines Development Agreement dated as of November 8, 2018 entered into by and between the City and the Developer (collectively, the "Improvement Obligations") required to be completed in connection with the Project.

Funds under this Letter of Credit are available to you against one or more of your sight drafts drawn on us stating on their face, "Drawn under Standby Letter of Credit No. 2400, dated November 8, 2018, issued by Great Southern Bank" if accompanied by a certificate signed by an authorized official of the City stating that (a) there has been a default in the performance of the Improvement Obligations, and such default has not been cured within thirty (30) days of City's notice to Developer of such default, (b) the amount drawn is required by the City to complete certain of the Improvement Obligations, and (c) the amount drawn will be used by the City for those purposes.

Presentation of such drafts and certificates must be made at Issuer's offices at 7685 Zachary Ln, Maple Grove, Minnesota 55369, to the attention of: Carl Brandt (or such other officer, department or address designated in writing by us to you at your address shown above), on or before 2:00 p.m. on any business day on or before the expiration date hereof.

Multiple drawings under this Letter of Credit are permitted. Each drawing honored by the Issuer will reduce the amount available under this Letter of Credit. This Letter of Credit is not assignable.

This Letter of Credit will expire on November 8, 2019, unless earlier released by the City, provided that this Letter of Credit shall be automatically extended, without amendment, for up to three (3) successive one (1) year periods from the present or any future

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expiration date unless not less than sixty (60) days before the then current expiration date the Issuer gives the City Administrator written notice by certified mail, overnight mail, or express courier that the Issuer has elected not to extend this Letter of Credit for such additional period. Upon receipt of said notice, the City is entitled to draw at sight, by presentment of a draft or drafts prior to the date of expiration hereof, up to the full aggregate amount as set forth herein, less any reductions. In any event, this Letter of Credit will expire no later than November 8, 2022. Upon expiration of this Letter of Credit, it must be delivered to the Issuer for cancellation.

By accepting this Letter of Credit, the City agrees to periodically reduce the aggregate amount of this Letter of Credit following each City inspection of each item comprising the Improvement Obligations, based upon and to the extent of the City's written verification of the completion of each such item.

Except as otherwise expressly stated herein, this Letter of Credit is governed by and issued subject to the International Standby Practices 1998 International Chamber of Commerce Publication No. 590 ("ISP98"). This Letter of Credit shall also be governed by the laws of the State of Minnesota, including the Minnesota Uniform Commercial Code, Minnesota Statutes Chapter 336, to the extent not inconsistent with ISP98).

Issuer hereby agrees that each draft drawn in compliance with this Letter of Credit will be duly honored upon presentation.

ISSUER: GREAT SOUTHERN BANK

By: _____
Carl Brandt, VP

DRAFT

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Wimmer and Members of the City Council**
From: Josi Wood, Public Services Director/ Assistant City Admin
Date: November 7, 2018
Subject: Consider Resolution to Enter into an Agreement with Advanced Power Systems Inc. for Annual Generator Service

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Background:
The City currently has a generator service contract with Cummins which expires November 30th, 2018. Service includes an annual inspection, annual full service and 2-hour load bank to ensure the generators are operating in good performance.

Staff has procured quotes from Cummins as well as Advanced Power Systems, Inc. to compare service and pricing. Pricing can be seen in the table below. Staff is recommending to enter into an agreement for 5 years with Advanced Power Systems, Inc for annual generator service.

The current budgeted amount for such annual service is $5,000.00 within Water/Sewer (112).

Vendor	Service	Coolant Service	Service Rates
Cummins	Trailer – $8,368.04 WTP - $9,604.05 WWTP - $8,582.22 5 yr Total - $26,554.31	Trailer - $1394.18 WTP – $2,250.53 WWTP – $1,399.60	Normal hours - $140/ hr After hours - $229/ hr
Advanced Power Systems, Inc.	Trailer - $6,867.00 WTP - $7,921.00 WWTP - $6,902.00 5 yr Total - $21,690.00	Trailer - $790.00 WTP - $900.00 WWTP - $790.00	Normal hours - $92/ hr After hours - $115/ hr

Finance Committee Recommendation:
The Finance Committee has reviewed the services quotes and recommends awarding the contract to Advanced Power Systems, Inc.

Request:
Staff is requesting action on this item.

Attachment:
- Resolution 2018-XXX

RESOLUTION NO. 2018-XXX

A RESOLUTION ENTERING INTO AN AGREEMENT WITH ADVANCED POWER SYSTEMS INC FOR ANNUAL GENERATOR SERVICE

WHEREAS, the City of Isanti has determined that it is in the City's best interest to seek proposals from qualified vendors to provide annual generator inspection service for preventative maintenance and for the longevity and reliability of the City's three (3) generators for a five (5) year period; and,

WHEREAS, two (2) quotes were received:

Vendor	Service	Coolant Service	Service Rates
Cummins	Trailer – $8,368.04 WTP - $9,604.05 WWTP - $8,582.22 5 yr Total - $26,554.31	Trailer - $1394.18 WTP – $2,250.53 WWTP – $1,399.60	Normal hours - $140/ hr After hours - $229/ hr
Advanced Power Systems, Inc.	Trailer - $6,867.00 WTP - $7,921.00 WWTP - $6,902.00 5 yr Total - $21,690.00	Trailer - $790.00 WTP - $900.00 WWTP - $790.00	Normal hours - $92/ hr After hours - $115/ hr

WHEREAS, the Finance Committee recommends entering into an agreement with Advanced Power Systems, Inc. for the level of service the City is seeking and cost; and,

WHEREAS, this is an annually budgeted expense within the Water and Sewer Fund – Contracted Services (112);

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

1. The City Council hereby awards Annual Generator Services to Advanced Power Systems, Inc. as the vendor that best meets the needs of the City.
2. That the Public Services Director is hereby authorized to enter into an agreement with Advanced Power Systems, Inc. for service of the generators from December 1, 2018 to November 30, 2023 and for staff to prepare and sign documents as needed to execute this contract.
3. Funding for this service will be Water/Sewer – Contracted Services (112) as identified within the annual budget.

This resolution was duly adopted by the Isanti City Council this 7th day of November, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources / City Clerk

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 10/19/2018 - 10/19/2018 | Oct 19, 2018 03:57PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/18	10/19/2018	49859	1503	7-UP BOTTLING	609-20200	258.20
10/18	10/19/2018	49860	2609	BETKER, MIKE	101-20200	21.75
10/18	10/19/2018	49861	368	BILLS QUALITY CLEANING	609-20200	521.00
10/18	10/19/2018	49862	1387	BJORKLUND COMPANIES	101-20200	263.80
10/18	10/19/2018	49863	2221	C & L DISTRIBUTING	609-20200	28.60
10/18	10/19/2018	49864	1815	CENTURYLINK	609-20200	868.01
10/18	10/19/2018	49865	1822	CENTURYLINK BUSINESS SERVICES	101-20200	28.01
10/18	10/19/2018	49866	8	DAHLHEIMER DISTRIBUTING CO	609-20200	1,267.75
10/18	10/19/2018	49867	2628	DUFF CONSULTING	101-20200	50.00
10/18	10/19/2018	49868	2028	FURTHER	861-20200	890.49
10/18	10/19/2018	49869	126	ICMA	101-20200	963.16
10/18	10/19/2018	49870	252	ISANTI REDBIRDS	104-20200	162.22
10/18	10/19/2018	49871	162	ISANTI RENTAL	101-20200	196.90
10/18	10/19/2018	49872	7	JOHNSON BROTHERS LIQUOR CO	609-20200	2,092.21
10/18	10/19/2018	49873	5	KAWALEK TRUCKING	609-20200	123.80
10/18	10/19/2018	49874	2648	LEPAGE & SONS	101-20200	506.47
10/18	10/19/2018	49875	131	MACQUEEN EQUIPMENT INC	101-20200	73.99
10/18	10/19/2018	49876	17	MCDONALD DISTRIBUTING CO	609-20200	2,948.83
10/18	10/19/2018	49877	2208	MINNESOTA EQUIPMENT	101-20200	135.52
10/18	10/19/2018	49878	1788	MINNESOTA PETROLEUM SERVICE	101-20200	334.75
10/18	10/19/2018	49879	194	MN DEPT OF HEALTH	601-20200	3,240.00
10/18	10/19/2018	49880	1267	MUSKA ELECTRIC CO	104-20200	2,602.18
10/18	10/19/2018	49881	2080	MVTL LABORATORIES INC	602-20200	174.16
10/18	10/19/2018	49882	1165	NORTHLAND TRUST	602-20200	549,670.00
10/18	10/19/2018	49883	2495	PELTIER, TABITHA	603-20200	17.22
10/18	10/19/2018	49884	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,529.88
10/18	10/19/2018	49885	2001	SHRED-N-GO INC	101-20200	77.23
10/18	10/19/2018	49886	2396	SOUTHERN GLAZERS OF MN	609-20200	2,668.69
10/18	10/19/2018	49887	2156	SUMMIT COMPANIES	101-20200	21.00
10/18	10/19/2018	49888	1290	THE AMBLE GROUP	101-20200	31.93
10/18	10/19/2018	49889	1740	TOSHIBA FINANCIAL SERVICES	108-20200	229.64
10/18	10/19/2018	49890	42	VIKING COCA-COLA BOTTLING CO	609-20200	208.00
10/18	10/19/2018	49891	361	VINTAGE LOCK	226-20200	355.00
10/18	10/19/2018	49892	4	WATSON CO INC	609-20200	3,617.67
10/18	10/19/2018	49893	2666	WRS IMPORTS	609-20200	570.00
Grand Totals:						579,748.06

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 10/29/2018 - 10/29/2018 | Oct 29, 2018 10:31AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/18	10/29/2018	49894	2504	ANCONA TITLE & ESCROW	601-20200	53.08
10/18	10/29/2018	49895	1924	ASSOCIATED FINANCIAL GROUP	101-20200	6,500.00
10/18	10/29/2018	49896	53	BELLBOY CORPORATION	609-20200	3,682.76
10/18	10/29/2018	49897	9	BERNICKS PEPSI-COLA	609-20200	990.07
10/18	10/29/2018	49898	1500	BOLTON & MENK INC	444-20200	19,275.50
10/18	10/29/2018	49899	2319	BREAKTHRU BEVERAGE	609-20200	6,928.41
10/18	10/29/2018	49900	421	CARGILL INC	101-20200	3,456.22
10/18	10/29/2018	49901	2428	CONCIERGE TITLE INC	601-20200	16.04
10/18	10/29/2018	49902	918	CRYSTAL SPRINGS ICE	609-20200	172.66
10/18	10/29/2018	49903	8	DAHLHEIMER DISTRIBUTING CO	609-20200	19,459.94
10/18	10/29/2018	49904	2478	EAST CENTRAL ENERGY	101-20200	42.85
10/18	10/29/2018	49905	55	ECM PUBLISHERS INC	101-20200	323.25
10/18	10/29/2018	49906	2042	EVERETT, KATIE	101-20200	47.35
10/18	10/29/2018	49907	385	FEDERATED CO-OPS INC	101-20200	54.99
10/18	10/29/2018	49908	2002	FERGUSON ENTERPRISES	601-20200	156.75
10/18	10/29/2018	49909	2189	FORSTER, SHAYNA	101-20200	113.51
10/18	10/29/2018	49910	2028	FURTHER	603-20200	32.45
10/18	10/29/2018	49911	2028	FURTHER	861-20200	440.74
10/18	10/29/2018	49912	949	GRAINGER	101-20200	502.92
10/18	10/29/2018	49913	1212	HARTS AUTO SUPPLY	101-20200	1,051.86
10/18	10/29/2018	49914	2209	INNOVATIVE OFFICE	101-20200	518.87
10/18	10/29/2018	49915	322	INTOXIMETERS	101-20200	105.00
10/18	10/29/2018	49916	2667	ISANTI SCOUTS BSA TROOP 523	101-20200	45.57
10/18	10/29/2018	49917	113	ISANTI TIRE & AUTO CARE	101-20200	90.00
10/18	10/29/2018	49918	1534	J. J. TAYLOR	609-20200	1,116.85
10/18	10/29/2018	49919	7	JOHNSON BROTHERS LIQUOR CO	609-20200	14,624.02
10/18	10/29/2018	49920	5	KAWALEK TRUCKING	609-20200	399.60
10/18	10/29/2018	49921	2668	LERO, JACQUELYNE	601-20200	58.75
10/18	10/29/2018	49922	131	MACQUEEN EQUIPMENT INC	101-20200	765.53
10/18	10/29/2018	49923	2669	MAGNUSON, JERAN	601-20200	121.18
10/18	10/29/2018	49924	17	MCDONALD DISTRIBUTING CO	609-20200	14,765.16
10/18	10/29/2018	49925	616	MENARDS - CAMBRIDGE	101-20200	700.27
10/18	10/29/2018	49926	2408	MOTOROLA SOLUTIONS INC	101-20200	171.00
10/18	10/29/2018	49927	2080	MVTL LABORATORIES INC	601-20200	43.20
10/18	10/29/2018	49928	1821	NORTH AMERICAN TITLE CO	601-20200	41.01
10/18	10/29/2018	49929	2670	OPP, JOHNATHAN	601-20200	145.33
10/18	10/29/2018	49930	617	PAUSTIS & SONS	609-20200	560.50
10/18	10/29/2018	49931	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,334.10
10/18	10/29/2018	49932	12	POSTMASTER	101-20200	116.00
10/18	10/29/2018	49933	2341	RED BULL DISTRIBUTION	609-20200	212.50
10/18	10/29/2018	49934	2671	SORENSON, TAVI	601-20200	22.35
10/18	10/29/2018	49935	2396	SOUTHERN GLAZERS OF MN	609-20200	3,283.65
10/18	10/29/2018	49936	2554	SPECIALTY SOLUTIONS	101-20200	1,148.38
10/18	10/29/2018	49937	1361	STAPLES ADVANTAGE	602-20200	821.13
10/18	10/29/2018	49938	450	STAR QUALITY GLASS	609-20200	291.74
10/18	10/29/2018	49939	96	STREICHERS	101-20200	81.97
10/18	10/29/2018	49940	2598	T.A.SCHIFSKY & SONS INC.	101-20200	197.34
10/18	10/29/2018	49941	1290	THE AMBLE GROUP	101-20200	703.73
10/18	10/29/2018	49942	2485	ULINE	602-20200	378.47
10/18	10/29/2018	49943	42	VIKING COCA-COLA BOTTLING CO	609-20200	594.85
10/18	10/29/2018	49944	1286	VINOCOPIA INC	609-20200	536.40
10/18	10/29/2018	49945	4	WATSON CO INC	609-20200	997.95

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						112,293.75

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 10/30/2018 - 10/30/2018 | Oct 30, 2018 10:24AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/18	10/30/2018	49946	897	DVS RENEWAL	101-20200	11.00
Grand Totals:						11.00

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 11/1/2018 - 11/1/2018 | Nov 01, 2018 11:45AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/18	11/01/2018	49952	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	945.00
11/18	11/01/2018	49953	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	516.90
11/18	11/01/2018	49954	2335	BCBSM	101-20200	20.46
11/18	11/01/2018	49955	9	BERNICKS PEPSI-COLA	609-20200	767.96
11/18	11/01/2018	49956	2537	BROOKS, KATIE	101-20200	42.68
11/18	11/01/2018	49957	851	CASH	444-20200	142.66
11/18	11/01/2018	49958	1047	CENTRAL TRUCK SERVICE INC	101-20200	503.06
11/18	11/01/2018	49959	1108	CITY OF BRAHAM	101-20200	190.68
11/18	11/01/2018	49960	120	CONNEXUS ENERGY	101-20200	14,229.32
11/18	11/01/2018	49961	8	DAHLHEIMER DISTRIBUTING CO	609-20200	5,678.62
11/18	11/01/2018	49962	1941	DELTA DENTAL	861-20200	2,650.55
11/18	11/01/2018	49963	2663	DRESEL CONTRACTING , INC.	443-20200	128,518.14
11/18	11/01/2018	49964	257	EARL F. ANDERSEN - DIV. OF SAFTEY SIGNS	101-20200	411.01
11/18	11/01/2018	49965	55	ECM PUBLISHERS INC	101-20200	168.00
11/18	11/01/2018	49966	1682	FERGUSON WATERWORKS	603-20200	356.03
11/18	11/01/2018	49967	739	HACH COMPANY	601-20200	537.44
11/18	11/01/2018	49968	2209	INNOVATIVE OFFICE	101-20200	157.28
11/18	11/01/2018	49969	1534	J. J. TAYLOR	609-20200	543.25
11/18	11/01/2018	49970	2500	METRO SALES INC.	101-20200	71.07
11/18	11/01/2018	49971	1044	MINNEAPOLIS FINANCE	101-20200	117.00
11/18	11/01/2018	49972	1536	MINNESOTA DEED	219-20200	833.33
11/18	11/01/2018	49973	2080	MVTL LABORATORIES INC	602-20200	130.96
11/18	11/01/2018	49974	283	OLSON POWER & EQUIPMENT	602-20200	662.53
11/18	11/01/2018	49975	2495	PELTIER, TABITHA	603-20200	7.85
11/18	11/01/2018	49976	2625	RESULTS TITLE	601-20200	71.69
11/18	11/01/2018	49977	2473	RITEWAY BUSINESS FORMS	101-20200	250.92
11/18	11/01/2018	49978	1794	TITAN MACHINERY	101-20200	2,225.98
11/18	11/01/2018	49979	427	VESSCO INC	601-20200	758.15
11/18	11/01/2018	49980	42	VIKING COCA-COLA BOTTLING CO	609-20200	198.55
11/18	11/01/2018	49981	4	WATSON CO INC	609-20200	1,587.09
11/18	11/01/2018	49982	2067	ZABINSKI BUSINESS	609-20200	848.26
Grand Totals:						164,142.42

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	81,723.04
Social Security & Medicare	4,510.74
Public Employees Retirement	8,263.01
Total City Expense	94,496.79

Pay Date 10/19/2018

Pay Period 21 (9/30-10/13/18)

City of Isanti

Gross Payroll	84,606.72
Social Security & Medicare	4,593.89
Public Employees Retirement	8,264.83
Total City Expense	97,465.44

Pay Date 11/2/2018

Pay Period 22 (10/14-27/18)

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
September 25, 2018
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, Aaron Zdon, and Mayor Wimmer
Staff Present:	Katie Everett, Parks, Recreation, and Culture Manager
Others Present:	Jennifer Hawks, Lisa Johnson

D. Agenda Modifications.
Zdon asked if there were any agenda modifications; there were none. Motion by Witte, second by Johnson to approve the agenda for the September 25, 2018 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from August 28, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Johnson; second by Witte. Minutes were unanimously approved.

3. Fir Street Parcel Options

Everett explained that she put together ideas for the parks might look like that the board discussed previously. The cost estimates are meant as a general guideline for how things compare. The board had talked about doing exercise equipment that we could potentially do at the same time as Academy Park. This option includes circuit training equipment, and there are obstacle course types of options. The set of equipment shown was about $30,000, freight ends up costing almost as much as the equipment, and then installation as well. It is slightly cheaper than playground equipment, but there are still moving pieces. Depending on how many pieces of equipment chosen, there would be a lot of variability on how that might actually turn out. Everett included a couple of options for types of pavilions. The community garden has a mesh fabric for shade instead of a metal or shingled roof. Those are getting to be really popular; they look really nice and provide shade with some protection from rain. There are options to get really fancy with the exercise equipment – you could pave trails between them and that kind of thing.

Everett made a couple of options for a multiuse court because there are a couple of different ways people were doing that. The first one you just make a bigger slab and have separate courts, and in the second one you make a slab big enough for a basketball court and tennis court fits on top of it, then you would stripe them in different colors. In that option, Everett recommends putting a fence around the sport court to keep the balls in the play area. The other park options might not need a fence at all. There is space for a pavilion with those options as well, if we decided we wanted that.

Everett stated that the last option is the casual-use, sort of a gathering space type of park. Included in this option is a bocce court that could be super simple. We could have Public Works make something, there are lots of tutorials out there. You can also get expensive, specific to bocce, surfacing if you want it. The bag toss that is included would be concrete. When Everett was researching she found lots of cool concrete ping pong tables and things. On the ping pong tables, instead of a fabric net, they have a metal piece that is stamped out with shapes. All of those options have very different prices as well.

At the memo, Everett included some other things that could be considered for any of the options. We would probably plant trees at any of the options, but based on the use you might plant different types or more or less trees. There is irrigation at Rum River Meadows, so in some of these options with bigger open spaces, that might be really important to do. If we're going to put a big court on it, there's probably not really a reason to irrigate the grass around it. Park signs are also included as a reminder that there are always other miscellaneous costs that come up. Right now, these are kind of just informative. Everett asked the board for comments.

Witte asked if with Option C (bag toss and bocce ball) patrons would have to provide their own. Everett stated that she saw a couple of options for that; what we could potential do is get a set of bean bags and as soon as they're gone, we don't replace them. There was one example Everett saw that they posted a "bring your own bags" sign, so that could also be an option.

Zdon said that they're all really awesome, and he thinks C could be really cool. Maybe we add another element too, he doesn't know if it would be ping pong or what it is. Everett stated that the board had also talked about having open space for pick up football and things too. Zdon said agreed, and said that if was laid out right we could even stripe something like 10 yard lines for fun. He added that it's feasible that you could put a lock box out there with bags, but then you're dealing with having to give out a code. Garvey agreed that she liked Option C with the green space and the shade structure. Zdon added that he thinks we would definitely want irrigation with the green space. Everett asked if with that type of we would want some type of fence on the boundary. Garvey said she doesn't like the idea of fencing. More of a natural fencing with trees and bushes would be preferred.

Witte said that he is torn between B1 [large court] and C, just because of the request for pickleball. Everett stated that there are lot of places that are striping tennis courts with pickleball lines. If we determine at some point that we need to have pickleball, that could be a way to do that too. Zdon added that we could also convert Whisper Ridge, and that's not that far from there either. We'd have to advertise it as a new pickleball court. Garvey agreed that she would rather see it go there. She added that down the road, since it's in a higher residential area than our current courts, we could get complaints of the balls bouncing at any hour could be an issue too. Witte asked if this park would be lighted. Everett stated that she thinks there's an electrical box out there, so we could potentially get lights. We don't have lights at most of our parks; which also helps the neighbors not have more light, and hopefully keeps people out of the park when it's dark too.

Everett stated that we'll just hold on to these for the file. At the point that we are ready to move forward with something, we can take a look and see if anything new has come up and narrow the prices in as well.

4. Legacy Park Update

Everett informed the board about planned development around Legacy Park. The map in the memo shows the park boundary which is really all that the City owns, however many residents think that the whole area is part of the park. The City is working with a developer who is looking at starting to develop that open space. Everett stated that she and Public Services Director/Assistant City Administrator Wood have already gotten calls from people curious about what was going on when there were people out doing surveys. Legacy Park is protected and not effected by what is going on. If all of the plans are approved, we will start to see things happen back there soon. Zdon added that it's going to be a great neighborhood, especially along the park side. Everett asked the board members to direct people to City Hall if they have questions. Zdon asked if there is any timeline. Wimmer stated that they are planning to put the road in on Phase 1, and he just called a special meeting because they're now going to put the road in on the eastern edge to connect up to 3rd by the soccer fields. That meeting will be October 2nd. They're look at Phase 2 being up to the area where our parking lot will be, and doing that in the spring. Garvey asked if there are specific markers designating where that parking lot is. Everett said that we'd have to get it surveyed and there isn't anything up there now. Wimmer stated when the road gets paved up to that point, the parking lot will get paved and it will be a defined lot. Garvey asked if in the interim it would be helpful to have some type of markers to help guide people. Wimmer said that we'll be able to answer that in the spring. If they won't be up that far, then yes, we would want to have a defined route. If they follow their plan, it will be there. Everett stated that it might be worth noting that on the park maps we are currently directing people from the south side of the ponds into the park, but that really is just an access easement and is not meant to be a trail. Zdon asked if this is considered a new development or if it's part of an old one – will there be Park Dedication funds? Wimmer said that there will be as each phase is approved there will be a development agreement. Right now

we're putting together the master development agreement, and then it will be completed in phases. The 21 acres for Legacy Park was part of the original agreement. When that land went into foreclosure, we worked with the bank to get that land to the City. We also worked with the development agreement so there's a mix of R3, higher density, closer to the soccer fields and R1 in the development.

5. Parks Updates

Everett stated that Farmers' Market season is done on Friday. She is making dinner for the last day and will get their feedback about what they thought about the season and what they think for next year. Early comments that she's gotten are that they wondering how to get more of them in, because they want more vendors. Part of that discussion needs to be if there is demand for that. If we invite more people in, is everyone still successful. Growing responsibly is important too. For the most part, things are going really well. Vendor numbers are up since we moved. It seems like we have had pretty consistent customers, and weather is always a factor.

Family Day at Legacy Park is coming up on October 6th. The Ambassadors are going to come out that day to help too. There will be a scavenger hunt, a s'mores station, and some areas where families can take pictures as well. It is a drop in event, and open to the public. It's the first time we're doing it, so we're trying to get the word out.

Movies start on October 19th. We are still looking for volunteer groups.

Curious Creatures is starting to kick off. In August we had a big turnout at Mattson Park and many of them came back for September at River Bluff. The next one is October 9th, and that's the first one that we'll be able, hopefully, to run at Bluebird. That's one of those places where people just happen to be a lot, so more people might see it and catch on. Wimmer added that at the one in September, the parents said that somebody had come and told them to come to the next one. It's good to see people pulling each other in. Everett agreed that word of mouth is kind of our best tool.

Everett stated that the last item are the tentative dates for 2019. The rodeo is a week later next year, so that kind of shifts us back a little bit. These will get confirmed once we get the budget set.

6. Adjournment

Motion by Witte, second by Garvey to adjourn the September 25, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:23 p.m.

Dated at Isanti, Minnesota this 25th day of September, 2018.

Respectfully submitted,

Katie Everett

Katie Everett
Parks, Recreation, and Culture Manager

CITY OF ISANTI
SPECIAL PLANNING COMMISSION MINUTES
OCTOBER 2, 2018

K.3.

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:15 p.m.

B. Pledge of Allegiance.

The Pledge of Allegiance was recited.

C. Roll Call.

Members Present: George Wimmer, Ross Lorinser, Paul Bergley, Dan Collison Joey Lemay, Arissya Simon.

Members Absent: Steve Lundeen.

Staff Present: Ryan Kernosky, Community Development Director; Clark Joslin, City Attorney

1D. Agenda Modifications.

Director Kernosky stated that there were no agenda modifications

2. Approval of the Agenda

Motion by Lorinser, seconded by Collison to adopted the agenda, approved unanimously.

3. Approval of the Minutes from the September 18, 2018 Planning Commission

Motion by Bergley, seconded by Lorinser to approve the minutes from the September 18, 2018 Planning Commission meeting, approved unanimously.

4. Consideration of: Request from Odyssey Homes, Inc for approval of the Final Plat of Legacy Pines Subdivision for the land legally described as Outlot B, Villages on the Rum Third Addition 2nd Replat Park Addition, Isanti County, Minnesota

Director Kernosky stated that this was the final plat approval of the Legacy Pines subdivision. He stated that the Planning Commission had expressed concerns regarding the connection of Moline Loop NW to Third Ave NW and that the applicant had made a change in the final plat and has added five additional lots to the final plat from the preliminary plat. Kernosky also stated that there was an amended resolution passed out to Commissioners regarding concern about early grading. Kernosky stated that the City is requiring a $36,600 stabilization escrow before any grading is done. Kernosky stated that the final plat meets the conditions stipulated in the preliminary plat resolution.

Motioned by Lorinser, seconded by Collision to approve with staff conditions. Motion passed unanimously.

5. Public Hearings

None

6. Discussion Items

None

7. Adjournment

Motion by Bergley, second by to Lorinser to adjourn the October 2, 2018 meeting of the Planning Commission. Motion was unanimously approved. The meeting adjourned at 7:18 p.m.

Dated at Isanti, Minnesota this 5th day of October, 2018.

Respectfully submitted,

Ryan Kernosky
Community Development Director

CONTRACTOR'S PAY REQUEST 2 2018 STREET & UTILITY IMPROVEMENTS CITY OF ISANTI, MINNESOTA BMI PROJECT NO. R13.116641	DISTRIBUTION: CONTRACTOR (1) OWNER (1) ENGINEER (1) BONDING CO. (1)

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	$283,225.26
TOTAL, COMPLETED WORK TO DATE	$232,034.79
TOTAL, STORED MATERIALS TO DATE	$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	$232,034.79
RETAINED PERCENTAGE (5%)	$11,601.74
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$220,433.05
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$91,914.91
PAY CONTRACTOR AS ESTIMATE NO. 2	$128,518.14

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: Dresel Contracting, Inc.
24044 July Avenue
Chisago City, MN 55013

By _____ Name _____ Title

Date 10/26/18

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 10/26/2018

APPROVED FOR PAYMENT:
OWNER: CITY OF ISANTI, MINNESOTA

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.: 2

2018 STREET & UTILITY IMPROVEMENTS

CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.116641
WORK COMPLETED THROUGH October 26, 2018

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	$20,537.50	1	LS	$20,537.50	0.5	LS	$10,268.75	0.75	LS	$15,403.13
2	CLEARING & GRUBBING	$217.80	10	TREE	$2,178.00	11	TREE	$2,395.80	11	TREE	$2,395.80
3	TREE TRIMMING	$102.41	29	TREE	$2,969.89	29	TREE	$2,969.89	29	TREE	$2,969.89
4	REMOVE CONCRETE CURB & GUTTER	$2.52	395	LF	$995.40	25	LF	$63.00	255	LF	$642.60
5	REMOVE BITUMINOUS PAVEMENT	$1.37	1650	SY	$2,260.50	1237.5	SY	$1,695.38	1,650	SY	$2,260.50
6	RELOCATE SIGN	$229.50	2	EA	$459.00		EA	$0.00		EA	$0.00
7	REMOVE SIGN	$56.65	3	EA	$169.95		EA	$0.00	3	EA	$169.95
8	SALVAGE HYDRANT	$840.00	1	EA	$840.00	1	EA	$840.00	1	EA	$840.00
9	SALVAGE GATE VALVE	$420.00	2	EA	$840.00	1	EA	$420.00	1	EA	$420.00
10	COMMON EXCAVATION (CV) (P)	$8.46	1142	CY	$9,661.32		CY	$0.00	1,142	CY	$9,661.32
11	SUBGRADE EXCAVATION (EV)	$16.80	100	CY	$1,680.00	47.62	CY	$800.02	47.62	CY	$800.02
12	SELECT GRANULAR BORROW (CV)	$16.80	100	CY	$1,680.00		CY	$0.00	89.29	CY	$1,500.07
13	AGGREGATE BASE CLASS 5 (CV) (P)	$21.62	780	CY	$16,863.60		CY	$0.00	780	CY	$16,863.60
14	TOPSOIL BORROW (LV)	$17.57	360	CY	$6,325.20		CY	$0.00	120	CY	$2,108.40
15	TYPE SP 9.5 WEARING COURSE (2,B) 2" THICK	$9.95	2350	SY	$23,382.50		SY	$0.00	2,161	SY	$21,501.95
16	TYPE SP 12.5 NON-WEARING COURSE (2,B) 2.0" THICK	$9.03	2350	SY	$21,220.50		SY	$0.00	2,161	SY	$19,513.83
17	B618 CURB & GUTTER	$15.25	1385	LF	$21,121.25		LF	$0.00	1,333	LF	$20,328.25
18	CONCRETE VALLEY GUTTER	$113.22	50	SY	$5,661.00		SY	$0.00	34	SY	$3,792.87
19	4" CONCRETE WALK	$4.59	4250	SF	$19,507.50		SF	$0.00	4,185	SF	$19,209.15
20	10" WATERMAIN	$70.05	275	LF	$19,263.75	250	LF	$17,512.50	250	LF	$17,512.50
21	8" WATERMAIN	$57.23	310	LF	$17,741.30	244	LF	$13,964.12	244	LF	$13,964.12
22	FITTINGS	$5.94	1071	LB	$6,361.74	579	LB	$3,439.26	579	LB	$3,439.26
23	10" GATE VALVE & BOX	$2,585.00	2	EA	$5,170.00	2	EA	$5,170.00	2	EA	$5,170.00
24	8" GATE VALVE & BOX	$2,053.33	3	EA	$6,159.99	2	EA	$4,106.66	2	EA	$4,106.66
25	CONNECT TO EXISTING WATERMAIN	$930.00	4	EA	$3,720.00	4	EA	$3,720.00	4	EA	$3,720.00
26	WATERMAIN TESTING	$1,470.00	1	LS	$1,470.00	0.5	LS	$735.00	1	LS	$1,470.00
27	CORE & BOOT MANHOLE	$928.00	1	EA	$928.00	1	EA	$928.00	1	EA	$928.00
28	8" SANITARY SEWER	$39.55	123	LF	$4,864.65	123	LF	$4,864.65	123	LF	$4,864.65
29	6" SANITARY SEWER	$32.80	60	LF	$1,968.00	61	LF	$2,000.80	61	LF	$2,000.80
30	SANITARY SEWER MANHOLE	$354.00	10	LF	$3,540.00	7.3	LF	$2,584.20	7.3	LF	$2,584.20
31	CASTING ASSEMBLY	$650.00	3	EA	$1,950.00		EA	$0.00	3	EA	$1,950.00
32	STORM SEWER CATCH BASIN DESIGN 2'x3'	$510.00	8	LF	$4,080.00	7.3	LF	$3,723.00	7.3	LF	$3,723.00
33	12" RCP STORM PIPE	$63.52	38	LF	$2,413.76	38	LF	$2,413.76	38	LF	$2,413.76
34	15" RCP STORM PIPE	$40.92	228	LF	$9,329.76	228	LF	$9,329.76	228	LF	$9,329.76
35	CONNECT TO EXISTING STORM STRUCTURE	$756.00	1	EA	$756.00	1	EA	$756.00	1	EA	$756.00
36	ADJUST CASTING	$280.00	6	EA	$1,680.00		EA	$0.00	2	EA	$560.00
37	ADJUST VALVE BOX	$168.00	5	EA	$840.00		EA	$0.00	5	EA	$840.00
38	TRAFFIC CONTROL	$2,280.00	1	LS	$2,280.00	0.5	LS	$1,140.00	0.75	LS	$1,710.00
39	TRUNCATED DOMES	$61.80	50	SF	$3,090.00		SF	$0.00	56	SF	$3,460.80
40	SIGN PANEL TYPE C	$66.00	67	SF	$4,422.00		SF	$0.00	6.5	SF	$429.00
41	24" SOLID LINE EPOXY	$20.64	20	LF	$412.80		LF	$0.00	17	LF	$340.56
42	CROSS WALK MARKING EPOXY	$11.40	216	SF	$2,462.40		SF	$0.00	306	SF	$3,488.40
43	SODDING	$6.00	2700	SY	$16,200.00		SY	$0.00		SY	$0.00
44	SILT FENCE, TYPE MS	$2.40	250	LF	$600.00	250	LF	$600.00	250	LF	$600.00
45	BIO-ROLL TYPE WOOD MULCH	$2.40	120	LF	$288.00	80	LF	$192.00	80	LF	$192.00
46	STORM DRAIN INLET PROCTECTION	$60.00	8	EA	$480.00	2	EA	$120.00	5	EA	$300.00
47	STABILIZED CONSTRUCTION EXIT	$600.00	4	EA	$2,400.00		EA	$0.00	3	EA	$1,800.00
	TOTAL AMOUNT:				**$283,225.26**			**$96,752.54**			**$232,034.79**

K.5.

RESOLUTION NO. 2018-XXX

A RESOLUTION AUTHORIZING STAFF TO ENTER INTO AN AGREEMENT WITH CRAWFORD'S EQUIPMENT FOR THE EQUIPMENT BUYBACK PROGRAM

WHEREAS, the City of Isanti has determined that it is in the city's best interest to continue with the annual buyback of two skid steer units and enter into an agreement with Crawford's Equipment, Inc.; and,

WHEREAS, quotations were received from Crawford's Equipment, Inc. to trade-in the two Bobcat S550's; and,

WHEREAS, Finance Committee has reviewed the Equipment Buyback Program offered by Crawford's Equipment, Inc. and recommends the annual trade-in of the City's two Bobcat Skid Steer units; and,

WHEREAS, this resolution supersedes prior resolutions;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the City is hereby authorized to enter into an agreement with Crawford's Equipment, Inc. for the annual trade-in (buyback) of the two Skid Steer units at an annual cost of $5,400.00 from the City's General Fund Streets Operating Fund.

This resolution was duly adopted by the Isanti City Council this 7th day of November, 2018.

ATTEST: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2018-XXX

A RESOLUTION APPROVING EXEMPT GAMBLING PERMITS TO KNIGHTS OF COLUMBUS COUNCIL #10238

WHEREAS, Knight of Columbus Council #10238 has applied for an Exempt Gambling Permit for raffle event to be held 207 Whiskey Rd Isanti, MN 55040 on November 18, 2018; and,

WHEREAS, the value of prizes for each raffle will be less than $1500; and,

WHEREAS, the proceeds are to be used for the church support 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, Dean Carpenter, 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 Knights of Columbus to be held on November 18th, 2018 at 207 Whiskey Rd Isanti, MN 55040.

This Resolution is hereby approved by the Isanti City Council this 7th day of November, 2018.

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: Knights of Columbus Council # 10238

Address of Organization: 207 Wiskey Rd, Isanti

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Dean Carpenter
Name Address Phone No.

Name Address Phone No.

Name Address Phone No.

Type of Event: Bingo fundraiser Date of event: 11/18/18

Use of Proceeds: Church Support

Location and address of event:

207 Wiskey Rd, Isanti, St. Elizabeth Ann Seton Catholic Church

Estimated value of prizes to be awarded: Less than $1500

Name of applicant: Dean Carpenter Applicant's phone number:

Signature of applicant: Dean Carpenter

Date: 10/18/18

RESOLUTION NO. 2018- XXX

RESOLUTION APPROVING A CHECK BE WRITTEN TO ISANTI SCOUTS BSA TROOP 523 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 Isanti Scouts BSA Troop 523 to volunteer at the October 19, 2018 movie; and,

WHEREAS, the profit from the October 19, 2018 movie night was $45.57; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that a check will be written to Isanti Scouts BSA Troop 523 in the amount of $45.57.

This resolution was duly adopted by the Isanti City Council this November 7, 2018.

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: Finance Director Betker

Date: November 7th 2018

Subject: Resolution Approving 2018 Audit Engagement Letter

Background:
Resolution 2016-298 designated Abdo, Eick & Meyers, LLP as the City's audit firm for 2018. 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 2018 audit.

Attachment(s):
- Resolution 2018-XXX – Approving the Engagement Letter for the 2018 Audit
- 2018 Audit Engagement Letter

RESOLUTION 2018-XXX

A RESOLUTION APPROVING THE ENGAGEMENT LETTER FOR THE 2018 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 2018;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the Engagement Letter for the 2018 Audit in the amount of $29,850, 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 is hereby approved by the Isanti City Council this 7th day of November, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

ABDO
EICK &
MEYERS LLP
Certified Public Accountants & Consultants

October 10, 2018

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, 2018. 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, 2018. 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
3) Schedule of Net OPEB Liability, Employer's Contributions and Investment Returns

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, 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. Accordingly, we will express no such opinion. 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, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, 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 five 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 approximately February 2019 and to issue our reports no later than June 30, 2019. 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	$ 28,150
GASB 75 Implementation	1,000
2018 Office of the State Auditor's Reporting Form	700
Total	$ 29,850

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 2017 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

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

January 30, 2018

To the Partners of
Abdo, Eick and 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, 2017. 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 (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

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. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

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.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; audits of employee benefit plans, an audit performed under FDICIA and an examination of a SOC 2 service organization.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

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, 2017, 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.

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: October 24, 2018

Subject: Woodland Development – Proposed Transfer of Outlot Ownership

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The City has been contacted by Pam Westlund, CEO of Woodland Development to see if the City of Isanti is interested in obtaining ownership of Outlot C in Savannah Run (PID 161170420 - see attached map). The outlot is 7.79 acres in size and is being used for drainage purposes (adjoins wetlands) and has a stub for extension of Marion Street SE. The City had previously accepted the two other outlets in this subdivision (i.e. drainage purposes). Woodland Development is proposing to deed the property to the City. They will take care of current taxes on the parcel. The City would have the cost of preparing and recording the deed. The City Attorney has reviewed the parcel/title. DOAC is recommending City acceptance of the proposed land donation. A resolution has been prepared for your consideration (see attached).

RESOLUTION 2018-xxx

ACCEPTING DONATION OF REAL PROPERTY

WHEREAS, the City of Isanti is authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts; and,

WHEREAS, Tax Identification Parcel No. 161170420, Outlot C (the "Property") is currently owned by Woodland Development Corporation (the "Owner") and is undeveloped with wetlands and provides drainage and green space for the eastern side of the Savannah Run Subdivision; and,

WHEREAS, the City was contacted by the Owner regarding the Property with the intent to donate the Property to the City of Isanti with no terms or conditions; and,

WHEREAS, the City Attorney has conducted a title check to verify that there are no encumbrances, outstanding liens or mortgages filed on the Property; and

WHEREAS, There are no outstanding special assessments and the Owner intends to pay the property taxes on the property prior to transfer of ownership to the City, and,

WHEREAS, the Development, Operations and Advisory Committee has reviewed this matter and finds that it is appropriate to recommend acceptance of the donation offered:

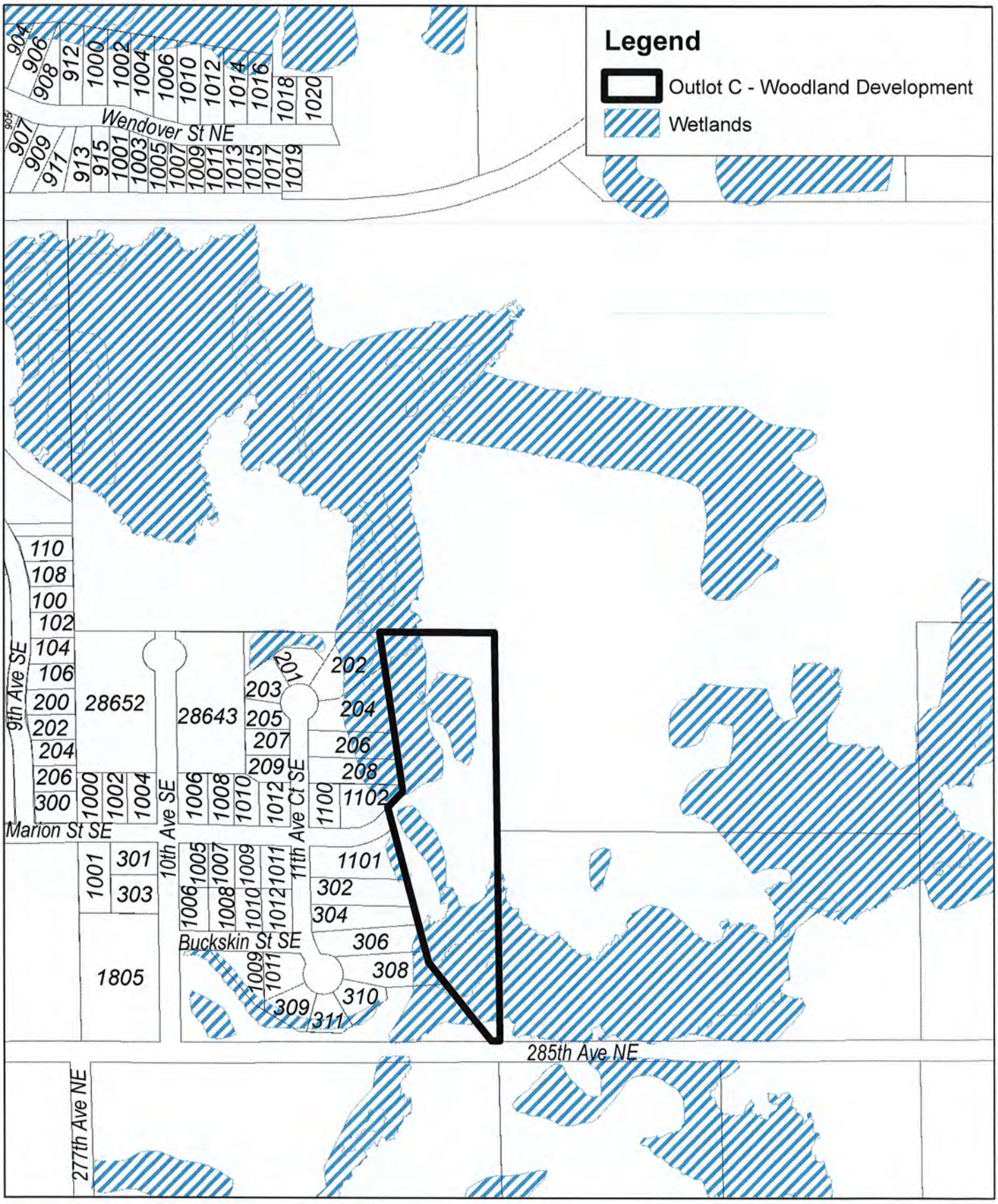
NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize acceptance of the donation of land with the following conditions and direction:

1) City Staff is directed to work with the City Attorney and Owner to complete the donation of the Property.
2) The City Attorney is authorized to prepare a quit claim deed for transfer of the property.
3) The deed will be filed after verification of payment of outstanding property taxes by Woodland Development Corporation. The City will pay the costs to file and record the deed.

This Resolution hereby approved by the Isanti City Council this 7th day of November, 2018.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk



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A Community For Generations. Isanti

Woodland Development
Outlot C Map

MAP 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

Request for City Council Action

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

From: Chief Gene C. Hill

Date: October 29, 2018

Subject: Reserve Officer Andrew Sammis Resignation

MEMO

Background:

I received a resignation letter from Reserve Officer Andrew Sammis. Mr. Sammis has become a licensed part-time deputy with Isanti County. His resignation letter is attached.

Action:

I ask that the City Council take action on accepting the resignation of Reserve Officer Andrew Sammis who is resigning 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. 2018-XXX

RESOLUTION ACCEPTING RESERVE OFFICER ANDREW SAMMIS LETTER OF RESIGNATION

WHEREAS, Reserve Officer Andrew Sammis has submitted a letter of resignation to the City of Isanti and was received by the Chief of Police Gene C. Hill on October 18, 2018; and,

WHEREAS, the effective date of this resignation is October 18, 2018; and,

WHEREAS, Mr. Sammis has 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 Andrew Sammis is hereby accepted.
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 November, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

K.11.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Wimmer and City Council Members**
From: Chief Gene C. Hill
Date: October 29, 2018

MEMO

Subject: Vehicle Forfeiture ICR#18003692
2006 Hyundai Sonata VIN#5NPEU46F36H013169

Background:

The City of Isanti through its Police Department have lawfully seized and forfeited a 2006 Hyundai Sonata. 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 December 8, 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 2018- XXX

RESOLUTION APPROVING TO SELL THE FORFEITED 2006 HYUNDAI SONATA AT PUBLIC AUCTION

WHEREAS, the police department lawfully seized and forfeited a 2006 Hyundai Sonata 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 December 8, 2018 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 7th Day of November, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2018-XXX

A RESOLUTION APPROVING EXEMPT GAMBLING PERMITS CAMBRIDGE ISANTI REDLINE HOCKEY CLUB

WHEREAS, Cambridge Isanti Redline Hockey Club has applied for an Exempt Gambling Permit for raffle event to be held 600 1st Ave NW Isanti, MN 55040 on December 11th, 2018; and,

WHEREAS, the value of prizes for each raffle will be less than $1,500; and,

WHEREAS, the proceeds are to be used to pay for jerseys, hockey bags and team supplies not covered under 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, Scott Nelson, 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 Cambridge Isanti Redline Hockey Club to be held on December 11th, 2018 at 600 1st Ave NW Isanti, MN 55040.

This Resolution is hereby approved by the Isanti City Council this 7th day of November, 2018.

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: 600 1st Ave. NW, Isanti, MN 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Scott Nelson
Name Address Phone No.

Mike Schintz
Name Address Phone No.

Melissa Skelton
Name Address Phone No.

Type of Event: Raffle Drawing Date of Event: 12/11/18

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: 1,500.00

Name of applicant: Scott Nelson Applicant's phone number:

Signature of applicant: Scott

Date: 10/26/18

Approved by City Council _____ Resolution # _____

A Community For Generations.
Isanti

MEMO

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: October 29, 2018

Subject: Council Chamber Electrical Work – Lighting Controls

The Crestron electronic controls for the lighting in the City Council Chambers have required increased maintenance in the past two years. They are at the point now where they are not reliable and cannot be maintained in a cost-effective manner. With the urgency to have consistent lighting for the chambers, staff consulted with our contracted Electrician and obtained a quote of $1,000.00 for this work. The project was reviewed by the Finance Committee. With their recommendation and the need to have the system fixed, staff has proceeded to have the lighting controls changed to a standard hard-wired system. Attached is the resolution for this project.

RESOLUTION 2018-xxx

A RESOLUTION TO APPROVE ELECTRICAL WORK IN THE CITY COUNCIL CHAMBERS

WHEREAS, the electronic lighting system in the City Council Chambers has required increased maintenance as system controls have aged, provide unreliable service; and cannot be cost effectively serviced; and,

WHEREAS, staff is recommending changing the lighting system controls to a standard hard wired system; and,

WHEREAS, the electrical estimate from the City's contracted electrician, Isanti Electric Inc., for electrical upgrades in the amount of $1,000.00; and,

WHEREAS, the total estimate, including 5% contingency, is $1,050.00; and,

WHEREAS, the funding will be provided by budget amendment, decreasing budgeted expenditures to 101-41110-208 (Council; Training and Instruction) and increasing budgeted expenditures to 101-41110-305 (Council; Technology) in offsetting amounts; and,

WHEREAS, the Finance Committee has reviewed the proposed lighting system change and recommends approval as outlined per this Resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve electrical work on the lighting system in the City Council Chambers and authorize the Finance Director to make the necessary budget adjustments based on actual final cost.

This Resolution is hereby approved by the Isanti City Council this 7th day of November, 2018.

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, 2018
Subject: Certification of Delinquent Charges to be Payable in 2019

Background:
Unpaid delinquent charges for city services (Attachment A) and nuisance abatement (Attachment B) are listed as of November 1st 2018. 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 delinquent amounts (Attachments A & B) to Isanti County to be collected with taxes paid in 2019.

RESOLUTION NO. 2018-XXX

RESOLUTION APPROVEING CERTIFICATION OF DELINQUENT CHARGES FOR CITY SERVICES AND UNPAID NUISANCE ABATEMENT CHARGES PAYABLE IN 2019

WHEREAS, pursuant to City Code § 260-10.B. and § 325-7.C., all accounts more than 30 days past due as of September 30, 2018, 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 2018, 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 BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA AS FOLLOWS:

1. That the list of delinquent charges for city services (Attachment '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 2019.

2. That the unpaid charges for nuisance abatement (Attachment '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 2019.

3. 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 was duly adopted by the Isanti City Council this 7th day of November 2018.

Attested:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

Attachment A

City of Isanti

Delinquent Charges for City Services to be Certified Payable 2019

Customer Num	Customer Name	Service Address	Parcel ID	Delinquent Balance	Assessment Fee	Total to be Assessed
1-068-500-00	OLSON, ROGER	908 ISANTI PKWY NW	16.096.0620	$ 144.16	$ 30.00	$ 174.16
2-068-045-00	JAC PROPERTIES LLC	101 ISANTI PKWY NE, # G-H	16.130.0070	$ 181.75	$ 30.00	$ 211.75
3-087-010-00	THORPE, LARRY	10 POND ST SE	16.051.0020	$ 223.68	$ 30.00	$ 253.68
3-088-100-00	ZEHMS, MARY	705 RAILROAD AVE SE	16.031.0500	$ 223.68	$ 30.00	$ 253.68
4-011-020-01	NAUMCHIK, JERRY	405 6TH AVE SW	16.065.0120	$ 88.55	$ 30.00	$ 118.55
4-047-540-02	MOTL, AMANDA	820 DOGWOOD ST SW	16.073.0020	$ 75.71	$ 30.00	$ 105.71
4-071-160-00	LEMON, MICHAEL	1111 MAPLEWOOD AVE SW	16.095.0210	$ 144.16	$ 30.00	$ 174.16
4-073-020-02	SILVERMAN, ANDY	500 MARION ST SW	16.068.0080	$ 94.84	$ 30.00	$ 124.84
9-000-040-00	PREMIER BANK	N/A	16.020.0802	$ 21.15	$ 30.00	$ 51.15
9-000-060-00	PREMIER BANK	N/A	16.020.1000	$ 580.64	$ 30.00	$ 610.64
9-000-260-00	HALVORSON TRUSTEE, DUANE M & JEANNINE I	702 HERITAGE BLVD NE	16.029.2300	$ 260.42	$ 30.00	$ 290.42
9-000-460-00	FLAHERTY REYES LLC	403 RAILROAD AVE SE	16.030.3500	$ 84.98	$ 30.00	$ 114.98
9-000-480-00	COLBAUGHS COUNTRY CRAFTS	N/A	16.030.4100	$ 184.38	$ 30.00	$ 214.38
9-000-570-01	GRAVEM, JONATHAN	304 TOWNSEDGE RD SE	16.032.0702	$ 123.16	$ 30.00	$ 153.16
9-000-900-00	HARRIS, JAMES C	459 3RD AVE NW	16.040.0941	$ 143.16	$ 30.00	$ 173.16
9-001-240-00	ZEHMS, MARY	N/A	16.051.0060	$ 143.16	$ 30.00	$ 173.16
9-001-420-00	STATE OF MINNESOTA FORFEITED	N/A	16.054.0090	$ 98.16	$ 30.00	$ 128.16
9-001-550-00	EDGERTON, JOHN V AMY M	208 TOWNSEDGE RD SE	16.064.0040	$ 143.16	$ 30.00	$ 173.16
9-001-560-00	GODEEN, AARON T & COURTNEY J	204 TOWNSEDGE RD SE	16.064.0050	$ 143.16	$ 30.00	$ 173.16
9-003-040-01	JOHNSON, RONALD	1107 8TH AVE SW	16.103.0200	$ 24.53	$ 30.00	$ 54.53
9-003-520-00	DAVIS, ERIC	N/A	16.106.0120	$ 143.16	$ 30.00	$ 173.16
9-004-710-00	BANKSITE DEVELOPER INC	N/A	16.113.0790	$ 155.80	$ 30.00	$ 185.80
9-005-700-00	BANKSITE DEVELOPER INC	N/A	16.134.0030	$ 439.16	$ 30.00	$ 469.16
9-005-710-00	BANKSITE DEVELOPER INC	N/A	16.134.0040	$ 98.96	$ 30.00	$ 128.96
9-005-720-00	BANKSITE DEVELOPER INC	N/A	16.134.0050	$ 343.16	$ 30.00	$ 373.16
9-005-730-00	BANKSITE DEVELOPER INC	N/A	16.134.0060	$ 737.57	$ 30.00	$ 767.57
		TOTAL		$ 5,044.40	$ 780.00	$ 5,824.40
		ACCOUNTS		26		

Attachment B

City of Isanti

Unpaid Nuisance Abatement Charges to be Certified Payable 2019

Owner	Address	Parcel ID	Delinquent Balance	Assessment Fee	Total to be Assessed
JOHNSON, KENNETH	514 PARK BROOK RD NW	16.104.1420	$ 759.50	$ 30.00	$ 789.50
RUIS, ANGELA	416 S PASSAGE SW	16.085.0570	$ 627.69	$ 30.00	$ 657.69
MOTL, AMANDA	820 DOGWOOD ST SW	16.073.0020	$ 570.62	$ 30.00	$ 600.62
TAPPLIN, TYLER	601 PAGE ST SW	16.066.0200	$ 611.33	$ 30.00	$ 641.33
VILLELLA, JOSH	101 4TH AVE SW	16.043.0080	$ 389.74	$ 30.00	$ 419.74
HOLT, RANDALL	45 BUCKSKIN ST SE	16.052.0250	$ 522.61	$ 30.00	$ 552.61
JOHNSON, NOAH	205 11TH AVE CT SE	16.117.0130	$ 389.74	$ 30.00	$ 419.74
VILLAGES ON THE RUM II	PID 160920360	16.092.0360	$ 354.31	$ 30.00	$ 384.31
LEE, KIMBERLY	808 PAGE ST SW	16.066.0030	$ 322.10	$ 30.00	$ 352.10
FERRIS, MICHAEL	609 NINA ST SW	16.065.0200	$ 133.10	$ 30.00	$ 163.10
			$ 4,680.74	$ 300.00	$ 4,980.74
	PROPERTY COUNT		10		

CITY OF ISANTI
PLANNING COMMISSION MINUTES
OCTOBER 16, 2018

L.1.

1. Meeting Opening.
A. Call to Order.
Chairman Wimmer called the meeting to order at 7:15 p.m.

B. Pledge of Allegiance.
The Pledge of Allegiance was recited.

C. Roll Call.
Members Present: George Wimmer, Ross Lorinser, Paul Bergley, Dan Collison, Steve Lundeen, Joey Lemay, Arissa Simon.

Members Absent: None.

Staff Present: Ryan Kernosky, Community Development Director.

1D. Agenda Modifications.
Director Kernosky stated that there were no agenda modifications

2. Approval of the Agenda
Motion by Lundeen, seconded by Bergley to adopted the agenda, approved unanimously.

3. Approval of the Minutes from the October 2, 2018 Special Planning Commission
Motion by Collison, seconded by Lorinser to approve the minutes from the October 2, 2018 Special Planning Commission meeting, approved unanimously.

4. Consideration of: Request from First Fruits Land Development LLC for approval of the Final Plat of Sun Prairie Fourth Addition for the land legally described as Outlot G, Sun Prairie First Addition, Isanti County, Minnesota

Motioned by Lundeen, seconded by Collision to approve with staff conditions. Motion passed unanimously.

5. Public Hearings
None

6. Discussion Items
None

7. Adjournment

Motion by Bergley, second by to Lemay to adjourn the October 16, 2018 meeting of the Planning Commission. Motion was unanimously approved. The meeting adjourned at 7:17 p.m.

Dated at Isanti, Minnesota this 22nd day of October, 2018.

Respectfully submitted,

Ryan Kernosky
Community Development Director

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
October 23, 2018
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, Aaron Zdon, and Mayor Wimmer
Staff Present:	Katie Everett, Parks, Recreation, and Culture Manager
Others Present:	Lisa Johnson

D. Agenda Modifications.
Zdon asked if there were any agenda modifications; there were none. Motion by Wimmer, second by Witte to approve the agenda for the October 23, 2018 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from September 25, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Wimmer; second by Witte. Minutes were unanimously approved.

3. Family Day Recap

Everett stated that there are pictures included in the agenda packet, and the event went really well. Being the first time doing this event, we didn't know what to expect, but Everett's best guess is that we had about 100 people come through. The event included mostly self-guided activities. The Ambassadors were there to help guide people and take pictures at the photo booth. It sounded like most people had them take pictures with their phones, but we had our camera out there too for people that didn't have a phone or wanted a higher quality photo. Everett had about 15 families that she emailed pictures to afterward. The s'more station was the open space at the bottom of the stairs and there was a nature hike with scavenger hunt activity for kids. In casual crowd polls with people at the s'mores station, Everett would guess that at least half of the people had never been there, and many had never heard of the park before. It was really an all missions accomplished event. Zdon added that the s'mores station was great, and when he was there there had to be at least 20 people there. Everett said that for this year, the event was from 3:00-7:00 so it was around sunset for pictures, and after about 6:00 pm we didn't see a whole lot of people, but before that there were around 20 people at the s'mores station the whole time.

4. Parks Updates

Everett shared that the first movie night went really well and we had 55 people come. Some of them were there with Boy Scouts, but many were there on their own. We handed out schedules to everyone, so hopefully we see them all again. We still have volunteer opening for every night except for April. Everett has sent the information to the principals at all of the schools, and she is reconnecting with other groups who have done it before.

Everett also stated that the Legacy Pines development has been approved. We will do our best to make sure that while that's happening everyone can still get to the park. She reminded the board members to send people to City staff if they have questions as they start seeing construction. So far, all Everett had only seen some tree clearing in the development. When she drove by earlier she noticed the graders are out there, but they haven't done anything yet. Zdon asked if there's anything in the papers about it yet. Wimmer stated that it was covered when it was discussed at Council, and a number of people who live out there attended that meeting. Unfortunately, there are a lot of nonsensical rumors going around, but it has always been proposed as R1 on that side. Zdon added that he didn't know if maybe we could do an article in the paper stating that a development is going in and showing the

plat, because there's a lot of misinformation about the housing sizes and how people are going to get to the park. Everett added that she is also working on the Winter edition of the Isantian, so we can maybe put something in there too if there's space. Garvey added that she agrees with having more information, maybe even on the board that's out there, showing people how they can access the park during construction. Wimmer stated that per the agreement it will be accessible at all times, and agreed that it would be a good idea to put something out that shows what the development will look like and how to get through it.

Everett added some last notes about the season change over for parks: the dock is out at River Bluff and the community garden is tilled under. Public Works also tilled the mulch and we'll get new mulch next year, and they already added in the new row for next spring. Next month she will give an update about all of the projects that were completed this year.

5. Adjournment

Motion by Witte, second by Johnson to adjourn the October 23, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:08 p.m.

Dated at Isanti, Minnesota this 23rd day of October, 2018.

Respectfully submitted,

Katie Everett

Katie Everett
Parks, Recreation, and Culture Manager

AGENDA

CITY OF ISANTI
CANVASS BOARD OF THE CITY COUNCIL
7:00 P.M. - TUESDAY, NOVEMBER 13, 2018
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Business Items
1. Resolution 2018-XXX Canvassing Returns for the Municipal General Election

Adjournment

RESOLUTION NO. 2018-XXX

A RESOLUTION CANVASSING RETURNS FOR THE MUNICIPAL GENERAL ELECTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it is hereby found and determined and declared that the general municipal election held in and for said City on November 6, 2018 was in all respects duly and legally held and the returns thereof have been duly canvassed, and the votes cast at said election were as follows:

For Mayor-at-large, (one) four-year term and for Council-at-large, (two) four-year terms:

City of Isanti General Election 11/6/2018			
Unofficial Totals			
	P-1	**P-2**	**Total**
Jeff Johnson- Mayor	723	491	**1214**
George Wimmer	485	511	**996**
Dan Collison- Council	710	609	**1319**
Paul Bergley- Council	625	530	**1155**
Total Votes Cast	**1252**	**1035**	**2287**

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA that the Abstract of Votes Cast attached as Exhibit 'A' is hereby approved; and

FURTHERMORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA that Jeff Johnson is duly elected Mayor, for a four-year term, and Dan Collison and Paul Bergley are duly elected to the City Council, each for a four-year term.

This resolution is duly adopted by the Isanti City Council this 13th day of November 2018.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

Abstract of Votes Cast
In the Precincts of the City of Isanti
State of Minnesota
at the State General Election
Held Tuesday, November 6, 2018

as compiled from the official returns.

Summary of Totals
City of Isanti
Tuesday, November 6, 2018 State General Election

Number of persons registered as of 7 a.m.	3248
Number of persons registered on Election Day	328
Number of accepted regular, military, and overseas absentee ballots and mail ballots	309
Number of federal office only absentee ballots	0
Number of presidential absentee ballots	0
Total number of persons voting	2287

Summary of Totals
City of Isanti
Tuesday, November 6, 2018 State General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

Mayor (Isanti)

NP	NP	WI
George Wimmer	Jeffrey Johnson	WRITE-IN**
996	1214	6

Council Member (Isanti) (Elect 2)

NP	NP	WI
Dan Collison	Paul Bergley	WRITE-IN**
1319	1155	32

Detail of Election Results
City of Isanti
Tuesday, November 6, 2018 State General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
30 0035 : ISANTI P-1	1825	168	1252
30 0037 : ISANTI P-2	1423	160	1035
City of Isanti Total:	3248	328	2287

Detail of Election Results
City of Isanti
Tuesday, November 6, 2018 State General Election

Office Title: Mayor (Isanti)

Precinct	NP George Wimmer	NP Jeffrey Johnson	WI WRITE-IN**
30 0035 : ISANTI P-1	485	723	5
30 0037 : ISANTI P-2	511	491	1
Total:	**996**	**1214**	**6**

Office Title: Council Member (Isanti) (Elect 2)

Precinct	NP Dan Collison	NP Paul Bergley	WI WRITE-IN**
30 0035 : ISANTI P-1	710	625	22
30 0037 : ISANTI P-2	609	530	10
Total:	**1319**	**1155**	**32**

We, the legally constituted county canvassing board, certify that we have herein specified the names of the persons receiving votes and the number of votes received by each office voted on, and have specified the number of votes for and against each question voted on, at the State General Election held on Tuesday, November 6, 2018

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the City of Isanti Clerk. Witness our official signature at _____ in _____ County this _____ day of _____, 2018.

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

State of Minnesota
City of Isanti

I, _____, Clerk of the City of Isanti do hereby certify the within and foregoing _____ pages to be a full and correct copy of the original abstract and return of the votes cast in the City of Isanti State General Election held on Tuesday, November 6, 2018.

Witness my hand and official seal of office this _____ day of _____, 2018.

_____

Precinct Summary Statement
City Election November 6, 2018

Precinct: City of Isanti P1

County: Isanti County

Registration Statistics

Number of persons registered at 7 a.m.	*1.	1825
Number of new registrants on election day	*2.	

Ballots delivered to the precinct

Ballots delivered as certified by the clerk	3.	2100
Ballot count adjustments from incident log (+/-)	4.	0
Number of unofficial ballots made	5.	0
Number of absentee ballots delivered	6.	0
Total number of ballots delivered to precinct (3+4+5+6 = A)	A	2100

Ballots not in the ballot box

Number of spoiled ballots	*7.	5
Number of originals for which duplicates made	*8.	0
Number of rejected absentees	*9.	0
Number of unused ballots	10.	1002
Total number ballots not in the ballot box (7+8+9+10 = B)	B	1007

Ballots cast in the ballot box

Number of signatures on roster (preregistered + EDR)	*11.	~~1093~~ ~~897~~ 1093
Number of accepted regular, military and overseas absentee ballots	*12.	0
Total number of ballots in the ballot box (= persons voting) (11+12+13+14 = C)	C	~~2000~~ 1093

Ballots returned to Auditor/Clerk

Ballots returned from the precinct (B + C = D)	D	2100
Difference for auditor/clerk notation on delivery record (A - D = E)	E	0

(One copy in ENVELOPE A and One copy in City Election Envelope)

GENERAL ELECTION
NOVEMBER 6, 2018
ISANTI CITY P1

Precinct Summary Statement
City Election November 6, 2018

Precinct: City of Isanti P2

County: Isanti County

Registration Statistics

Number of persons registered at 7 a.m. *1. 1423

Number of new registrants on election day *2. _____

Ballots delivered to the precinct

Ballots delivered as certified by the clerk 3. 1500

Ballot count adjustments from incident log (+/-) 4. _____

Number of unofficial ballots made 5. —

Number of absentee ballots delivered 6. _____

Total number of ballots delivered to precinct (3+4+5+6 = A) A [ ]

Ballots not in the ballot box

Number of spoiled ballots *7. 42

Number of originals for which duplicates made *8. _____

Number of rejected absentees *9. _____

Number of unused ballots 10. 573

Total number ballots not in the ballot box (7+8+9+10 = B) B [ ]

Ballots cast in the ballot box

Number of signatures on roster (preregistered + EDR) *11. _____

Number of accepted regular, military and overseas absentee ballots *12. _____

Total number of ballots in the ballot box (= persons voting) (11+12+13+14 = C) C [ ]

Ballots returned to Auditor/Clerk

Ballots returned from the precinct (B + C = D) D [ ]

Difference for auditor/clerk notation on delivery record (A - D = E) E [ ]

(One copy in ENVELOPE A and One copy in City Election Envelop[illegible])

GENERAL ELECTION
NOVEMBER 6, 2018
ISANTI CITY P2

Polling Place

Township/City Absentee Summary Statement

General Election November 6, 2018

Precinct CITY OF ISANTI P-1

Isanti County, Minnesota

Registration Statistics:

Number of Persons Registered at 7 AM: *1. —
(Mail ballot precincts only)

Number of ***New Registrants*** on Election Day: *2. 12

Ballots Delivered to the Absentee/Mail Ballot Board:

Number of Absentee/ Mail Ballots Delivered: 3. 168
(Line 4 + 5 + 6 + 7 + 8)

Total Number of Ballots Delivered to Precinct (Line 3) = A — A 168

Ballots Not in Ballot Box:

Number of Spoiled Ballots: *4. 2

Number of Originals for which Duplicates have been made: *5. 5

Number of Rejected Absentee/Mail Ballots: *6. 2

Total Number Ballots **NOT** in the Ballot Box (4 + 5 + 6) = B — B 9

Ballots Cast in the Ballot Box:

Number of Accepted Absentee/Mail Ballots (Regular, Military, Overseas): *7. 159

Number of Accepted Absentee Ballots (Federal Offices Only): *8. 0

Total Number of Ballots in the Ballot Box = C
(=Persons Voting) (Line 7 + 8 = C) — C 159

Ballots Returned to County Auditor:

Ballots Returned to Election Officials from the Absentee/ Mail Ballot Board (B + C) = D — D 168

Difference for Election Administrator Notation on Delivery Record (A - D) = E — E 0

* are entered into ERS stats

(One copy in ENVELOPE A and One Copy in City/Township ENVELOPE)

Polling Place
Township/City Absentee Summary Statement
General Election November 6, 2018

Precinct CITY OF ISANTI P-2

Isanti County, Minnesota

Registration Statistics:

Number of Persons Registered at 7 AM: (Mail ballot precincts only) *1. –

Number of ***New Registrants*** on Election Day: *2. 17

Ballots Delivered to the Absentee/Mail Ballot Board:

Number of Absentee/ Mail Ballots Delivered: (Line 4 + 5 + 6 + 7 + 8) 3. 152

Total Number of Ballots Delivered to Precinct (Line 3) = A — A 152

Ballots Not in Ballot Box:

Number of Spoiled Ballots: *4. 1

Number of Originals for which Duplicates have been made: *5. 1

Number of Rejected Absentee/Mail Ballots: *6. 0

Total Number Ballots **NOT** in the Ballot Box (4 + 5 + 6) = B — B 2

Ballots Cast in the Ballot Box:

Number of Accepted Absentee/Mail Ballots (Regular, Military, Overseas): *7. 150

Number of Accepted Absentee Ballots (Federal Offices Only): *8. 0

Total Number of Ballots in the Ballot Box = C (=Persons Voting) (Line 7 + 8 = C) — C 150

Ballots Returned to County Auditor:

Ballots Returned to Election Officials from the Absentee/ Mail Ballot Board (B + C) = D — D 152

Difference for Election Administrator Notation on Delivery Record (A - D) = E — E 0

* are entered into ERS stats

(One copy in ENVELOPE A and One Copy in City/Township ENVELOPE)

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, NOVEMBER 20, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

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. August 17th, 2018- Canvass Board Meeting Minutes
2. November 7th, 2018 – Regular Meeting of the City Council
3. November 13th, 2018- Canvass Board Meeting Minutes

G. Announcements

1. Parks, Recreation and Culture Board Meeting	Tuesday, November 27th, 2018 at 6:00 p.m.
2. City Council Meeting	Tuesday, December 4th, 2018 at 7:00 p.m.
3. EDA Meeting	Tuesday, December 4th, 2018 *(Immediately following City Council Meeting)*
4. Special Planning Commission Meeting	Tuesday December 4th, 2018 *(Immediately following EDA Meeting)*

H. Council Committee Reports

I. Public Hearings

J. Business Items

<u>City Administrator Don Lorsung</u>
1. Resolution 2018-XXX Council Committee Procedures

<u>Public Services Director/Assistant City Administrator Josi Wood</u>
2. Storm Pond Maintenance Discussion

<u>Assistant City Engineer Jason Cook</u>
3. Resolution 2018- XXX Engineering Proposal for the 2019 Pavement Management Project

<u>Community Development Director Ryan Kernosky</u>
4. Resolution 2018-XXX Preliminary Plat Approval of Heritage Estates
5. Resolution 2018-XXX Conceptual Planned Unit Development- Heritage Estates

K. Approve Consent Agenda

1. Consider Accounts Payable in the amount of $247,328.10 and Payroll in the amount of $91,476.05
2. Final Meeting Minutes for the October 2nd, 2018 Economic Development Authority Meeting
3. Resolution 2018-XXX Authorizing Appointment of Finance Director Betker to Serve on the Resource Training and Solutions CCOGA Insurance Advisory Committee
4. Resolution 2018-XXX Increasing Debt Levy Requirements for General Obligation Improvement Bonds; 2010B
5. Resolution 2018-XXX Reducing Debt Levy Requirements for General Obligation Improvement Bonds; 2011A
6. Resolution 2018-XXX Designating an Additional Depository for Year 2018
7. Resolution 2018-XXX Approving 2019-2020 Newsletter Quote Sheet
8. Resolution 2018-XXX Authorization and Execution of Repayment Agreement on Lot 10, Block 4, Villages on the Rum with Black Dog Contracting and Preservation, LLC
9. Resolution 2018-XXX Offering the Position of Part Time MS4 Technician to Corey Mueller

L. Other Communications

1. Draft Minutes of the November 7th, 2018 Economic Development Authority Meeting
2. Draft Minutes of the November 7th, 2018 Special Planning Commission Meeting
3. October Police Department Report
4. October Code Enforcement Report
5. October Building Inspector Report
6. November Engineering Report

M. 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

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, December 4, 2018 – 7:00 P.M.
CITY HALL

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes

G. Announcements

H. Council Committee Reports

I. Public Hearings

J. Business Items

Add 1. Resolution 2018- XXX Approval for Boxes of Coats for Kids-Donation to Police Department (*Rick Dassinger*)

Renumbering J.2-J.5

Community Development Director Ryan Kernosky

2. Resolution No. 2018-XXX Conditional Use Permit and Site Plan Approval for Knife River on PID 050201803
3. Resolution No. 2018-XXX Extending Sac and Wac Deferral Program to December 31, 2019

Finance Director Mike Betker

4. Consider Resolutions Relating to the 2019 Budget
    a. Resolution No. 2018-XXX Adopting the 2019 Final Budget
    b. Resolution No. 2018-XXX Adopting the Final 2018 Tax Levy, Collectible 2019
    c. Resolution No. 2018-XXX Adopting the Final 2019 Enterprise Fund Budgets
    d. Resolution No. 2018-XXX Approving a Cost of Living Adjustment (COLA) for Non-Union Employees

Assistant City Engineer Jason Cook

5. Resolution No. 2018-XXX 2019 Storm System Maintenance Proposal

K. Consent Agenda

Add 10. Resolution 2018- XXX Resignation of Liquor Store Clerk Nicholas Hovik

Add 11. Resolution 2018-XXX Resignation of Community Development Director Ryan Kernosky

L. Other Communications

Adjournment

J.1

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer & City Council

From: Katie Brooks, Human Resources/City Clerk

Date: December 4th, 2018

Subject: Authorizing Police Department to Accept the Knights of Columbus Winter Coat Donation for Children of Need

---

Non- Profit Origination member, Rick Dassinger from Knights of Columbus, has offered annual donation of winter coats to be accepted by the Isanti Police Department for distribution to children in need for the Isanti School District. This benefit of coat donation is a significant benefit to the City of Isanti and provides service to those in need to stay warm over the winter. The identity of the recipients of families will be protected for confidentially.

The Isanti Police Department would like to allow the local newspaper to be present at the time of donation at the police station.

The resolution is attached for your consideration.

RESOLUTION 2018-XXX

AUTHORIZING POLICE DEPARTMENT TO ACCEPT THE KNIGHTS OF COLUMBUS WINTER COAT DONATION FOR CHILDREN OF NEED IN THE 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 the 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 is hereby approved by the Isanti City Council this 4th day of December, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

K.10

RESOLUTION 2018-XXX

RESOLUTION ACCEPTING PART TIME LIQUOR STORE CLERK NICHOLAS HOVIK'S LETTER OF RESIGNATION

WHEREAS, Part Time Liquor Store Clerk Nicholas Hovik has submitted a letter of resignation to the City of Isanti and presented this to Liquor Store Manager John Jacobi on November 27, 2018; and,

WHEREAS, the effective date of this resignation is December 11th, 2018; and,

WHEREAS, Nicholas Hovik is leaving employment in good standing; 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 Nicholas Hovik is hereby accepted effective December 11th, 2018.

2. That Human Resources/City Clerk and Liquor Store Manager John Jacobi are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 4th day of December, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

K.11

RESOLUTION 2018-XXX

RESOLUTION ACCEPTING COMMUNITY DEVELOPMENT DIRECTOR RYAN KERNOSKY'S LETTER OF RESIGNATION

WHEREAS, Community Development Director Ryan Kernosky has submitted a letter of resignation to the City of Isanti and presented this to Human Resources/City Clerk Katie Brooks on December 4, 2018; and,

WHEREAS, the effective date of this resignation is December 4, 2018, with a final date of work January 4, 2019; 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; and,

WHEREAS, Ryan Kernosky is leaving employment in good standing.

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 Community Development Director Ryan Kernosky is hereby accepted effective December 4, 2018. Mr. Kernosky's final day of work with the City will be January 4, 2019.

2. That the Human Resources/City Clerk and the City Administrator are hereby directed to fill the position immediately.

This Resolution is hereby approved by the Isanti City Council this 4th day of December, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, DECEMBER 4, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards
1. City of Isanti - Recipient of MDH 2017 Water Fluoridation Quality Award

F. Approve City Council Minutes
1. November 20th, 2018 – Regular Meeting of the City Council

G. Announcements
1. City Council Meeting — Tuesday, December 18, 2018 at 7:00 p.m.
2. Planning Commission Meeting — Tuesday, December 18, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*

H. Council Committee Reports

I. Public Hearings

J. Business Items

Community Development Director Ryan Kernosky
1. Resolution No. 2018-XXX Conditional Use Permit and Site Plan Approval for Knife River on PID 050201803
2. Resolution No. 2018-XXX Extending Sac and Wac Deferral Program to December 31, 2019

Finance Director Mike Betker
3. Consider Resolutions Relating to the 2019 Budget
    a. Resolution No. 2018-XXX Adopting the 2019 Final Budget
    b. Resolution No. 2018-XXX Adopting the Final 2018 Tax Levy, Collectible 2019
    c. Resolution No. 2018-XXX Adopting the Final 2019 Enterprise Fund Budgets
    d. Resolution No. 2018-XXX Approving a Cost of Living Adjustment (COLA) for Non-Union Employees

Assistant City Engineer Jason Cook
4. Resolution No. 2018-XXX 2019 Storm System Maintenance Proposal

K. Approve Consent Agenda
1. Consider Accounts Payable in the amount of $185,266.81 and Payroll in the amount of $94,074.50
2. Final Minutes of the October 16th, 2018 Planning Commission Meeting
3. Final Minutes of the October 23rd Park, Recreation and Culture Board Meeting

4. Contractor's Pay Request No. 3 for the 2018 Street and Utility Improvements Project in the Amount of $29,892.11
5. Resolution No. 2018-XXX Resignation of Liquor Store Clerk Ryan VanderVenter
6. Resolution No. 2018-XXX Declare Certain Property as Surplus and Authorize its Sale by Public Auction
7. Resolution No. 2018-XXX Approving a Check Be Written to Isanti Scouts BSA Troop 523 for Volunteering at the Community Movie Night
8. Resolution No. 2018-XXX Authorizing the Written Policy Language Change as it Relates to the Domestic Abuse Policy within its Police Department
9. Resolution No. 2018-XXX Approving 2019 Farmer's Market Rules and Regulations and 2019 Vendor Form

L. Other Communications

1. Draft Minutes of the November 20th, 2018 Planning Commission Meeting
2. Draft Minutes of the November 27th, 2018 Meeting of the Park, Recreation and Culture Board
3. Liquor Store Heartland Credit Card Processing Analysis Discussion

Adjournment

PRESS RELEASE

The Minnesota Department of Health announced that the City of Isanti has been awarded a Water Fluoridation Quality Award from the U.S. Centers for Disease Control and Prevention (CDC). Fluoridation is the adjustment of fluoride in drinking water to a level that is effective for preventing tooth decay. This award recognizes those communities that achieved excellence in community water fluoridation by maintaining a consistent level of fluoride in drinking water throughout 2017.

For 2017, a total of 1,499 public water systems (PWSs) in 30 states received these awards, including 233 of 605 possible fluoridating PWSs in Minnesota.

"Water fluoridation is one of the best investments that a community can make in maintaining the oral health of its citizens. It is equally as effective in preventing cavities in children and adults," stated Casey Hannan, MPH, Acting Director, CDC Division of Oral Health. "Fluoridation is also highly cost effective. Studies continue to show that for every $1 a community invests in water fluoridation, $20 are saved in dental treatment costs."

Community water fluoridation has been recognized by CDC as one of 10 great public health achievements of the 20th Century. "Minnesota can be proud of its commitment to community water fluoridation. People of all ages and socioeconomic status have access to one of the most equitable ways to prevent tooth decay and improve overall health", says Prasida Khanal, MPH, BDS, State Oral Health Director with the Minnesota Department of Health Oral Health Program.

For questions about the award or the press release, contact either David Rindal, Senior Compliance Engineer, Minnesota Department of Health, Drinking Water Protection, at (651) 201-4660 and david.rindal@state.mn.us or Clare Larkin, Prevention Coordinator, Minnesota Department of Health, Oral Health Program, at (651) 201-4230 and clare.larkin@state.mn.us.

F.1.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, NOVEMBER 20, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input
None.

II. Agenda
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

Staff Present: Community Development Director Ryan Kernosky, Assistant City Engineer Jason Cook, City Administrator Don Lorsung, Deputy City Clerk/ Human Resources Jaden Moore, Public Services Director/ Assistant City Administrator Josi Wood and City Attorney Clark Joslin

Others Present: Jeff Johnson, Monty Jensen, Jared Charles, Elizabeth Anderson, George Hemen and Mike Graber

D. Adopt Agenda
Motion by Lundeen, second by Lorinser to approve Agenda as presented. Motion carried.

E. Proclamations/Commendations/Certificate Awards
None.

F. Approve City Council Minutes

1. August 17th, 2018- Canvass Board Meeting Minutes
Motion by Bergley, second by Lundeen to approve Canvass Board Minutes as presented. Motion carried.

2. November 7th, 2018 – Regular Meeting of the City Council
Motion by Lorinser, second by Collison to approve City Council Minutes as presented. Motion carried.

3. November 13th, 2018- Canvass Board Meeting Minutes
Motion by Lundeen, second by Bergley to approve Canvass Board Meeting Minutes as presented. Motion carried.

G. Announcements

1. Parks, Recreation and Culture Board Meeting	Tuesday, November 27th, 2018 at 6:00 p.m.
2. City Council Meeting	Tuesday, December 4th, 2018 at 7:00 p.m.
3. EDA Meeting	Tuesday, December 4th, 2018 *(Immediately following City Council Meeting)*
4. Special Planning Commission Meeting	Tuesday December 4th, 2018 *(Immediately following EDA Meeting)*

H. Council Committee Reports
None.

I. Public Hearings
None.

J. Business Items

City Administrator Don Lorsung

1. Resolution 2018-255 Council Committee Procedures
Mayor Wimmer discussed proposed changes to the City Council Committee procedures and the option of moving from Council Committee structure to a Committee of the Whole structure. The Council discussed this matter. A motion was made by Lundeen, seconded by Lorinser to end the current Council Committee system and move to a Committee of the Whole structure. The Council and staff had further discussion regarding this matter including: ending Committees now with any necessary business coming to the City Council, the Committee of the Whole concept, the current Committee system and open meeting law, and whether some Committees could be retained. After this discussion a vote was taken and the motion passed 4-1, with Collison voting nay.

Public Services Director/Assistant City Administrator Josi Wood

2. Storm Pond Maintenance Discussion
Public Services Director/Assistant City Administrator Josi Wood shared that the City Council requested an in-depth comparison of doing storm pond clearing work as proposed in the Storm Water Maintenance Plan with Public Works staff versus using contracted services. Josi Wood continued to share that after review of the safety requirements, equipment specifications, additional equipment costs, operator experience, and available operator hours for such additional work with the Finance Committee, there was not a substantial cost savings. She continued to share this is up for discussion but it is recommended that the storm pond work remain within the scope of the project work. After discussion, the Consensus of the Council was to move ahead with the project scope and get bids for this work.

Assistant City Engineer Jason Cook

3. Resolution 2018- 256 Engineering Proposal for the 2019 Pavement Management Project
Assistant City Engineer Jason Cook shared that this is for professional engineering services for the 2019 Pavement Management Project. Jason Cook continued to share that the area that has been selected for this year's project would be East of Highway 65 and South of Heritage Blvd.
Motion by Lorinser, second by Bergley to approve the resolution as presented. Motion carried.

Community Development Director Ryan Kernosky

4. Resolution 2018-257 Preliminary Plat Approval of Heritage Estates
Community Development Director Ryan Kernosky shared that this is the Preliminary Plat Approval for Heritage Estates; which is a proposed 50-unit single family development that will adjoin the existing Cherrywood Ln NE and 9th Ave SE Streets.
Motion by Collison, second by Bergley to approve the resolution as presented. Motion carried.

5. Resolution 2018-258 Conceptual Planned Unit Development- Heritage Estates
Community Development Director Ryan Kernosky shared that this resolution approves the PUD concept for the development and goes along with the previous approved resolution, and authorizes staff to setup the public hearing date in December.
Motion by Collison, second by Lorinser to approve the resolution as presented. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the amount of $247,328.10 and Payroll in the amount of $91,476.05
2. Final Meeting Minutes for the October 2nd, 2018 Economic Development Authority Meeting
3. Resolution 2018-259 Authorizing Appointment of Finance Director Betker to Serve on the Resource Training and Solutions CCOGA Insurance Advisory Committee
4. Resolution 2018-260 Increasing Debt Levy Requirements for General Obligation Improvement Bonds; 2010B
5. Resolution 2018-261 Reducing Debt Levy Requirements for General Obligation Improvement Bonds; 2011A
6. Resolution 2018-262 Designating an Additional Depository for Year 2018
7. Resolution 2018-263 Approving 2019-2020 Newsletter Quote Sheet
8. Resolution 2018-264 Authorization and Execution of Repayment Agreement on Lot 10, Block 4, Villages on the Rum with Black Dog Contracting and Preservation, LLC
9. Resolution 2018-265 Offering the Position of Part Time MS4 Technician to Corey Mueller

Motion by Lundeen, second by Collison to approve Consent Agenda as presented. Motion carried

L. Other Communications

1. Draft Minutes of the November 7th, 2018 Economic Development Authority Meeting
2. Draft Minutes of the November 7th, 2018 Special Planning Commission Meeting
3. October Police Department Report
4. October Code Enforcement Report
5. October Building Inspector Report
6. November Engineering Report

M. Closed Session

1. City Administrator Performance Review
   At 7:23 p.m. the City Council went into a closed session.

O. Open Session

At 7:36 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 7:23 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 Lorinser. Motion carried. The meeting was adjourned at 7:38 p.m.

Respectfully Submitted,

Jaden Moore

Deputy City Clerk/ Human Resources

J.1.

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: December 4, 2018

SUBJECT: **CONSIDERATION OF: Request from Knife River for I-1 Tier-1 Conditional Use Permit & Site Plan Approval of a Medium Manufacturing Facility for a Septic Tank Casting Facility on PID 050201803**

Request: Knife River (applicant) has submitted a complete application for a Conditional Use Permit and Site Plan Approval for the construction of a Medium Manufacturing Facility for a Septic Tank Casting Facility on PID 050201803.

Background: The subject parcel is not within the City of Isanti's corporate limits; however, the City has jurisdictional zoning over this property as it falls within the "I-1 Tier-1" extraterritorial zoning district. As such, all development approvals must go through the City's process.

Knife River has submitted plans for a Septic Tank Casting Facility. This is a proposed 9,000 sq ft facility 25' in height. There is one proposed entrance off of Cajima St NE. The applicant has designed this facility around the understanding that E Dual Blvd NE will be extended at some point in the future to service an addition to the Isanti Industrial Park. All setbacks, impervious surface coverages, and other zoning requirements are met with this project, or should be met with conditions called out in the attached Resolution.

Planning Commission Recommendation: Planning Commission held a public hearing on November 20th, 2018. The Planning Commission has recommended approval with staff conditions.

Staff Comments and Recommendations: This is an extension of the existing Knife River facility on the corner of TH-65 and Cajima St NE. This property is zoned Industrial, and as such, the use fits within that zoning district. **Staff is recommending approval with the following conditions:**

1. Adjust driveway entrance to alight with Junction Bowl western driveway.
2. Add additional Wainscoting along West-side of building for future E Dual Blvd NE extension
3. Enter into a Landbank Parking Agreement with the City of Isanti

4. Properly screen any recycling and trash receptacles per City Ordinance
5. Provide screening around outdoor storage area per City Ordinance
6. Identify future right of way for the E Dual Blvd NE extension
7. Obtain proper federal, state, county, and City permits for construction and operation of the facility
8. Address concerns identified in the November 8th, 2018 letter from the CDD Director

Conditional Use Permit Standards: Section 21, Subd. 4 provides minimum standards for granting a Conditional Use Permit.

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.

Cajima St NE and E Dual Blvd NE are both built to industrial park standards, as such this standard is met.

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.

The applicant will shift the entrance off of Cajima St NE to align with the western access to Junction Bowl. It is intended that due to the proposed J-turn on TH-65 and the increased traffic at E Dual Blvd NE and Heritage Blvd due to new development, that Cajima St NE will be the main entrance and exit of the Isanti Industrial Park. This standard is met.

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.

Parking is proposed to be adjacent to the building with little pedestrian/vehicular traffic conflict. This standard is met.

D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.

Off-street parking is met with the applicant entering into a landbank parking agreement with the City of Isanti. At any time in the future, the City may require additional parking. This standard is met.

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.

Loading areas will be on the west/east side of the building, and will offer plenty of room for maneuvering for truck traffic. There are no surrounding residential uses, only industrial and commercial. This standard is met.

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.

There are no residential uses surrounding this property. This standard is not applicable.

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.

The outdoor storage area will have a minimum 6' fence surrounding it. There are several mature red pine trees along Cajima St NE that offer additional screening. This standard is met.

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.

As part of the resolution, all exterior lighting shall not cast glare toward public right of way. This standards is met.

I. The site drainage system shall be subject to the review and approval of the City Engineer.

The City Engineering Department has reviewed this plan and has provided comment as attached to this staff report. With minor changes, this standard is met.

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 proposed building is 25' in height and has a proposed 8' wainscot at the base and a 17'white metal wall paneling. This design will be on the south, east, and west sides of the building. The north side will be all metal wall paneling. This standard 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.

The applicant has indicated that they will be contracting trash services. It will be a condition that any recycling and trash receptacles will be property screened with compliance of our ordinances. This condition is met.

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.

The applicant has not submitted any signage. However, if they choose to do so, it must meet the requirements set forth in Section 16 of the ordinance. This condition is not applicable 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 City requires any and all federal, state, and county laws and regulations for this development is obtained. This condition is met.

N. Any applicable business licenses mandated by City Code are approved and obtained.

There are no required business licenses mandated by City Code. This standard is not applicable.

O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.

This use is not surrounded by a residential zoning district. This standard is 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-conformities shall be eliminated.

The performance standards are met. There appears to be no non-conformities. This standard is met.

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.

This standard is met.

Site Plan Review Standards: Section 18, Subd. 7 provides standards in reviewing submitted site plans.

A. Consistency with the elements and objectives of the City's development guides, including the Comprehensive Plan.

The City has long-term plans to extend our industrial park further north with a future extension of E Dual Blvd NE. The City's 2008 Comprehensive Plan has this parcel split between future industrial (closer to the railroad) and future commercial (closer to TH-65).

B. Consistency with City Codes.

The proposed Medium Manufacturing facility meets minimum required setbacks, impervious surface coverage requirements, and outdoor storage requirements (as long as a fence is installed, as called out

in the attached resolution). The facility is 9,000 sq ft in size (60'x150'). The applicant has provided 9 vehicular parking stalls and 5 truck parking stalls. The applicant has also proposed providing 9 banked parking stalls for future use, if necessary. Per Section 17, Subd. 6(B) the City may permit a reduction in the number of parking stalls, as long as the applicant enters into a landbank parking agreement with the City. Per code, the applicant (without landbank parking agreement) would have to provide 18 vehicular parking stalls.

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 development is situated on 32 total acres. The disturbance area is in the southeast corner of the parcel, on roughly 201,877 sq ft or roughly 4.63 acres. The majority of the site will be undisturbed and will remain in agricultural use.

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.

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.

Stormwater management plans have been reviewed and approved by the City Engineer.

RESOLUTION 2018-XXX

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT AND SITE PLAN REVIEW FOR KNIFE RIVER ON PID 050201803

WHEREAS, Knife River (applicant) has submitted a Conditional Use Permit Application and a Site Plan Review Application to operate a Medium Manufacturing Facility on PID 05.020.1803; and,

WHERAS, PID 05.020.1803 is legally described as:

The North Half of the Southwest Quarter (N1/2 of SW1/4) of Section (20), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, lying East of Railroad Right of Way.

LESS AND EXCEPT
The South 826.61 feet of the East 948.25 thereof;

AND LESS AND EXCEPT
The North 500 feet of the East 300 feet thereof;

AND LESS AND EXCEPT
All that part of the Northeast Quarter of the Southwest Quarter (NE1/4 SW1/4) of Section (20), Township Thirty-five (35), Range Twenty-three (23), described as follows:

Commencing at the Northeast corner of said Northeast Quarter of the Southwest Quarter (NE1/4 SW1/4); thence West on the East-West Quarter line a distance of 300 feet to the point of beginning of the land to be described; thence South and parallel to the North-South Quarter Line a distance of 500 feet; thence West and parallel to the North line of said Northeast Quarter of the Southwest Quarter (NE1/4 SW1/4), a distance of 150 feet; thence North and parallel to the East line of said Northeast Quarter of the Southwest Quarter (NE1/4 SW1/4), a distance of 500 feet and to the North line thereof; thence East along said North line a distance of 150 feet to the point of beginning and there terminating, Isanti County, Minnesota.

WHEREAS, PID 05.020.1803 is within the "I-1 Tier-1" Extraterritorial Zoning jurisdiction of the City of Isanti and is subject to the zoning and building regulations set forth in the City of Isanti Zoning Ordinance; and,

WHEREAS, within City of Isanti Zoning Code Section 8, Article 1, Subd. 3(H) a Medium Manufacturing Facility is a conditional use in the Industrial Park Zoning District; and,

WHEREAS, the Isanti Planning Commission has recommended approval of the requested Conditional Use Permit and Site Plan Review based upon the Findings of Fact and Conclusion as presented with conditions; and,

WHEREAS, the City Council reviewed the requested Conditional Use Permit and Site Plan Review at the regularly scheduled meeting on December 4, 2018; and,

WHEREAS, the City Council of the City of Isanti has determined that the Conditional Use Permit and Site Plan Review meets the ordinance requirements necessary for granting approval.

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 Conditional Use Permit and Site Plan Review, and hereby approves the Conditional Use Permit and Site Plan Review subject to the following conditions:

1. Adjust driveway entrance to alight with Junction Bowl western driveway.
2. Add additional Wainscoting along West-side of building for future E Dual Blvd NE extension
3. Enter into a Landbank Parking Agreement with the City of Isanti
4. Properly screen any recycling and trash receptacles per City Ordinance
5. Provide screening around outdoor storage area per City Ordinance
6. Identify future right of way for the E Dual Blvd NE extension
7. Obtain proper federal, state, county, and City permits for construction and operation of the facility
8. Address concerns identified in the November 8th, 2018 letter from the CDD Director

This Resolution is hereby approved by the Isanti City Council this 4th day of December, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

FINDINGS OF FACT AND CONCLUSION

Request

Request from Knife River (applicant) for a Conditional Use Permit and Site Plan Review approval for the construction of a Medium Manufacturing Facility (Septic Tank Casting Facility) located on PID 05.020.1803 (subject property), legally described as:

The North Half of the Southwest Quarter (N1/2 of SW1/4) of Section (20), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, lying East of Railroad Right of Way.

LESS AND EXCEPT
The South 826.61 feet of the East 948.25 thereof;

AND LESS AND EXCEPT
The North 500 feet of the East 300 feet thereof;

AND LESS AND EXCEPT
All that part of the Northeast Quarter of the Southwest Quarter (NE1/4 SW1/4) of Section (20), Township Thirty-five (35), Range Twenty-three (23), described as follows:

Commencing at the Northeast corner of said Northeast Quarter of the Southwest Quarter (NE1/4 SW1/4); thence West on the East-West Quarter line a distance of 300 feet to the point of beginning of the land to be described; thence South and parallel to the North-South Quarter Line a distance of 500 feet; thence West and parallel to the North line of said Northeast Quarter of the Southwest Quarter (NE1/4 SW1/4), a distance of 150 feet; thence North and parallel to the East line of said Northeast Quarter of the Southwest Quarter (NE1/4 SW1/4), a distance of 500 feet and to the North line thereof; thence East along said North line a distance of 150 feet to the point of beginning and there terminating, Isanti County, Minnesota.

Findings of Fact

1. The applicant has submitted a complete application for a conditional use permit and site plan review for the construction of a septic tank casting facility located on the subject property.
2. City staff has determined that the proposed facility is consistent with the definition of 'Medium Manufacturing Facility' as outlined in Section 2 ("Definitions") of the City of Isanti Zoning Code.
3. The subject property is within the "I-1 Tier-1" Industrial Zoning District as adopted by the City of Isanti and the County of Isanti.
4. Said properties that fall within the "I-1 Tier-1" Industrial Zoning Districts are subject to City of Isanti Zoning and Building Regulations as stipulated in City Code and Ordinances.
5. Properties within the "I-1 Tier-1" Industrial Zoning District are subject to the same standards as properties zoned "I-1" Industrial Park District.
6. Medium Manufacturing Facilities are a conditional use in the "I-1" Industrial Park District.
7. All new developments within the "I-1" Industrial Park District are subject to Site Plan Review approval per City Ordinance.
8. A complete application was received on October 17, 2018 and a public hearing date before the Planning Commission was scheduled for Tuesday, November 20, 2018.

9. Notice of the Conditional Use Permit and Site Plan Review approval request was published within the Isanti County News. Notices were sent to all property owners located within 350 feet of the subject property.

Conclusions

Conditional Use Permit Standards: Section 21, Subd. 4 provides minimum standards for granting a Conditional Use Permit.

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.

Cajima St NE and E Dual Blvd NE are both built to industrial park standards, as such this standard is met.

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.

The applicant will shift the entrance off of Cajima St NE to align with the western access to Junction Bowl. It is intended that due to the proposed J-turn on TH-65 and the increased traffic at E Dual Blvd NE and Heritage Blvd due to new development, that Cajima St NE will be the main entrance and exit of the Isanti Industrial Park. This standard is met.

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.

Parking is proposed to be adjacent to the building with little pedestrian/vehicular traffic conflict. This standard is met.

D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.

Off-street parking is met with the applicant entering into a landbank parking agreement with the City of Isanti. At any time in the future, the City may require additional parking. This standard is met.

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.

Loading areas will be on the west/east side of the building, and will offer plenty of room for maneuvering for truck traffic. There are no surrounding residential uses, only industrial and commercial. This standard is met.

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.

There are no residential uses surrounding this property. This standard is not applicable.

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.

The outdoor storage area will have a minimum 6' fence surrounding it. There are several mature red pine trees along Cajima St NE that offer additional screening. This standard is met.

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.

As part of the resolution, all exterior lighting shall not cast glare toward public right of way. This standards is met.

I. The site drainage system shall be subject to the review and approval of the City Engineer.

The City Engineering Department has reviewed this plan and has provided comment as attached to this staff report. With minor changes, this standard is met.

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 proposed building is 25' in height and has a proposed 8' wainscot at the base and a 17'white metal wall paneling. This design will be on the south, east, and west sides of the building. The north side will be all metal wall paneling. This standard 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.

The applicant has indicated that they will be contracting trash services. It will be a condition that any recycling and trash receptacles will be property screened with compliance of our ordinances. This condition is met.

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.

The applicant has not submitted any signage. However, if they choose to do so, it must meet the requirements set forth in Section 16 of the ordinance. This condition is not applicable 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 City requires any and all federal, state, and county laws and regulations for this development is obtained. This condition is met.

N. Any applicable business licenses mandated by City Code are approved and obtained.

There are no required business licenses mandated by City Code. This standard is not applicable.

O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.

This use is not surrounded by a residential zoning district. This standard is 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-conformities shall be eliminated.

The performance standards are met. There appears to be no non-conformities. This standard is met.

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.

This standard is met.

Site Plan Review Standards: Section 18, Subd. 7 provides standards in reviewing submitted site plans.

A. Consistency with the elements and objectives of the City's development guides, including the Comprehensive Plan.

The City has long-term plans to extend our industrial park further north with a future extension of E Dual Blvd NE. The City's 2008 Comprehensive Plan has this parcel split between future industrial (closer to the railroad) and future commercial (closer to TH-65).

B. Consistency with City Codes.

The proposed Medium Manufacturing facility meets minimum required setbacks, impervious surface coverage requirements, and outdoor storage requirements (as long as a fence is installed, as called out in the attached resolution). The facility is 9,000 sq ft in size (60'x150'). The applicant has provided 9 vehicular parking stalls and 5 truck parking stalls. The applicant has also proposed providing 9 banked parking stalls for future use, if necessary. Per Section 17, Subd. 6(B) the City may permit a reduction in the number of parking stalls, as long as the applicant enters into a landbank parking agreement with the City. Per code, the applicant (without landbank parking agreement) would have to provide 18 vehicular parking stalls.

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 development is situated on 32 total acres. The disturbance area is in the southeast corner of the parcel, on roughly 201,877 sq ft or roughly 4.63 acres. The majority of the site will be undisturbed and will remain in agricultural use.

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.

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.

Stormwater management plans have been reviewed and approved by the City Engineer.

Decision

The Planning Commission held a public hearing on the item at the **November 20, 2018** meeting. The Planning Commission has recommended approval with the conditions stipulated in the Resolution.

Conditions

1. Adjust driveway entrance to alight with Junction Bowl western driveway.
2. Add additional Wainscoting along West-side of building for future E Dual Blvd NE extension
3. Enter into a Landbank Parking Agreement with the City of Isanti
4. Properly screen any recycling and trash receptacles per City Ordinance
5. Provide screening around outdoor storage area per City Ordinance
6. Identify future right of way for the E Dual Blvd NE extension
7. Obtain proper federal, state, county, and City permits for construction and operation of the facility
8. Address concerns identified in the November 8th, 2018 letter from the CDD Director

Bogart, Pederson
& Associates, Inc.

LAND SURVEYING
CIVIL ENGINEERING
MAPPING

October 17, 2018

Mr. Ryan J. Kernosky, MPA
City of Isanti, Director of Community Development
110 1st Avenue NW
P.O. Box 428
Isanti, MN 55040

RE: Request for Review and Consideration of the Proposed Knife River Corporation Tank Casting Facility in the City of Isanti, Isanti County, Minnesota

Dear Mr. Kernosky:

We are writing to request your review and consideration for the proposed Knife River tank casting facility planned on property on Cajima Street NE.

The subject property (PID# 05.020.1803-address not currently assigned) includes approximately 32.43 acres of property situated on the north side of Cajima Street NE approximately 1000' west of Hwy 65 NE. The subject property has two zoning designations. The western portion of the property is zoned T1-I Tier 1Insustrial and the northeastern portion is zoned T1-B Tier 1 Business. The proposed improvements are located entirely within the T1-I district.

The proposed site plan includes a new 9000 (60'x150') s.f. building on a parcel of land situated on the north side of Cajima Street NE, which includes approximately 32 acres of land (please refer to the Certificate of Survey enclosed for details). In addition, the proposed site improvements include an improved access drive (existing gravel driveway) located at the southeast corner of the property, concrete approaches on the east and west ends of the building, a new parking facility south of the new facility and a gravel surface north of the new facility to be utilized to stage concrete septic tanks and concrete lids while they cure.

The new facility will house concrete tank and lid forms. Concrete will be transported via a concrete tank truck from the concrete batch mixing plant east of the proposed facility. Concrete will be poured into the forms in the new facility, and the tanks will then be staged on the proposed gravel surface, north of the proposed building to cure.

Bogart, Pederson & Assoc
13076 First Street
Becker, MN 55308
www.bogart-pederson.com

Phone: 763/262-8822
Fax: 763-262-8844
Toll free: 888/210-8301

Based on our review and understanding of the City Zoning Ordinance, the definition of the proposed use is medium industrial and the staging area to the north of the proposed building is defined as outdoor storage. In addition to tank staging, steel rebar will be stored north of the building, which will be utilized as reinforcement in the concrete tanks and tank lids.

The proposed facility is planned to occupy the southeast corner of the subject parcel, which is currently utilized for agriculture/crops. The proposed improvements will occupy approximately 4.6 acres of the overall 32.43+/- acre parcel (14%). The balance of the property will continue to be utilized for agriculture/crops.

Based don our recent discussions, the City's Comprehensive plan designates the subject property for expansion of the existing industrial park. As part of the comprehensive plan, East Dual Blvd. will likely be extended north to serve the future industrial uses. We incorporated a proposed right-of-way projected north, from the intersection of East Dual Blvd. to illustrate the approximate location of the proposed road right-way. In addition, we configured the proposed site layout to accommodate the future improvements.

The principal building setbacks in the T1-I zoning designation at: 67' front yard setbacks, 15' side setbacks and 30' rear yard setbacks. The building is situated with a 140' front yard setback and 160' side yard setback to the east property line. The setback to the west property line is over 600' and is over 1100' to the rear property line to the north.

The adjacent property zoning designations and uses are as follows:

	Zoning Designation	Existing Use
• West	T1-I Tier 1 Industrial	Railroad Right-of-Way
• East	T-1 Tier 1 Commercial	Knife River Redi-Mix Concrete
• South	I-1 & B-2	Various Industrial and Business Uses
• North	A/R Agricultural Residential	Farm/Crops

The uses surrounding the property include various industrial and business/manufacturing facilities with the exception to the property to the north, which is zoned and utilized for A/R Agricultural Residential and is occupied by one farm, which is surrounded by crops. According to the City Zoning Code, buffers are not required between similar business and industrial uses, but screening is required between residential and industrial uses. In addition, the outdoor staging area requires screening as part of the conditional use permit. We request that the screening requirement be waived considering the specific site conditions. There is a thick, mature stand of trees and brush along the south property line that screens the sight lines from Cajima Street and properties to the south. We provided a setback over 600' to the west to the railroad right-of-way and over 1100' setback to the north property line.

The existing surface drainage characteristics include relatively gently sloped surface, which falls gradually to the northeast. We prepared a grading plan to illustrate the proposed drainage characteristics, which mimic the existing surface drainage patterns. The proposed grading plan collect and route surface drainage easterly and then northerly toward a low area northeast of the proposed gravel surface area. The design incorporates slopes away from the proposed building, and collection of storm water in a storm water treatment and staging area. The proposed storm water treatment facility is sized to manage the peak discharge from a 2, 10, 100-year rainfall event and relies on infiltration in accordance with MPCA design requirements. Emergency overflow is directed north into the low-lying area, away from the existing and proposed facilities.

Public domestic watermain and sanitary sewer is located within the Cajima Street right-of-way, which within the City of Isanti. The subject property is currently located outside the City limits. We incorporated a 2500-gallon underground concrete holding tank outside the southeast corner of the building. Knife River Corporation will rely on the holding tank for wastewater collection and holding. Knife River Corporation will enter into a contract with a local waste water disposal company to provide waste water removal (pump& haul). We will provide a copy of the service contract for reference. A domestic water well is planned to be installed south of the proposed building to serve proposed building.

We request an estimate of the water access charge, sewer access charge, assessments due upon connection and any other related charges anticipated in the event Knife River Corporation elects to utilize the public utilities. We understand that, in the event connections are requested, a request to annex the subject property will be required prior to access to the utilities.

Bogart, Pederson & Assoc
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Phone: 763/262-8822
Fax: 763-262-8844
Toll free: 888/210-8301

Please review the information enclosed and contact our office with any questions or concerns. We appreciate your assistance to date and look forward to working with you through the course of review of this project.

Sincerely,
Bogart, Pederson & Associates, Inc.

Todd J. Olin, Project Manager

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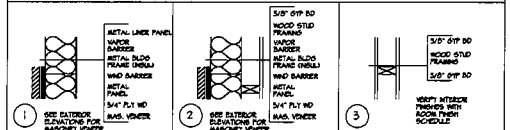
WALL TYPES

TYPICAL WALL = 3W6 UNLESS OTHERWISE NOTED — MAX



KEY

STUD SIZE

0 = 7/8"
1 = 1 1/2"
2 = 2 1/2"
3 = 3 1/2"
4 = 4"
6 = 5 1/2"

WALL TYPE AND SUPPLEMENT

STUD SIZE

STUD SPACING OR CMU DESIGNATION

STUD SPACING

W = 16" O.C.
X = 24" O.C.
Y = 12" O.C.
Z = SPECIAL

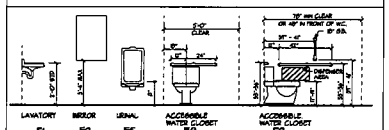
CMU DESIGNATION

P = 4" BLOCK
Q = 6" BLOCK
R = 8" BLOCK
S = 10" BLOCK
T = 12" OR 8" BLOCK (DEPTH TOTAL WIDTH)
U = 6" BLOCK

SUPPLEMENT

A. GYP BD ON ONE SIDE ONLY
B. CERAMIC TILE - BOTH SIDES
C. GYP BD ON 1 1/2" METAL FRAMING @ 16" O.C. - BOTH SIDES
D. FULL THK BATT INSUL

FIXTURE AND ACCESSORY REQUIREMENTS AND MOUNTING HEIGHTS



604.7 Dispensers (MN amended).
Toilet paper dispensers shall comply with Section 309.4. Dispensers located above the grab bar shall be recessed and the outlet of the dispenser shall be located within an area 24 inches (610 mm) minimum and 36 inches (915 mm) maximum from the rear wall. Where the dispenser is located below the grab bar, the outlet of the dispenser shall be located within an area 24 inches (610 mm) minimum and 42 inches (1065 mm) maximum from the rear wall. The outlet of the dispenser shall be between 19 inches (483 mm) minimum and 48 inches (1220 mm) maximum above the floor. Dispensers shall comply with 309.2. Dispensers that control the length of the paper that controls delivery, or do not allow continuous paper flow.

DOOR SCHEDULE

DOOR	DOOR SIZE	MATERIAL	TYPE DOOR	TYPE FRAME	HEAD	JAMB	SILL	FIRE LABEL	NOTES
A	3'-0" x 7'-0" x 1 3/4"	ALUM.	2	2	---	---	---	---	
B	3'-0" x 7'-0" x 1 3/4"	ALUM.	2	5	---	---	---	---	
C	14'-0" x 16'-0"	ALUM.	7	---	---	---	---	---	

DOOR TYPES

TYPE	DESCRIPTION
1	PREFINISHED ALUMINUM DOOR
2	STEELCRAFT, FLUSH PANEL INSULATED STEEL DOOR (PAINTED)
3	COILING FIRE DOOR
4	POCKET DOOR
5	BI-FOLD DOOR
6	PREFINISHED WOOD DOOR
7	INSULATED OVERHEAD DOOR

FRAME TYPES

TYPE	DESCRIPTION
1	PREFINISHED ALUMINUM FRAME
2	PREFINISHED STEEL FRAME w/THERMAL BREAK
3	HOLLOW METAL FRAME
4	PREFINISHED WOOD FRAME

SCHEDULE KEY

DOOR NO. / HARDWARE GROUP / DOOR

ABBREVIATIONS	
HM	HOLLOW METAL
STL	STEEL DOOR
WD	METAL - CLAD WOOD
WS	WOOD SOLID CORE
V	VINYL
AL	ALUMINUM
GL	LOW-E GLAZING (TEMPERED AS REQUIRED)

HARDWARE NOTES

1. INTERIOR DOORS TO HAVE SCHLAGE A-SERIES OR EQUAL
2. EXTERIOR DOORS TO HAVE SCHLAGE D-SERIES OR EQUAL
3. PROVIDE APPROVED LEVER HANDLES
4. ALL HARDWARE TO MATCH LABEL OF DOOR
5. INSTALL ALL HARDWARE PER APPROPRIATE CODE

HARDWARE GROUPS

GROUP	DESCRIPTION
1	CLASSROOM LOCKSET, DEP CAP, WEATHERSTRIP, THRESHOLD, (3) BUTTS
2	CLASSROOM LOCKSET, WEATHERSTRIP, THRESHOLD, (3) BUTTS
3	PRIVACY LOCKSET, (3) BUTTS

WINDOW SCHEDULE

TYPE	WINDOW SIZE	MATERIAL GLASS	MATERIAL FRAME	HEAD	JAMB	SILL	NOTES
W1	4'-0" x 3'-0"	GL	AL	---	---	---	FIXED
W2	3'-0" x 3'-0"	GL	AL	---	---	---	FIXED

ROOM FINISH SCHEDULE

NO.	ROOM NAME	FLOOR	BASE	WALLS NORTH	WALLS EAST	WALLS SOUTH	WALLS WEST	CLG.	HGT	NOTES
100	OFFICE	VCT	V	P	P	P	P	AT	8'-0"	
101	PRODUCTION AREA	C	V	ALP	ALP	ALP	ALP	---	---	
102	BREAK ROOM	VCT	V	P	P	P	P	AT	8'-0"	
103	TOILET	SV	V	SWF/P	SWF/P	SWF/P	SWF/P	AT	8'-0"	4'-0" SWF WAINSCOT

ROOM FINISH SCHEDULE ABBREVIATIONS

AP	ACOUSTICAL PANEL
AT	ACOUSTICAL TILE
ACT-2	GYP BD PAINTED, CUT TO FIT 2x4 GRID
AT-S	RADAR SQUARE EDGE 2x2 TILE
C	CONCRETE
CPET	CARPET
CT	CERAMIC TILE
LVT	LUXURY VINYL TILE
MLP	METAL LINER PANEL
NF	NO FINISH
P	PAINT
QUARRY	QUARRY TILE
SC	STAINED CONCRETE
SHEET	SHEETED CEILING TEXTURE WITH INTEGRAL COLOR
SP	SPECIAL PAINT
SPF	SPECIAL FINISH
SV	SHEET VINYL
SWF	SANITARY WALL PANEL
V	VINYL BASE
VCT	VINYL COMPOSITION TILE
VS	VENEER STONE
WD	WOOD - 1 x 6 RED OAK
WTSP	WALL TEXTURE & SPECIAL PAINT

CODE NOTES

APPLICABLE CODES:

2015 MINNESOTA STATE BUILDING CODE

OCCUPANCY REQUIREMENTS:

OCCUPANCY: GROUP F-1
THE BUILDING IS NOT SPRINKLERED

CONSTRUCTION TYPE: TYPE V-B

ALLOWABLE AREAS:

BASIC ALLOWABLE AREA TABLE 503: 9,000 SF
AREA MODIFICATIONS FROM SECTION 506:
EQUATION 5-2

$A_t = \left[\frac{F}{P} - .25\right]\frac{S}{30}$ $A_t = \left[\frac{439}{439} - .25\right]\frac{30}{30}$ $A_t = .50$

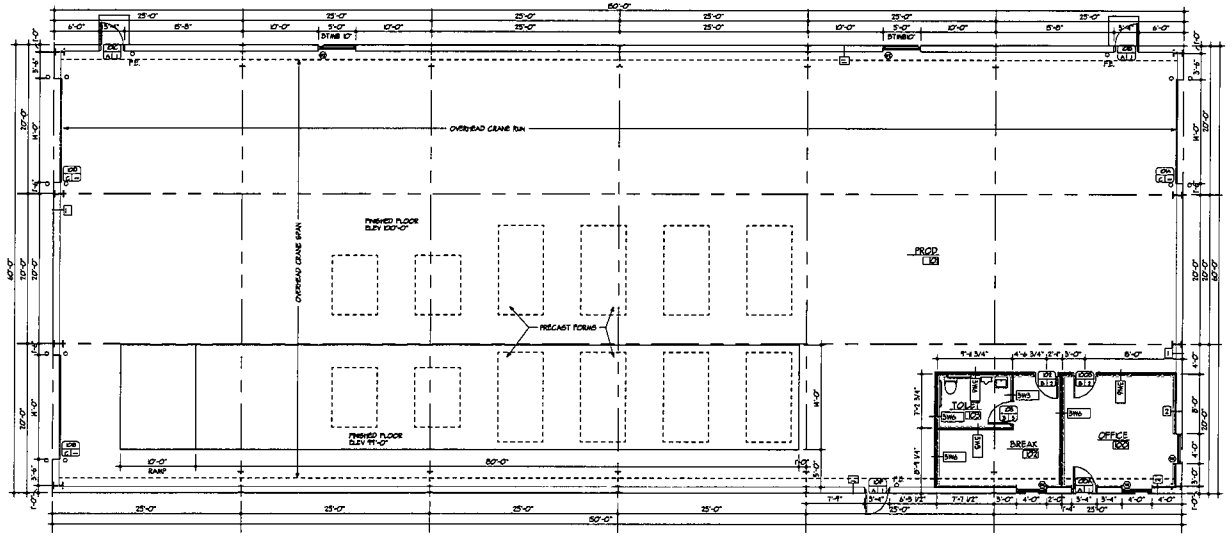
EQUATION 5-1

$A_a = A_t + \left[A_t \times I_f\right] + \left[A_t \times I_s\right]$ $A_a = 13,500 + \left[13,500 \times .50\right] + \left[13,500 \times 0\right]$

$A_a = 19,500$ SF

ACTUAL AREA:
FIRST FLOOR AREA 9,000 SF

MAXIMUM HEIGHT:
ALLOWABLE NUMBER OF STORIES: 2
ACTUAL NUMBER OF STORIES: 1
ALLOWABLE BUILDING HEIGHT: 40'
ACTUAL BUILDING HEIGHT: 25'-0"

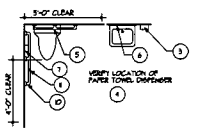


A1 FLOOR PLAN

SCALE: 1/8" = 1'-0"

TOILET ACCESSORIES SCHEDULE

1. SOAP DISPENSER
2. TOILET PAPER HOLDER
3. PAPER TOWEL DISPENSER
4. 42" GRAB BAR (HORIZONTAL)
5. 36" GRAB BAR (HORIZONTAL)
6. 60" GRAB BAR (VERTICAL)
7. MIRROR



A3 TYPICAL TOILET ROOM

GENERAL PLAN NOTES

1. DIMENSIONS ARE FROM CENTER OF STUD TO CENTER OF STUD UNLESS NOTED OTHERWISE. WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALED DRAWINGS.
2. SOME WALLS, WHETHER NOTED OR NOT, MAY NEED WORK FRAMING TO ACCOMMODATE PLUMBING, CONDUIT, OR ELECTRICAL VERT., AND COORDINATE WITH MECHANICAL OR ELECTRICAL CONTRACTOR, AND NOTIFY ARCHITECT OF ANY SUCH CHANGES.
3. DO NOT SCALE THE DRAWINGS. FIGURED DIMENSIONS SHALL BE USED. DIMENSIONS ON THE DRAWINGS ARE SUBJECT TO FIELD VERIFICATION AND MAY NEED TO BE ADJUSTED TO SUIT EXISTING CONDITIONS.
4. VERIFY LOCATIONS OF ANY EQUIPMENT PADS AND/OR FLOOR DRAINS WITH THE MECHANICAL AND ELECTRICAL DRAWINGS.
5. SUBSTITUTE WATER RESISTANT GYPSUM BD IN ALL WET AREAS (TOILETS, MECHANICAL ROOMS, UTILITY ROOMS, ETC.)

OUTSOURCE ARCHITECTURE
P.O. BOX 7274
ST. CLOUD, MN 56302
OFFICE: (320) 267-5866

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THESE DOCUMENTS ARE NOT VALID FOR A BUILDING PERMIT UNLESS SIGNED BELOW.
I Hereby Certify That This Plan, Specification or Report Was Prepared By Me or Under My Direct Supervision and That I Am a Duly Registered Architect Under the Laws of the State of Minnesota.
DATE: 09/25/18
REG. NO. 44794
SIGNATURE: Dean A. Wick

DATE 09/25/18
REVISED

CONN. • 2018031

ISANTI PRECAST

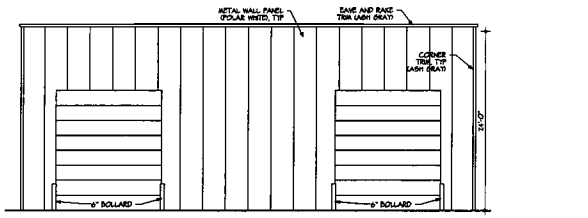
CALNNA STREET NE
ISANTI, MINNESOTA

NORTH

A2.1

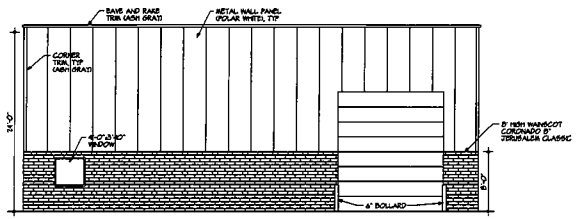
FLOOR PLAN

PLOTTED SEPTEMBER 25, 2018 AT 1:00 AM



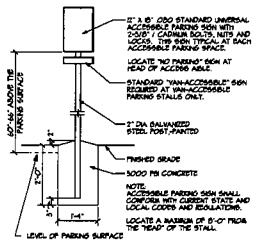
L1 WEST EXTERIOR ELEVATION

SCALE: 1/8" = 1'-0"



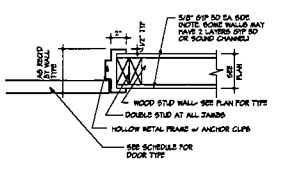
H1 EAST EXTERIOR ELEVATION

SCALE: 1/8" = 1'-0"



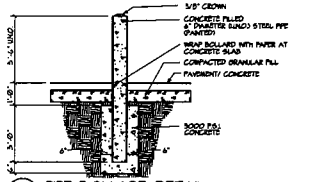
L8 ACCESSIBLE SIGN DETAIL

SCALE: 1/2" = 1'-0"



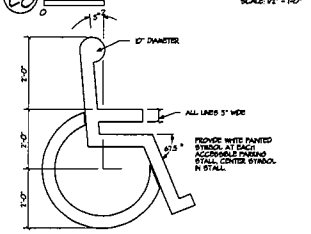
L11 HOLLOW METAL JAMB

SCALE: 1 1/2" = 1'-0"



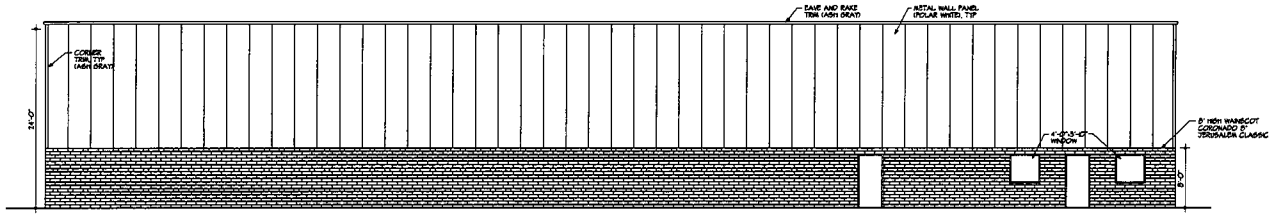
L14 PIPE BOLLARD DETAIL

SCALE: 3/8" = 1'-0"



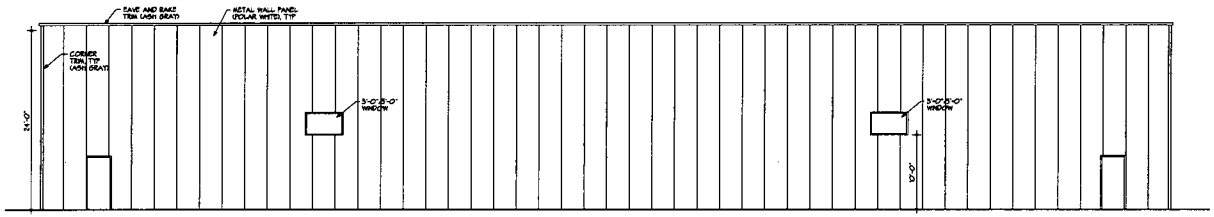
H8 ACCESSIBLE SYMBOL

SCALE: 1/2" = 1'-0"



E1 SOUTH EXTERIOR ELEVATION

SCALE: 1/8" = 1'-0"



A1 NORTH EXTERIOR ELEVATION

SCALE: 1/8" = 1'-0"

PLOTTED SEPTEMBER 25, 2018 AT 9:00 AM

EXTERIOR ELEVATIONS

THESE DOCUMENTS ARE NOT VALID FOR A BUILDING PERMIT UNLESS SIGNED AND SEALED

I Hereby Certify That This Plan, Specification or Report Was Prepared By Me or Under My Direct Supervision and That I Am a Duly Registered Architect Under the Laws of the State of Minnesota

DATE: 09/25/18 REG. NO. 44794

SIGNATURE: Duane A. Wick : Duane A. Wick

DATE REVISED 09/25/18

OUTSOURCE ARCHITECTURE

P.O. BOX 7271
ST. CLOUD, MN 56302
OFFICE (320) 241-3200

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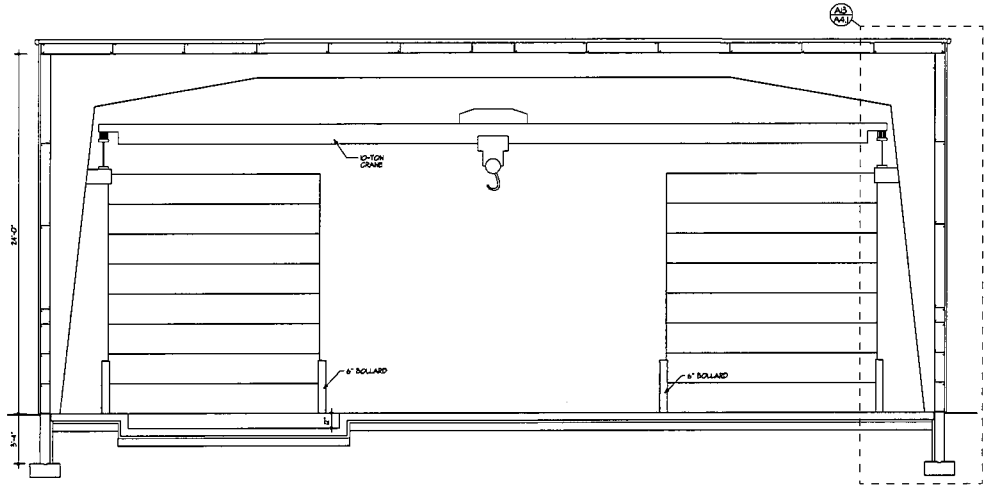
ISANTI PRECAST

CAJIMA STREET NE
ISANTI, MINNESOTA

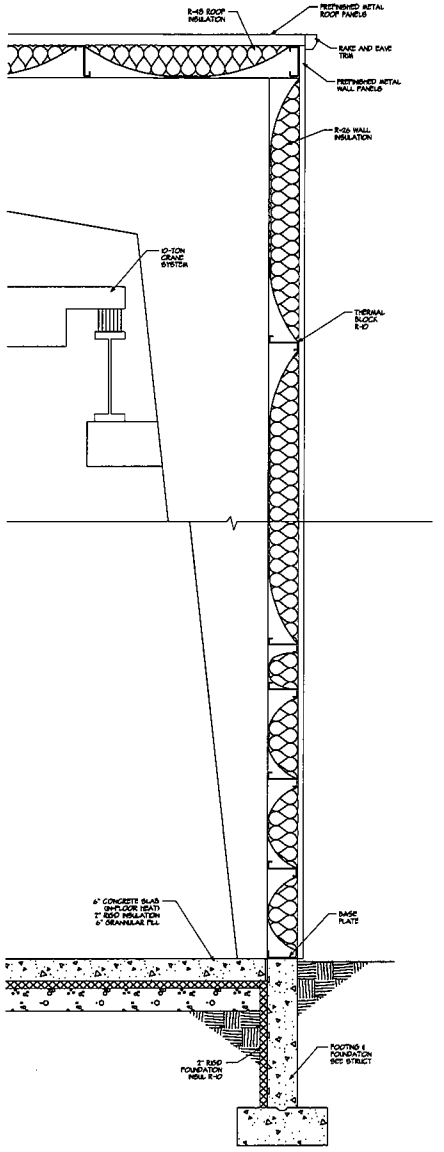
CONM # 2018031

A3.1



A1 BUILDING SECTION

SCALE: 1/4" = 1'-0"



A13 WALL SECTION

SCALE: 3/4" = 1'-0"

SECTIONS

PLOTTED SEPTEMBER 25, 2018 AT 11:00 AM

THESE DOCUMENTS ARE NOT VALID FOR A BUILDING PERMIT UNLESS SIGNED AND SEALED BELOW

I Hereby Certify That This Plan, Specification or Report Was Prepared By Me or Under My Direct Supervision and That I Am a Duly Registered Architect Under the Laws of the State of Minnesota

DATE: 09/25/18 REG. NO. 44794

SIGNATURE: Dean A. Wick

DATE REVISED 09/25/18

OUTSOURCE ARCHITECTURE

P.O. BOX 7271 ST. CLOUD, MN 56302 OFFICE: (320) 247-3006

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ISANTI PRECAST

CAJIMA STREET NE ISANTI, MINNESOTA

CONM # 2018031

A4.1

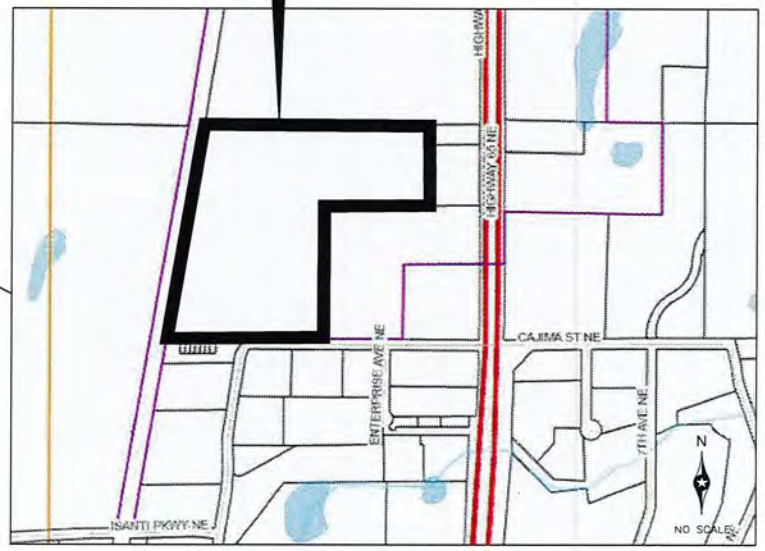
Proposed Knife River Tank Casting Plant Project

Part of Section 20, Township 35, Range 23, City of Isanti, Isanti County, Minnesota

CALL 48 HOURS BEFORE DIGGING:
GOPHER STATE ONE CALL
TWIN CITY AREA 651-454-0002
MINNESOTA TOLL FREE 1-800-252-1166

ISANTI COUNTY

PROJECT LOCATION



VICINITY MAP

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REV NO.	DATE	DESCRIPTION

DATE: 10/18/18
DESIGN BY:MA, TJO, JKB
DRAWN BY:MA, JKB, BPD
CHECKED BY: MA
DWG FILE: Cover Sheet
FILE NO.: 18-0335.00

BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING CIVIL ENGINEERING MAPPING
10078 FIRST STREET, BECKER, MN 55308-9322
TEL: 763-262-8822 FAX: 763-262-8844

Proposed Knife River Tank Casting Plant Project
Part of Section 20, Township 35, City of Isanti, Isanti County, Minnesota
Project Title & Sheet Index

SHEET NO.
1
7

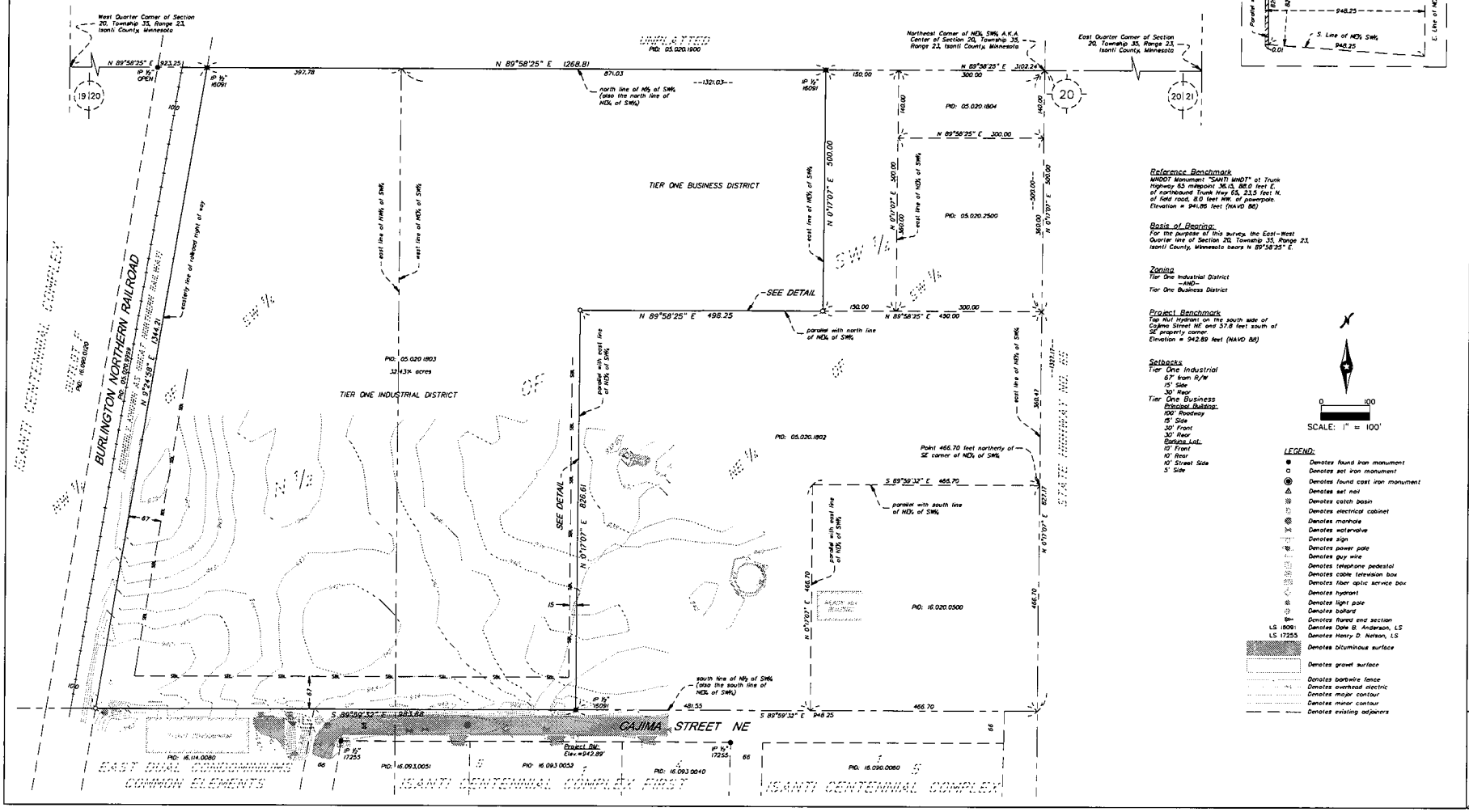
Certificate of Survey
for
Knife River Corporation
Part of Section 20, Township 35, Range 23
Township of Isanti, Isanti County, Minnesota

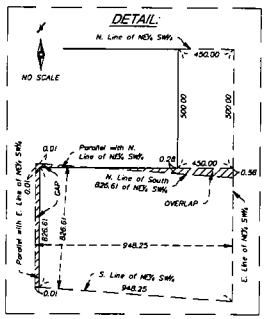
Surveyor's Notes:

1. This survey was performed without the benefit of a title report. No search for recorded or unrecorded easements or restrictions was made by the surveyor.
2. The existing description of the property (Doc. No. 358586) was not written to exactly conform with adjoiner descriptions. This causes gaps, overlaps and ambiguities with the adjoiners (please see detail). For the purpose of this survey, we have held with the adjoining descriptions as better evidence of intent of the deeds. Please bring this survey to an experienced title attorney to discuss your options on reforming your legal description to match those of your adjoiners.

Legal Description (Doc. No. 358586):

The North Half of the Southeast Quarter (N½ of SW¼) of Section (20), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota, lying East of Railroad Right of Way.
LESS AND EXCEPT
The South 826.61 feet of the East 948.25 thereof;
AND LESS AND EXCEPT
The North 500 feet of the East 300 feet thereof;
AND LESS AND EXCEPT
All that part of the Northeast Quarter of the Southwest Quarter (NE¼ SW¼) of Section (20), Township Thirty-five (35), Range Twenty-three (23), described as follows:
Commencing at the Northeast corner of said Northeast Quarter of the Southwest Quarter (NE¼ SW¼); thence West on the East-West Quarter line a distance of 300 feet to the point of beginning of the land to be described; thence South and parallel to the North-South Quarter Line a distance of 500 feet; thence West and parallel to the North line of said Northeast Quarter of the Southwest Quarter (NE¼ SW¼), a distance of 150 feet; thence North and parallel to the East line of said Northeast Quarter of the Southwest Quarter (NE¼ SW¼), a distance of 500 feet and to the North line thereof; thence East along said North line a distance of 150 feet to the point of beginning and there terminating, Isanti County, Minnesota.





Reference Benchmark
MNDOT Monument "SANTI MNDT" at Trunk Highway 65 milepoint 36.13, 88.0 feet E. of northbound Trunk Hwy 65, 23.5 feet N. of field road, 8.0 feet NW. of powerpole.
Elevation = 941.85 feet (NAVD 88)

Basis of Bearing:
For the purpose of this survey, the East-West Quarter line of Section 20, Township 35, Range 23, Isanti County, Minnesota bears N 89°58'25" E.

Zoning
Tier One Industrial District
—AND—
Tier One Business District

Project Benchmark
Top Nut Hydrant on the south side of Cajima Street NE and 37.8 feet south of SE property corner
Elevation = 942.89 feet (NAVD 88)

Setbacks:
Tier One Industrial
67' from R/W
15' Side
30' Rear
Tier One Business
Principal Building:
100' Roadway
15' Side
30' Front
30' Rear
Parking Lot:
10' Front
10' Rear
10' Street Side
5' Side

0 100
SCALE: 1" = 100'

LEGEND:
- Denotes found iron monument
- Denotes set iron monument
- Denotes found cast iron monument
- Denotes set nail
- Denotes catch basin
- Denotes electrical cabinet
- Denotes manhole
- Denotes watervalve
- Denotes sign
- Denotes power pole
- Denotes guy wire
- Denotes telephone pedestal
- Denotes cable television box
- Denotes fiber optic service box
- Denotes hydrant
- Denotes light pole
- Denotes bollard
- Denotes found end section
- LS 18091 Denotes Dale B. Anderson, LS
- LS 17255 Denotes Henry D. Nelson, LS
- Denotes bituminous surface
- Denotes gravel surface
- Denotes barbwire fence
- Denotes overhead electric
- Denotes major contour
- Denotes minor contour
- Denotes existing adjoiners

RLV NO.	DATE	DESCRIPTION

DATE: 10/1/18
DESIGN BY: ____ CJR
DRAWN BY: ____ RMB/CAW
CHECKED BY: RMB/CAW
DWG FILE: 18-0336COS
FILE NO.: 18-0336.00

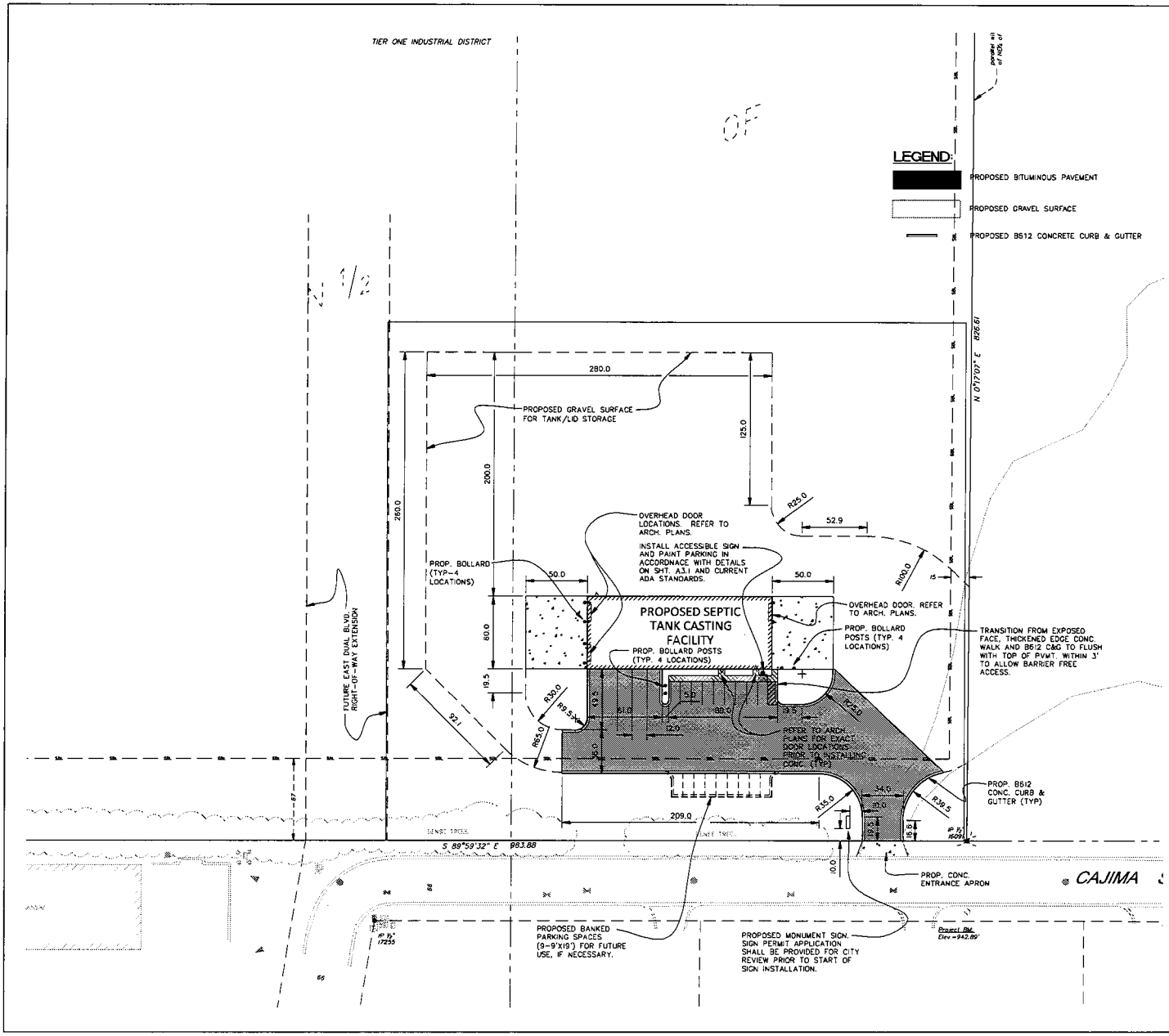
I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Signed: Craig A. Wensmann
Date: 10/4/18 Lic. No. 47466

BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING
CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE
13076 FIRST STREET, BECKER, MN 55308-9322
TEL: 763-262-8822 FAX: 763-262-8844

Proposed Knife River Tank Casting Plant Project
Part of Section 20, Township 35, City of Isanti, Isanti County Minnesota
Certificate of Survey

SHEET NO. 2 / 7



GENERAL NOTES:

1. Min. Lot Size = 2.5 Acres
   Actual Lot Size= 32.43 Acres +/-
2. PID# 05-020-18-03
3. Zoning Designation = T1-I (Tier 1 Industrial)
4. SETBACKS:
   T1-I Tier 1 Industrial)
   Front = 67' from R/W
   Side = 15'
   Rear = 30'
5. Max. Impervious Surface Coverage = 75%
   Actual Impervious Surface Coverage =
6. Min. Width = 160'
   Actual Width = 983.88' +/-
7. Min. Lot Depth = 250'
8. Actual Lot Depth = 1344.21' +/-
9. Parking Requirement= 1.25 Space/Employee on Largest Shift or 1 Space/500 s.f. Proposed Building Area. (9,000 s.f. Building / 500 = 18 Spaces)
   Proposed Parking Provided = 18 Spaces (9 Included and 9 Banked Parking Spaces)
10. Max. Impervious Area Allowed = 75%

Proposed Bldg.	=	9,000 s.f.
Gravel Surface	=	84,253 s.f.
Concrete Surface	=	6,435 s.f.
Bituminous Surface	=	20,745 s.f.
Banked Parking	=	1,834 s.f.
Total	=	122,267 s.f.
Property Size	=	1,412,651 s.f.
Total Imp. Area	=	8.7%+/-

SITE NOTES

1. DIMENSIONS ARE TO BACK OF CURB OR OUTER EDGE OF IMPROVEMENT DEPICTED, UNLESS OTHERWISE NOTED ON DRAWINGS.
2. RADII ARE 5' RADIUS UNLESS OTHERWISE NOTED ON PLANS.
3. CONTRACTOR SHALL FIELD VERIFY HORIZONTAL AND VERTICAL LOCATION OF EXISTING UTILITIES PRIOR TO START OF CONSTRUCTION.
4. CONTRACTOR SHALL INSTALL EROSION CONTROL MEASURES PRIOR TO THE START OF CONSTRUCTION.
5. CONSTRUCTION SHALL BE IN ACCORDANCE WITH APPLICABLE CITY, COUNTY AND STATE REGULATIONS.
6. SITE SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE PLANS APPROVED BY THE CITY OF ISANTI CITY COMMISSION.
7. CONSTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS PRIOR TO THE START OF CONSTRUCTION.
8. NO FREE-STANDING LIGHTING IS PROPOSED. WALL PACKS SHALL BE INSTALL OVER THE ACCESS DOORS TO THE PROPOSED BUILDING. REFER TO ARCH. PLANS FOR DETAILS)

CALL 48 HOURS BEFORE DIGGING:
GOPHER STATE ONE CALL
TWIN CITY AREA 651-454-0002
MINNESOTA TOLL FREE 1-800-252-1166

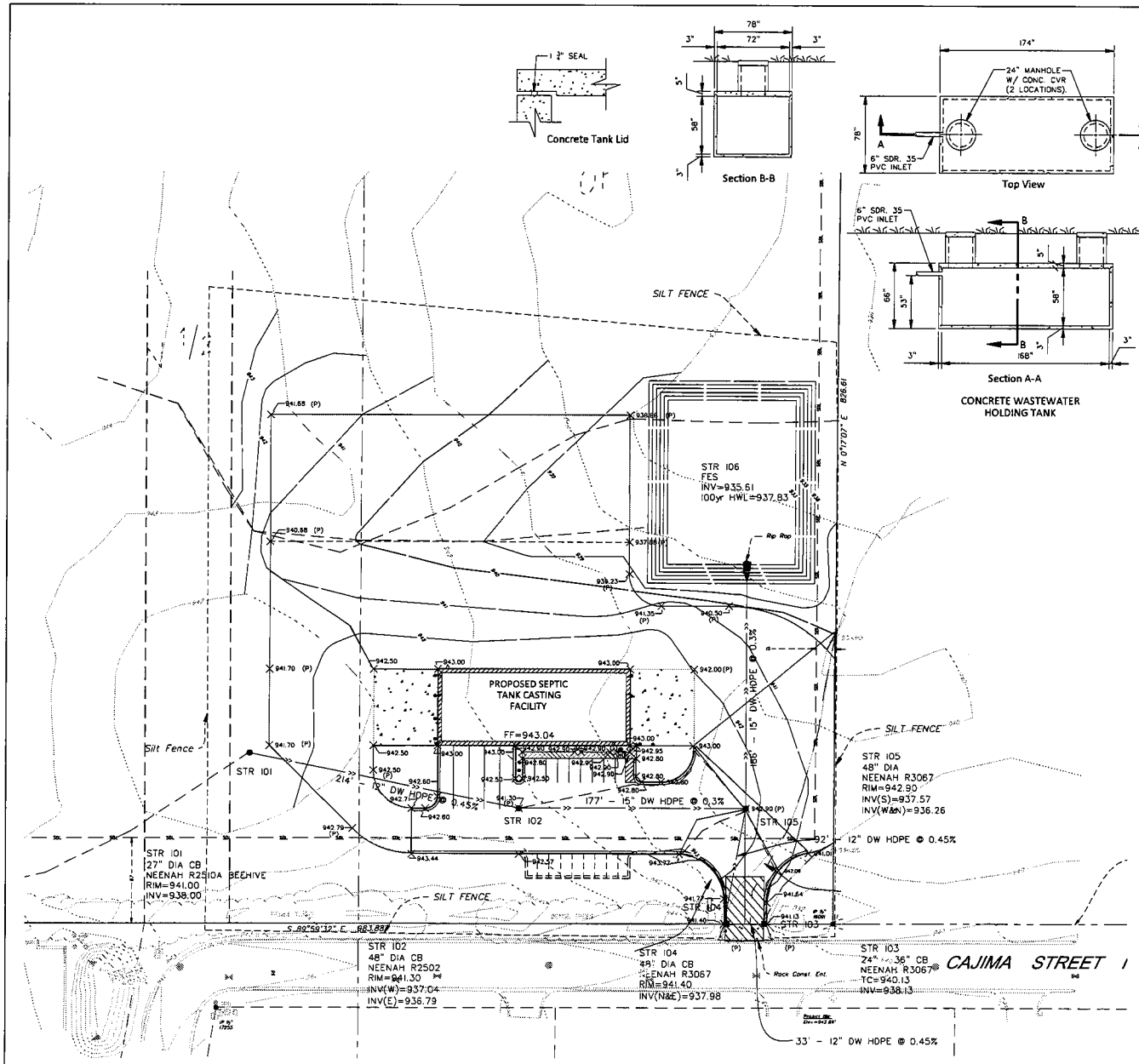
REV NO.	DATE	DESCRIPTION

DATE:
DESIGN BY: TJO
DRAWN BY: TJO
CHECKED BY: CAA
DWG FILE: 3-Site Plan
FILE NO.: 18-0336.00

BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING CIVIL ENGINEERING PLANNING
1009 FIRST STREET, ROGER, MN 55369-9322
TEL: 763-252-5822 FAX: 763-252-5844

Proposed Knife River Tank Casting Plant Project
Part of Section 20, Township 35, City of Isanti, Isanti County Minnesota
Site Plan

SHEET NO. 3 / 7



SCALE: 1" = 40'

CALL 48 HOURS BEFORE DIGGING:
GOPHER STATE ONE CALL
TWIN CITY AREA 851-454-0002
MINNESOTA TOLL FREE 1-800-252-1166

LEGEND:

- PROPOSED EROSION CONTROL BLANKET IN POND (PER DETAIL)
- 865.50TC — NEW TOP OF CURB ELEVATION
- 865.50FL — NEW FLOWLINE ELEVATION
- 865.50TP — NEW TOP OF PAVEMENT ELEVATION
- 865.50FG — NEW FINISH GRADE ELEVATION
- (ME) — MATCH EXISTING ELEVATION
- 1% — NEW FINISH GRADE SLOPE AND DIRECTION OF FLOW
- (H.P.) — HIGH POINT
- TEMPORARY SEDIMENT FILTER– HIGH FLOW (PROVIDE IN CITY CATCH BASIN IN RIVERDALE DR NW)
- DENOTES GRADING LIMITS AND PROPOSED TEMPORARY SILT FENCE
- TEMPORARY ROCK CONSTRUCTION ENTRANCE
- PROPOSED STORM SEWER
- PROPOSED WATER LINE
- PROPOSED SANITARY SEWER
- PROPOSED MANHOLE

GRADING GENERAL NOTES

1. THE CONTRACTOR SHALL NOTE ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS AS EXIST IN THE FIELD AND AS REPRESENTED WITHIN THE PLANS AS SHOWN AND ALERT THE ENGINEER BEFORE BIDDING THE PROJECT AND BEGINNING CONSTRUCTION.
2. CONTRACTOR SHALL LOCATE AND VERIFY ALL UTILITIES WHICH MAY AFFECT THIS WORK AND NOTIFY OWNER OF ANY CHANGES. CONTACT LOCAL UTILITY COMPANIES FOR EXACT LOCATIONS PRIOR TO BIDDING THE PROJECT AND COMMENCING WORK.
3. CONTRACTOR SHALL TAKE NECESSARY PRECAUTIONS TO PREVENT SILT AND DEBRIS RUN-OFF DURING GRADING OPERATIONS (I.E. SILT FENCE, STRAW BALES, ETC.).
4. CONTRACTOR SHALL VERIFY CRITICAL ELEVATIONS TO ENSURE CONFORMANCE WITH GRADING PLAN, PARTICULARLY WITH EXISTING STRUCTURES AND/OR PAVEMENTS TO REMAIN. MEET EXISTING GRADES ALONG STREETS, PROPERTY LINES AND DRIVEWAY ENTRANCES. RESTORE ALL PAVEMENTS THAT REMAIN TO THEIR ORIGINAL IF NOT BETTER CONDITION. NOTIFY OWNER OF ANY CONFLICTS PRIOR TO BIDDING THE PROJECT.
5. TURF ESTABLISHMENT AREAS SHALL RECEIVE MINIMUM OF 4" DEPTH AS MEASURED IN PLACE OF TOPSOIL. TOPSOIL FURNISHED AND INSTALLED BY CONTRACTOR. ALL GRADED SLOPES GREATER THEN OR EQUAL TO 5:1 SHALL BE HYDROSEEDED, EROSION CONTROL BLANKETED, OR MULCHED TO HELP STABILIZE THE SLOPES BY GENERAL CONTRACTOR.

GRADING AND EROSION CONTROL PLAN NOTES:

1. PROPOSED SPOT ELEVATIONS ARE TO TOP OF CURB UNLESS NOTED OTHERWISE. ELEVATIONS DENOTED WIT A (P) ARE TO PAVEMENT.

UTILITY GENERAL NOTES

1. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL UTILITY RELOCATIONS.
2. CONTRACTOR SHALL LOCATE AND VERIFY ALL UTILITIES WHICH MAY AFFECT THIS WORK AND NOTIFY OWNER OF ANY CHANGES. CONTACT LOCAL UTILITY COMPANIES FOR EXACT LOCATIONS PRIOR TO BIDDING THE PROJECT AND COMMENCING WORK.
3. CONTRACTOR SHALL VERIFY CRITICAL ELEVATIONS TO ENSURE CONFORMANCE WITH GRADING PLAN AND EXISTING UTILITIES, PARTICULARLY WITH EXISTING STRUCTURES AND/OR PAVEMENTS TO REMAIN.
4. THE CONTRACTOR SHALL NOTE ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS AS EXIST IN THE FIELD AND AS REPRESENTED WITHIN THE PLANS AS SHOWN AND ALERT THE ENGINEER BEFORE BIDDING THE PROJECT AND BEGINNING CONSTRUCTION.
5. CONTRACTOR SHALL LOCATE AND VERIFY ALL UTILITIES WHICH MAY AFFECT THIS WORK AND NOTIFY OWNER OF ANY CHANGES. CONTACT LOCAL UTILITY COMPANIES FOR EXACT LOCATIONS PRIOR TO BIDDING THE PROJECT AND COMMENCING WORK.
6. WATER LINE TO BE MINIMUM 8.0 FEET DEPTH.
7. VERIFY INVERT ELEVATIONS OF EXISTING SANITARY LINE AT POINT OF CONNECTION WITH NEW SANITARY LINE PRIOR TO INSTALLING ANY NEW UTILITIES.
8. ALL CROSSING ELEVATIONS OF NEW UTILITIES & SIZES OF EXISTING UTILITIES ARE BASED ON ASSUMED ELEVATIONS AND SIZES PROVIDED BY THE SURVEY.
9. ALL SANITARY SERVICE PIPE AND FITTINGS WILL BE PVC SDR 26.
10. ALL WATER PIPE AND FITTINGS WILL BE DIP CLASS 52.

REV NO.	DATE	DESCRIPTION

DATE: 10/18/18
DESIGN BY:MA, TJO, JEB
DRAWN BY:MA, JEB, DPO
CHECKED BY: MA
DWG FILE: 4-Grading Plan
HARDCOPY:
FILE NO.: 18-0335.00

BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING
CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE
1009 FIRST STREET, RICHER, MN 55305-9322
TEL: 763-262-8822 FAX: 763-262-8844

Proposed Knife River Tank Casting Plant Project

Part of Section 20, Township 35, City of Isanti, Isanti County, Minnesota

Grading & Erosion Control Plan

SHEET NO. 4 / 7

STORM WATER POLLUTION PREVENTION PLAN NARRATIVE:

GENERAL INFORMATION

THIS STORMWATER POLLUTION PREVENTION PLAN IS PREPARED IN ACCORDANCE TO THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMIT NO. MN R1000001 FOR STORMWATER DISCHARGES ASSOCIATED WITH CONSTRUCTION ACTIVITY.
PROJECT NAME: SEPTIC TANK CASTING FACILITY
LOCATION: CAJIMA ST. NE, P.I.D. 050201603
CITY: ISANTI, MN 56040
LAT/LONG: 45.505827/-93.240317

DESCRIPTION OF CONSTRUCTION ACTIVITY:

THE SEPTIC TANK CASTING FACILITY SITE IMPROVEMENT CONSISTS OF PAVING, GRADING, UTILITY INSTALLATION, AND TURF ESTABLISHMENT.

PROJECT CONTACTS

KNIFE RIVER CORPORATION AND THE CONTRACTOR ARE RESPONSIBLE FOR IMPLEMENTATION OF THE SWPPP AND THE INSTALLATION, INSPECTION, AND MAINTENANCE OF THE EROSION PREVENTION AND SEDIMENT CONTROL BMP'S BEFORE AND DURING CONSTRUCTION.

SWPPP PREPARATION:
SWPPP PREPARER: NICHOLAS A. ANDERSON-BOGART, PEDERSON & ASSOCIATES
TRAINING: ENGINEER AND SWPPP DESIGNER (EXP 2020)
ADDRESS: 13078 FIRST STREET BECKER, MN 55308-9322
TELEPHONE: (763) 262-8822
EMAIL: NANDERSON@BOGART-PEDERSON.COM

OWNER:
OWNER CONTACT: STEVE SEMRAU, KNIFE RIVER CORPORATION
ADDRESS: 4787 SHADOW WOOD DRIVE SAUK RAPIDS, MN 56379
TELEPHONE: 320-293-1988
EMAIL: STEVE.SEMRAU@KNIFERIVER.COM

CONTRACTOR (TO BE FILLED OUT BY THE CONTRACTOR):
BUSINESS NAME _____
OWNER NAME _____
MAILING ADDRESS _____
CITY _____
TELEPHONE _____
EMAIL _____
CONTACT NAME _____
MAILING ADDRESS _____
CITY _____
TELEPHONE _____
EMAIL _____

ESTIMATED DATES OF CONSTRUCTION:

START DATE ___/___/____ (TO BE FILLED IN BY CONTRACTOR)
COMPLETION DATE ___/___/____ (TO BE FILLED IN BY CONTRACTOR)

PERMANENT STORMWATER DESIGN CALCULATIONS:

SEE SITE PLAN FOR FUTURE STORMWATER DRAINAGE CALCULATIONS AND SOIL TYPES OVER THE SITE.

DESCRIPTION OF THE NATURE OF THE CONSTRUCTION ACTIVITY:

SITE IMPROVEMENT CONSISTS OF PAVING, GRADING, UTILITY INSTALLATION, AND TURF ESTABLISHMENT.

CUMULATIVE IMPERVIOUS SURFACES:

PRE-CONSTRUCTION IMPERVIOUS AREA: 0.00 ACRES
POST CONSTRUCTION IMPERVIOUS AREA: 1.13 ACRES
NEW IMPERVIOUS AREA: 1.13 ACRES

RECEIVING WATERS:

STORM WATER FROM THIS SITE WILL BE DISCHARGED INTO AN EXISTING CITY OF ISANTI STORMWATER SYSTEM.

PLANS AND SPECIFICATIONS

THE PLAN SHEETS OF THIS PLAN SET INDICATE THE FOLLOWING ITEMS:
- THE PROJECT LOCATION AND CONSTRUCTION LIMITS.
- LOCATIONS OF IMPERVIOUS SURFACES.
- LOCATIONS OF AREAS NOT TO BE DISTURBED (E.G., BUFFER ZONES, WETLANDS, ETC.).
- STEEP SLOPE LOCATIONS.
- LOCATIONS OF ALL TEMPORARY AND PERMANENT EROSION AND SEDIMENT CONTROL BMP'S TO BE INSTALLED ON THE PROJECT.
- THE DETAIL SHEETS INDICATE EROSION AND SEDIMENT CONTROL BMPS TO BE INSTALLED ON THE PROJECT.
- IF DEWATERING IS REQUIRED FOR THIS PROJECT, THE PUMP DISCHARGE SHALL BE TREATED PRIOR TO BEING DISCHARGED OFF-SITE OR INTO A SURFACE WATER. THE DISCHARGE SHALL BE VISUALLY CHECKED TO ENSURE THAT IT IS VISIBLY CLEAN WATER. NO DEWATERING IS EXPECTED FOR THIS SITE DUE TO SANDY SOIL CONDITIONS.

TEMPORARY SEDIMENT CONTROL PRACTICES

DOWN GRADIENT SILT FENCE AND SEDIMENT LOG INSTALLATIONS ARE TO BE INPLACE PRIOR TO THE COMMENCEMENT OF ANY EARTHWORK OPERATIONS.

TOPSOIL IS TO BE WINDROWED ALONG THE CONSTRUCTION LIMITS AND PLACED AS SLOPE DRESSING IMMEDIATELY FOLLOWING COMPLETION OF THE GRADING OPERATIONS, AS THE GRADING OPERATIONS PROCEED.

TOPSOIL PLACEMENT ALONG THE EMBANKMENT SLOPES THOUGH WETLAND AREA IS TO BE SPREAD BY A LOW IMPACT CRAWLER TRACTOR OPERATING UP AND DOWN THE SLOPES SO AS TO PROVIDE TRACK PRINTS PARALLEL WITH THE CONTOURS.

INSTALLATION OF MN/DOT CATEGORY 3 EROSION CONTROL BLANKET ALONG THE EMBANKMENT SLOPES ADJACENT THE WETLANDS AREA.

ALL TEMPORARY SOILS STOCKPILES WILL REQUIRE AN EFFECTIVE MEANS OF SEDIMENT CONTROL SUCH AS AN EROSION CONTROL BLANKET COVERING OR SILT FENCE INSTALLATION ALONG THE TOE OF SLOPE.

ALL COMPLETED SWALES SLOPES AND BOTTOMS NOT DRAINING TOWARDS WETLAND AREAS ARE TO BE STABILIZED WITHIN 7 DAYS.

TEMPORARY STABILIZATION WILL BE REQUIRED IN AREAS WHERE GRADING OPERATIONS ARE SUSPENDED OR CEASED FOR A PERIOD OF 7 DAYS OR GREATER.

A ROCK CONSTRUCTION ENTRANCE FOR SEDIMENT CONTROL IS TO BE PROVIDED AT THE PROJECT.

STREET SWEEPING OF THE PAVED SURFACES WILL BE REQUIRED AS DIRECTED BY THE ENGINEER.

TIMING OF EROSION CONTROL:

SILT FENCE AND SEDIMENT LOGS WILL BE INSTALLED PRIOR TO CONSTRUCTION.

RIPRAP AND FILTER BLANKET WILL BE PLACED AT THE OUTLETS WITHIN 24 HOURS OF THE OUTLET PLACEMENT.

THE CONTRACTOR MUST STABILIZE ALL EXPOSED SOIL AREAS IMMEDIATELY FOLLOWING CONSTRUCTION WHEREVER CONSTRUCTION WILL NOT OCCUR FOR A PERIOD GREATER THAN OR EQUAL TO 7 DAYS.

STABILIZATION WORK MUST BE COMPLETE WITHIN 7 CALENDAR DAYS AFTER THE CONSTRUCTION WORK IN THAT AREA HAS TEMPORARILY OR PERMANENTLY CEASED.

AREAS THAT ARE WITHIN 200 FT OF A PUBLIC WATER MUST BE STABILIZED WITHIN 24 HOURS OF COMPLETING CONSTRUCTION DURING PERIODS OF "WORK IN WATER RESTRICTIONS" FOR TIME PERIODS DECLARED BY THE DNR.

THE CONTRACTOR IS RESPONSIBLE TO MAINTAIN THE DISTURBED AREA UNTIL VEGETATION IN ESTABLISHED.

ONCE VEGETATION IS ESTABLISHED AND CONSTRUCTION IS COMPLETE, THE SILT FENCE AND ANY OTHER TEMPORARY EROSION CONTROL THAT IS NOT BIODEGRADABLE SHALL BE REMOVED.

STREET SWEEPING TO BE PROVIDED AS DIRECTED BY THE ENGINEER OR OWNER. THE CITY REQUIRES STREET SWEEPING TO OCCUR WITHIN 8 HOURS OF NOTICE FROM THE CITY.

APPLYING MULCH, HYDROMULCH, TACKIFIER, POLYACRYLAMIDE OR SIMILAR EROSION PREVENTION PRACTICES IS NOT ACCEPTABLE STABILIZATION IN ANY PART OF A TEMPORARY OR PERMANENT DRAINAGE DITCH OR SWALE. BLANKETS OR OTHER APPROVED, BY THE ENGINEER, METHOD SHALL BE USED.

INSPECTION AND MAINTENANCE ACTIVITIES

THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING AND SCHEDULING THE WORK OF ALL OPERATIONS, INCLUDING SUBCONTRACTORS AND UTILITY COMPANIES, SUCH THAT EROSION AND SEDIMENT CONTROL MEASURES ARE FULLY EXECUTED FOR EACH OPERATION AND IN A TIMELY MANNER OVER THE DURATION OF THE PROJECT. OPERATORS HAVE DAILY ACCESS TO THE PROJECT SITE. THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR THE SWPPP IMPLEMENTATION UNTIL THE ENTIRE SITE HAS UNDERGROONE FINAL STABILIZATION AND N.O.T HAS BEEN SUBMITTED TO THE MPCA.

THE CONTRACTOR IS TO PROVIDE A TRAINED INDIVIDUAL RESPONSIBLE FOR THE IMPLEMENTATION, INSPECTION AND MAINTENANCE OF THE EROSION AND SEDIMENT CONTROL BMPS ON THE PROJECT. THAT INDIVIDUAL IS TO BE IDENTIFIED AT THE PRE-CONSTRUCTION CONFERENCE AND LISTED IN THE MINUTES THEREOF.

THE APPOINTED INDIVIDUAL IS TO PERFORM A ROUTINE INSPECTION OF THE ENTIRE SITE AT LEAST ONCE EVERY SEVEN DAYS DURING CONSTRUCTION OPERATIONS AND WITHIN 24 HOURS AFTER A RAINFALL EVENT GREATER THAN 0.5 INCHES IN 24 HOURS.

A INSPECTION FORM WILL BE PROVIDED BY THE CONTRACTOR. ANY DEFICIENCIES IN THE EROSION AND SEDIMENT CONTROL BMPS ARE TO BE NOTED ON THE INSPECTION FORM AND CORRECTED BY THE END OF THE NEXT BUSINESS DAY.

PERIMETER CONTROL DEVICES ARE TO BE REPAIRED OR REPLACED WHEN THEY ARE NO LONGER EFFECTIVE OR WHEN THE SEDIMENT REACHES ONE-HALF THE HEIGHT OF THE DEVICE.

TRAINNING DOCUMENTATION:

SWPPP IMPLEMENTATION, REVISING, AMENDING, AND INSPECTING (TO BE FILLED IN BY THE CONTRACTOR)
NAME OF INDIVIDUAL
OVERSEEING & INSPECTING
DATE OF TRAINING _____
NAME OF INSTRUCTOR _____
ENTITY PROVIDING TRAINING _____
CONTENT OF TRAINING _____
TOTAL HOURS OF TRAINING _____

BMP INSTALLATION, MAINTENANCE, AND REPAIR (TO BE FILLED IN BY THE CONTRACTOR)
NAME OF INDIVIDUAL
OVERSEEING & INSPECTING
DATE OF TRAINING _____
NAME OF INSTRUCTOR _____
ENTITY PROVIDING TRAINING _____
CONTENT OF TRAINING _____
TOTAL HOURS OF TRAINING _____

POLLUTION PREVENTION

FERTILIZERS ARE TO BE APPLIED ONLY IN THE AMOUNTS AS SPECIFIED AND WORKED INTO THE SOIL TO MINIMIZE EXPOSURE TO STORMWATER RUNOFF.

ONSITE REFUELING OPERATIONS ARE TO BE CONDUCTED WITH CARE. ANY INADVERTENT SPILLAGE OF FUEL OR CHEMICALS IS TO BE IMMEDIATELY CLEANED UP, REMOVED FROM THE SITE AND DISPOSED OF IN ACCORDANCE TO STATE AND LOCAL REGULATIONS. MAJOR SPILLS ARE TO BE REPORTED TO THE MPCA 24 HOUR NOTIFICATION NETWORK AT 800 422 0798. ALL VEHICLES ON-SITE ARE TO BE MONITORED FOR LEAKS AND SUBJECT TO ROUTINE PREVENTIVE MAINTENANCE EFFORTS TO REDUCE THE LIKELIHOOD OF LEAKAGE AND OR SPILLS.

PORTABLE SANITARY WASTE FACILITIES ARE TO BE PROVIDED ONSITE AND EMPTIED ON A BI-WEEKLY BASIS.

CONCRETE BATCH TRUCKS WILL NOT BE ALLOWED TO DISCHARGE DRUM AND CHUTE WASHOUT DIRECTLY ON THE GROUND. A PORTABLE WASHOUT RECEPTACLE IS TO BE PROVIDED BY THE CONTRACTOR AT THE LOCATION AS PROVIDED BY THE OWNER.

FINAL STABILIZATION

FINAL STABILIZATION OCCURS WHEN 70 PERCENT OF THE PERVIOUS AREA IS COVERED WITH UNIFORM, PERMANENT VEGETATION.

ALL TEMPORARY EROSION AND SEDIMENT CONTROL FEATURES ARE TO BE REMOVED AND THE NPDES NOTICE OF TERMINATION IS TO BE PREPARED AND SUBMITTED TO THE MPCA.

LOCATION OF SWPPP REQUIREMENTS IN PROJECT PLAN

DESCRIPTION	TITLE	LOCATION
Erosion Control Details	Details	SHEET 6-7
Erosion Control Locations	Grading Plan	SHEET 5

24 HOUR MPCA EMERGENCY NOTIFICATION

Telephone Numbers: 651-649-5451
800-422-0798

ESTIMATED QUANTITIES:

THE FOLLOWING QUANTITIES IS AN ESTIMATED PRELIMINARY AMOUNT REQUIRED FOR SEDIMENT CONTROL BMP'S AT THE START OF THE PROJECT. THIS ESTIMATE IS PROVIDED AS REQUIRED BY THE MINNESOTA POLLUTION CONTROL AGENCY GENERAL STORMWATER PERMIT FOR CONSTRUCTION ACTIVITY. ANY ADDITIONAL AND/OR REPLACEMENT BMP'S QUANTITIES WILL BE FURNISHED AND INSTALLED BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER.

ESTIMATED PERLIMINARY QUANTITIES AT START OF PROJECT:

ITEM	UNIT	ESTIMATED INITIAL QUANTITY
TEMPORARY CONSTRUCTION ENTRANCE	EA	1
TEMPORARY SEDIMENT FILTER-HIGH FLOW	EA	4
TEMPORARY CONCRETE WASHOUT	EA	1
TEMPORARY PUMP SEDIMENT CONTROL DEVICE	EA	1
TEMPORARY SILT FENCE	LF	1,685

TEMPORARY EROSION AND SEDIMENT CONTROL SPECIFICATIONS

PART 1 GENERAL

1.01 SECTION INCLUDES

A. Prevention of sedimentation of waterways, open drainage ways, and storm and sanitary sewers due to construction activities.

1.02 REFERENCE STANDARDS

A. General Permit Authorization to Discharge Storm Water Associated with Construction Activity Under the National Pollutant Discharge Elimination System. Minnesota Permit No: MN R100001.

1.03 PERFORMANCE REQUIREMENTS

A. Comply with all requirements of the Minnesota Pollution Control Agency for erosion and sediment control.

B. Do not begin clearing, grading, or other work involving disturbance of ground surface cover until applicable permits have been obtained; furnish all documentation required to obtain applicable permits.
1. Obtain and pay for permits required by authority having jurisdiction.

C. Timing: Put preventive measures in place prior to disturbance of surface cover and before precipitation occurs.

D. Erosion Off Site: Prevent erosion of soil and deposition of sediment on other properties caused by water leaving the project site due to construction activities for this project.
1. Prevent tracking of mud onto public roads outside site.
2. Prevent mud and sediment from flowing onto pavements.

E. Sedimentation of Waterways Off Site: Prevent sedimentation of waterways off the project site, including rivers, streams, lakes, ponds, open drainage ways, storm sewers, and sanitary sewers.
1. If sedimentation occurs, install or correct preventive measures immediately at no cost to Owner; remove deposited sediments; comply with requirements of authorities having jurisdiction.

F. Maintenance: Maintain temporary preventive measures until permanent measures have been established.

PART 2 PRODUCTS

2.01 MATERIALS

A. Temporary Silt Fence: Woven Polypropylene geotextile resistant to common soil chemicals, mildew, and insects; non-biodegradable; in longest lengths possible; fabric including seams with the following minimum average roll lengths:
1. Average Opening Size: 20 U.S. Std. Sieve, maximum, when tested in accordance with ASTM D4751.
2. Permittivity: 0.05 sec^{-1}, minimum, when tested in accordance with ASTM D4491.
3. Ultraviolet Resistance: Retaining at least 70 percent of tensile strength, when tested in accordance with ASTM D4355/D4355M after 500 hours exposure.
4. Tensile Strength: 100 lb-f, minimum, in cross-machine direction; 124 lb-f, minimum, in machine direction; when tested in accordance with ASTM D4632.
5. Elongation: 15 to 30 percent, when tested in accordance with ASTM D4632.
6. Tear Strength: 55 lb-f, minimum, when tested in accordance with ASTM D4533.
7. Color: Manufacturer's standard, with embedment and fastener lines preprinted.
8. Silt Fence Posts: One of the following, minimum 5 feet long:
a. Steel U- or T-section, with minimum mass of 1.33 lb per linear foot.
b. Softwood, 4 by 4 inches in cross section.
c. Hardwood, 2 by 2 inches in cross section.

B. Temporary Sediment Logs: Filter logs shall consist of type wood fiber blankets and the requirements of MNDOT Spec. 3897.
1. Shall be one of the following.
a. Shall be Siltsack perimeter control by Filtrexx, Inc., or equal.

C. Temporary Sediment Filter.
1. Shall be one of the following.
a. Drop-in Sediment Filter unit that inserts into the inlet.
1) Shall be Flexstorm Inlet Filter by ADS, Inc., or equal.
(a)Provide curb opening protection for existing inlets with curb openings.

D. Temporary Rock Construction Entrance.
1. Rock shall be clean 1 to 2 inch Washed Rock.

E. Temporary Slope Erosion Protection.
1. Shall be one of the following.
a. Erosion Control Blanket.
1) Shall consist of a uniform web of interlocking straw or wood fibers sandwiched between an attached top and bottom layer of net backing.
2) The netting shall be biodegradable containing sufficient UV stabilization for breakdown to occur within a normal growing season.
3) Staples used to anchor the blankets shall be U-shaped, 11 gauge or heavier steel wire having a wire width of 1 inch and a length of 8 inches or more from top to bottom after bending.
4) The erosion control blankets acceptable for use on this project include:
(a)Geo-Synthetics, Inc., - Landtek 32.
(b)North American Green - S150.
(c)or equal.
b. Bonded Fiber Matrix.
1) The fibers shall be composed of 100% wood or wood by-products. A minimum of 23% of the fibers shall average 10.16 mm (0.4 inches) in length and 50% or more shall be retained on a Clark Fiber Classifier 24 mesh screen. Fibers shall be colored with a water soluble, non-toxic dye, to aid in uniform application over the site.
2) The binder shall be a hydro colloid based (guar gum) with added slow-release and agricultural based fertilizers. The binder shall not dissolve or disperse upon rewetting.
3) The BFM slurry shall dry to form a crust approximately 3-6 mm (1/8 to 1/4 inches) thick adhering to the soil surface.
4) The moisture content of the matrix shall be 12% +/- 3% by weight.
5) The matrix shall consist of materials that are 100% biodegradable and 100% beneficial to plant life.
6) The matrix shall provide 100% continuous coverage and shall have no holes greater than 1mm in size.
7) The hydrated mixture density shall be approximated by a slump test prior to application.
8) The BFM mulch: water ratio shall be as manufacturer recommendations. The minimum BFM mulch to water ratio is 50lbs BFM mulch and 100 gallons water. The water rate will vary between 100 gallons and 125 gallons per 50lbs, depending on which of the products is used.
9) The Bonded Fiber Matrix mulch products acceptable for use on this project include.
(a)EcoAngle - Manufactured by CANFOR.
(b)Soil Guard - Manufactured by Mat, Inc.
(c)Conwed 3000 - Manufactured by Conwed Fibers, Inc.

F. Temporary Pumped Sediment Control Device.
1. Non-woven geotextile fabric sewn into a bag using a double needle machine and high strength thread.
a. Seams shall have an average width strength of 60lb/inch as per ASTM D4884 and meet or exceed the following.
1) Drab tensile of 205 lbs as per ASTM D 4632.
2) Puncture of 110 lbs as per ASTM D 4833.
3) Flow rate of 95 gal/min/sf as per ASTM D 4491.
4) Permittivity of 1.5 Sec^{-1} as per ASTM D 4491.
5) Mullen Burst Strength of 350 psi as per ASTM D 3786.
6) AOSX of 80X US Sieve as per ASTM D 4751.
2. Spout large enough to accommodate a 4 inch discharge hose with strap to tie unit closed.
3. Shall be one of the following.
a. DirtBag.
1) ACF Environmental, Inc., 2831 Cardinal Road, Richmond, Virginia 23234, 800-448-3636.
b. Dandy Dewatering Bag.
1) Dandy Products, Inc., P.O. Box 1980, Westerville, Ohio 43086, 800-591-2264.
c. or equal.

PART 3 EXECUTION

3.01 PREPARATION

A. Schedule work so that soil surfaces are left exposed for the minimum amount of time.

B. The Construction Site Operator shall follow all requirements of the Minnesota Stormwater Permit No. MN R100001.

C. The Contractor shall complete and sign the Notice of Intent, obtain the Owner's signature, and submit to the MPCA.
1. Provide a signed copy to the Owner.

3.02 SCOPE OF PREVENTIVE MEASURES

A. Natural vegetation shall be retained wherever feasible.

B. Land grading and excavating shall be kept at a minimum to reduce the possibility of creating runoff and erosion problems which require extensive control measures.

C. Land exposure shall be minimized in terms of area and time.

D. Temporary Silt Fence.
1. Provide along the downgrade perimeter edge of soil stockpiles.
2. Provide at locations shown on the Plans.
3. Provide at additional locations as necessary to meet the requirements under section 1.03 of this specification.

E. Temporary Sediment Logs.
1. Provide at locations shown on the Plans.
2. Provide at additional locations as necessary to meet the requirements under section 1.03 of this specification.

F. Temporary Sediment Filters.
1. Place immediately before land is disturbed adjacent to existing storm sewer manholes with open grates.
2. Place immediately after new storm sewer manholes with open grates are installed and immediately before land is disturbed adjacent to existing storm sewer manholes with open grates.

G. Temporary Rock Construction Entrance.
1. Provide beyond nonaggregate disturbed areas prior to the construction vehicles entering public paved roadways.

H. Temporary Concrete Washout.
1. Provide at a defined area on site or to an area designated for cement washout.
2. Shall be sufficient in size to contain the wash water and residual cement.

I. Temporary Pumped Sediment Control Device.
1. Device shall be used to control sediment discharge in any dewatering or pumped water application.

3.03 INSTALLATION

A. Temporary Rock Construction Entrance.
1. The rock area shall be a minimum of 8 inches deep, extend the full width of the egress area and shall be at least 50ft long, however, longer entrances may be required to adequately clean the tires.
2. Geotextile fabric may be used to prevent migration of mud from the underlying soil into the rock.

B. Temporary Silt Fences:
1. Store and handle fabric in accordance with ASTM D4873.
2. Use nominal 30 inch high barriers, minimum 60 inch long posts spaced at 8 feet maximum spacing.
3. Embed bottom of fabric in a trench on the upslope side of fence, with 6 inches of fabric laid flat on bottom of trench facing upslope; backfill trench and compact.
4. Minimum post embedment.
a. Steel post = 24 inches, minimum.
b. Wood post = 16 inches, minimum.
5. Do not splice fabric width; minimize splices in fabric length; splice at post only, overlapping at least 18 inches, with extra post.
6. Fasten fabric to wood posts using one of the following:
a. Four nails per post with 3/4 inch diameter flat or button head, 1 inch long, and 14 gage, 0.083 inch shank diameter.
b. Five staples per post with at least 17 gage, 0.0453 inch wire, 3/4 inch crown width and 1/2 inch long legs.
7. Fasten fabric to steel posts using wire, nylon cord, or integral pockets.

C. Temporary Sediment Logs:
1. Perimeter control should be installed parallel to the base of the slope or other disturbed area.
2. Stakes should be installed through the middle of the perimeter control on 10 ft centers, using 2 in by 2 in by
3 ft wooden stakes. In the event staking is not possible, i.e., when perimeter control is used on pavement, heavy concrete blocks shall be used behind the perimeter control to help stabilize during rain events.

D. Temporary Sediment Filters.
1. Drop-in Sediment Trap.
a. Place as recommended by the manufacturer.

E. Temporary Pumped Sediment Control Device.
1. Install as per Manufacturer's recommendations.

F. Temporary Slope Erosion Protection.
1. Place at any and all finish slopes that are steeper than 10H:1V.
2. Seed and fertilize per Specification 32 9219 prior to installing Temporary Slope Erosion Protection.
3. Bonded Fiber Matrix.
a. Install the BFM as per the manufacturer's instructions with the following minimum guidelines.
1) The BFM shall be applied with hydraulic spray equipment by a manufacturer's certified applicator.
2) Application shall be done at least 24 hours in advance of projected rainfall to allow the BFM mulch adequate time to dry.
3) The BFM mulch shall be applied in two stages (one-half rate) with ample time to dewater the first application.
4) The BFM mulch shall be applied from at least two alternate directions, preferably 90 degrees apart, if possible, to ensure all soil faces are covered.
5) The installation rate of the BFM mulch shall be 3500 lbs per acre, minimum and 100% coverage.
4. Erosion Control Blanket.
a. Install as per manufacturer's recommendations.

3.04 MAINTENANCE

A. Inspect preventive measures weekly, within 24 hours after the end of any storm that produces 0.5 inches or more rainfall at the project site, and daily during prolonged rainfall.

B. Repair deficiencies immediately.

C. Temporary Silt Fences:
1. Promptly replace fabric that deteriorates unless need for fence has passed.
2. Remove silt deposits that exceed one-third of the height of the fence.
3. Repair fences that are undercut by runoff or otherwise damaged, whether by runoff or other causes.

D. Temporary Construction Exit.
1. Periodic addition of rock, or removal and replacement of pad shall be provided as voids become filled with soil.

E. Temporary Pumped Sediment Control Device.
1. Replace the unit when 1/2 full of sediment or when sediment has reduced the flow rate of the pump discharge to an impractical rate.

F. Place sediment in appropriate locations on site; do not remove from site.

3.05 CLEAN UP

A. Remove temporary measure after permanent vegetation has been established.

B. Where removal of temporary measures would leave exposed soil, shape surface to an acceptable grade and finish to match adjacent ground surfaces.

END OF SECTION

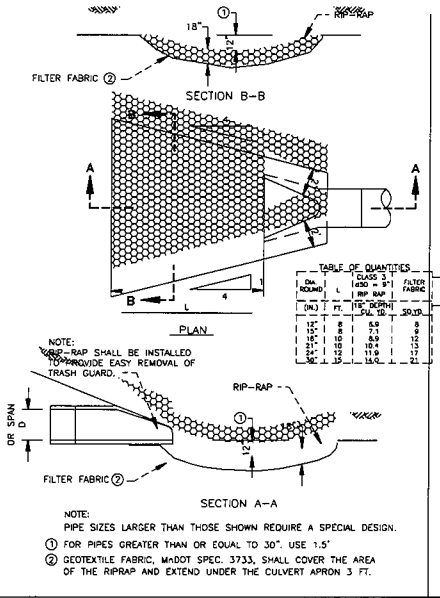
REV NO.	DATE	DESCRIPTION

DATE: 10/18/19
DESIGN BY:MAA, TJO, JEB
DRAWN BY:MAA, JKB, DPO
CHECKED BY: ____ MAA
DWG FILE: S-SWPPP
FILE NO.: 18-0338.09

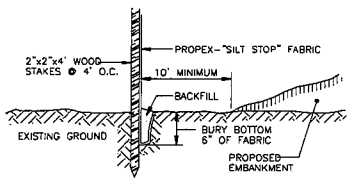
BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING ENGINEERING MAPPING
13078 FIRST STREET BECKER, MN 55308-9322
(763) 262-8822 FAX 262-8844

Proposed Knife River Tank Casting Plant Project
Part of Section 20, Township 35, City of Isanti, Isanti County, Minnesota
SWPPP Narrative

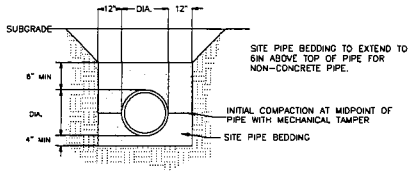
SHEET NO. 5 / 7



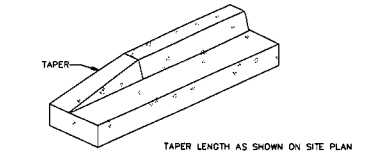
RIP-RAP INSTALLATION



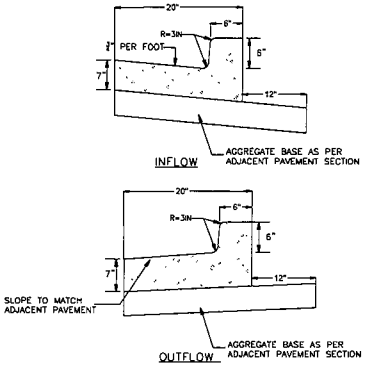
TEMPORARY SILT FENCE



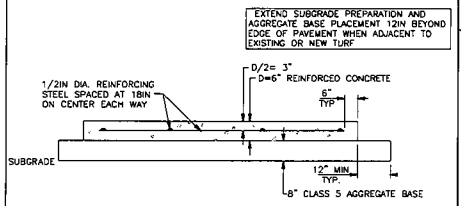
SITE PIPE BEDDING



CURB TAPER DETAIL



CONCRETE B-612 CURB & GUTTER



CONCRETE PAVEMENT SECTION

REV NO	DATE	DESCRIPTION

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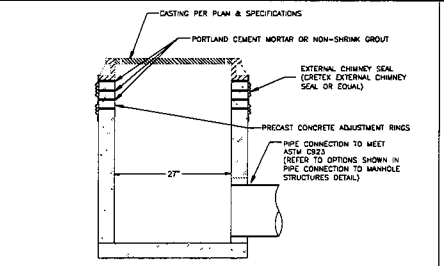
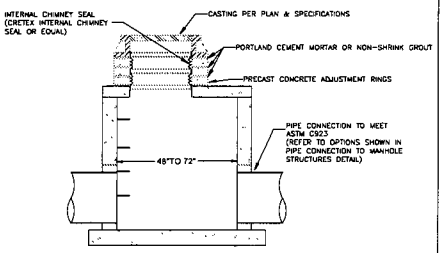
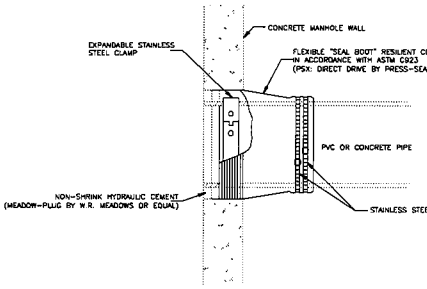
DRAWN BY:MAA, JKB, DPO
CHECKED BY: MAA
DWG FILE: 8-DETAILS
FILE NO: 18-93335.00



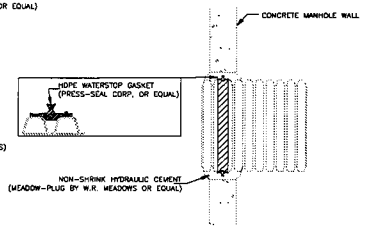


*PRECAST CONCRETE MANHOLES SHALL MEET ASTM C478 AND ASTM C497.

STORM SEWER MANHOLES



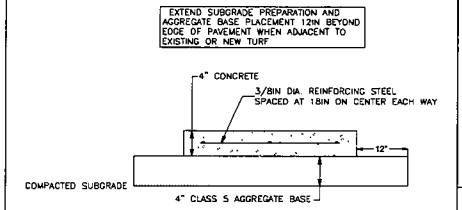
BOOT STYLE PIPE SEAL



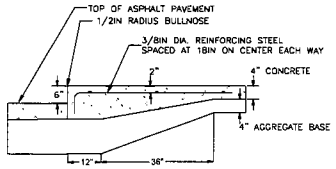
CORRUGATED HDPE WATERSTOP PIPE SEAL

CONNECTION SHALL MEET ONE OF OPTIONS SHOWN ABOVE

PIPE CONNECTIONS TO MANHOLE STRUCTURES



CONCRETE SIDEWALK PAVEMENT SECTION



CONCRETE SIDEWALK- THICKENED EDGE

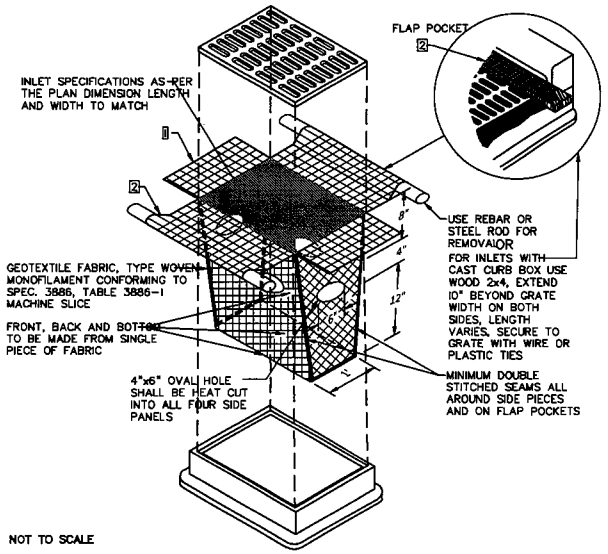
CONCRETE SIDEWALK PAVEMENT SECTION

BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING
ENGINEERING
MAPPING
1004 FIRST STREET, HUDSON, WI 54016-4322
TELEPHONE (715) 386-9377 FAX (715) 386-9044

Proposed Knife River Tank Casting Plant Project
Part of Section 20, Township 35, City of Isanti, Isanti County, Minnesota

Construction Details

SHEET NO. 6 / 7



NOT TO SCALE

NOTES:

1. INLET PROTECTION DEVICES SHALL BE MAINTAINED OR REPLACED AT THE DIRECTION OF THE ENGINEER. MANUFACTURED ALTERNATIVES APPROVED AND LISTED ON THE DEPARTMENTS EROSION CONTROL PRODUCT ACCEPTABILITY LIST MAY BE SUBSTITUTED. WHEN REMOVING OR MAINTAINING INLET PROTECTION, CARE SHALL BE TAKEN SO THAT THE SEDIMENT TRAPPED ON THE GEOTEXTILE FABRIC DOES NOT FALL IN THE INLET. ANY MATERIAL FALLING INTO THE INLET SHALL BE REMOVED IMMEDIATELY.
2. FINISHED SIZE, INCLUDING POCKETS WHERE REQUIRED, SHALL EXTEND A MINIMUM OF 10" AROUND THE PERIMETER TO FACILITATE MAINTENANCE OR REMOVAL.

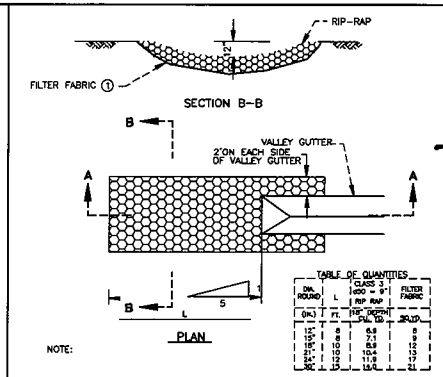
FLAP POCKETS SHALL BE LARGE ENOUGH TO ACCEPT WOOD 2x4.

INSTALLATION NOTES:
DO NOT INSTALL PROTECTION IN INLETS SHALLOWER THAN 30", MEASURED FROM THE BOTTOM OF THE INLET TO THE TOP OF THE GRATE.

TRIM EXCESS FABRIC IN THE FLOW LINE TO WITHIN 3" OF THE GRATE.

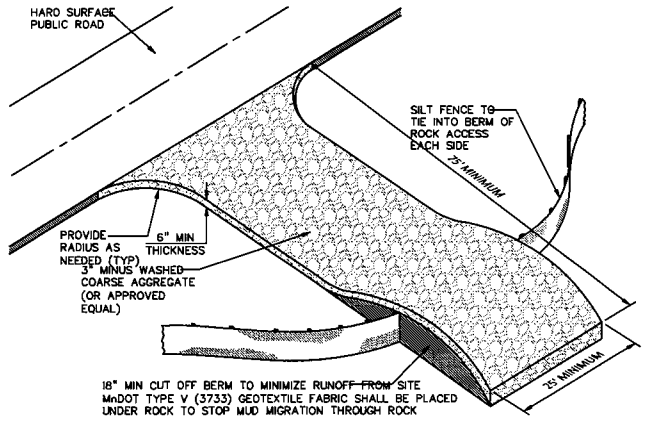
THE INSTALLED BAG SHALL HAVE A MINIMUM SIDE CLEARANCE, BETWEEN THE INLET AND THE BAG, MEASURED AT THE BOTTOM OF THE OVERFLOW HOLES, OF 3". WHERE NECESSARY THE CONTRACTOR SHALL CLINCH THE BAG, USING PLASTIC ZIP TIES, TO ACHIEVE THE 3" CLEARANCE. THE TIES SHALL BE PLACED AT A MAXIMUM OF 4" FROM THE BOTTOM OF THE BAG.

INLET PROTECTION – GEOTEXTILE BAG



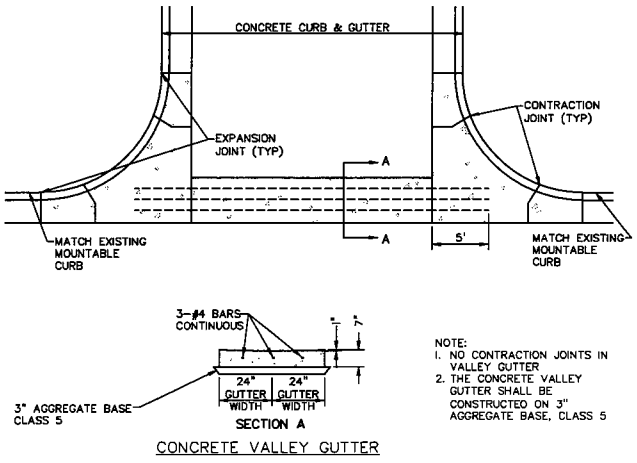
1 GEOTEXTILE FABRIC, MnDOT SPEC. 3733, SHALL COVER THE AREA OF THE RIPRAP AND EXTEND UNDER THE VALLEY GUTTER 3 FT.

RIP-RAP INSTALLATION



NOT TO SCALE

ROCK CONSTRUCTION ENTRANCE

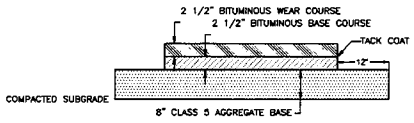


CONCRETE VALLEY GUTTER

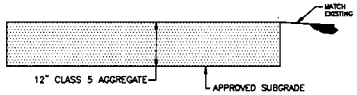
NOTE:
1. NO CONTRACTION JOINTS IN VALLEY GUTTER
2. THE CONCRETE VALLEY GUTTER SHALL BE CONSTRUCTED ON 3" AGGREGATE BASE, CLASS 5

NOT TO SCALE

DRIVEWAY STREET ENTRANCE



BITUMINOUS PAVEMENT SECTIONS



GRAVEL SECTION

GRAVEL PAVEMENT SECTION

REV NO.	DATE	DESCRIPTION

DATE: 10/16/18
DESIGN BY: MA, TJD, JHB
DRAWN BY: MA, JKS, DPD
CHECKED BY: MA
DWG FILE: 7-DETAILS
FILE NO.: 18-0336.000

BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING ENGINEERING MAPPING
1019 FIRST STREET, HUDSON, WI 54016-1322
TEL: 715.377.3977 FAX: 715.377.8044

Proposed Knife River Tank Casting Plant Project
Part of Section 20, Township 35, City of Isanti, Isanti County, Minnesota
Construction Details

SHEET NO. 7 / 7

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: December 4, 2018

SUBJECT: **CONSIDER RESOLUTION EXTENDING SAC AND WAC DEFERRAL PROGRAM TO DECEMBER 31, 2019**

Background:

As of November 29, 2018, 85 new single-family housing permits have been pulled. Six of the 85 permits utilized the SAC and WAC deferral program implemented in 2015. The SAC and WAC Deferral program utilizes a standard Repayment Agreement form drafted by Development Attorney Deike and approved December 18, 2012 and updated in 2016. The 2019 SAC ($3,185) and WAC ($2,537) charges total $5,722 per REC. Commercial development has many different REC rates depending on the usage.

Under the current Repayment Agreement form the Developer would need to pay the City SAC and WAC fee ($5,722) for the shortest period of the following actions: 120 days from issuance of permit, sale of property, or issuance of Certificate of Occupancy.

Usage of this incentive is largely down from previous years:

2013: 12 NSFD, 9 Deferrals – 75% usage
2014: 37 NSFD, 10 Deferrals – 27% usage
2015: 39 NSFD, 13 Deferrals – 33% usage
2016: 62 NSFD, 12 Deferrals – 19% usage
2017: 91 NSFD, 10 Deferrals – 11% usage
2018: 85 NSFD, 6 Deferrals – 7% usage

This program does not require any extensive staff time other than filling out agreements and recording them.

Staff Request:

Staff is requesting that the City Council review this program and determine if you wish to continue to utilize it for 2019. If you wish to continue the program, it would be appropriate to pass the attached Resolution. If you wish to discontinue the program, take no action on the attached Resolution.

Attachment:

- Resolution No. 2018-XXX

RESOLUTION 2018-XXX

EXTENDING SAC AND WAC DEFERRAL PROGRAM TO DECEMBER 31, 2019

WHEREAS, the City of Isanti provides an opportunity to companies 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 City of Isanti has a template for Repayment Agreement and Release of Mortgage updated by City Staff that serves 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, 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, 2019 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 4th day of December 2018.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

J.3.

Request for City Council Action

To: Mayor Wimmer and City Council Members

From: Finance Director Betker

Date: November 27, 2018

Subject: Consider Resolutions Relating to the 2019 Budget

Background:
Attached are changes from the 2019 Preliminary Budget approved in September that have been reviewed by the Finance Committee and are included in the attached 2019 Final Budget:

Current Action:
Consider the following resolutions:

- Resolution Adopting the 2019 Final Budget
- Resolution Adopting the Final 2018 Tax Levy, Collectible 2019
- Resolution Adopting the Final 2019 Enterprise Fund Budgets
- Resolution Approving a Cost of Living Adjustment (COLA) for Non-Union Employees

Attachments:

- Changes from Preliminary Budget Adopted in September by Category, Fund and Account
- Proposed 2019 Budget
- Resolution Adopting the 2019 Final Budget
- Resolution Adopting the Final 2018 Tax Levy, Collectible 2019
- Resolution Adopting the Final 2019 Enterprise Fund Budgets
- Resolution Approving a Cost of Living Adjustment (COLA) for Non-Union Employees

Adj.	Description	Department	Fund	Account	Current	Proposed	Cash
A	Misc Finance Dept Training	Admin	101	101-41500-208	$ 8,235	$ 9,235	$ (1,000)
B	Bobcat Buyback Program	Streets	101	101-43100-500	$ 25,450	$ 26,450	$ (1,000)
C	REFUSE SERVICE	PRC	101	101-45300-401	$ 6,634	$ 7,460	$ (826)
C	REFUSE SERVICE	Gen. Maint.	101	101-43010-401	$ 2,916	$ 2,322	$ 594
C	REFUSE SERVICE	Liquor	609	609-49750-401	$ 5,037	$ 5,010	$ 27
C	REFUSE SERVICE	Muni. Bldg.	101	101-41941-401	$ 6,409	$ 6,712	$ (303)
C	REFUSE SERVICE	Bldg. Insp.	101	101-42401-401	$ 712	$ 746	$ (34)
C	REFUSE SERVICE	Police	101	101-42110-401	$ 6,435	$ 6,915	$ (480)
C	REFUSE SERVICE	Sewer	602	602-49450-401	$ 10,930	$ 11,410	$ (480)
D	IIA Prop/Liab. Insurance	PRC	101	101-45300-361	$ 21,171	$ 18,412	$ 2,759
D	IIA Prop/Liab. Insurance	IIA Special Revenue	226	226-45200-361	N/A	N/A	$ (2,759)
E	Hotspot from PRC To Streets	PRC	101	101-45300-305	$ 2,231	$ 1,799	$ 432
E	Hotspot from PRC To Streets	Streets	101	101-43100-320	$ 2,783	$ 3,203	$ (420)
F	Kubota Mower Trade In Program	PRC	101	101-45300-500	$ 12,000	$ 10,500	$ 1,500
G	Update Deputy City Clerk Position	Admin	101	101-41500-100	$ 276,169	$ 273,385	$ 2,784
G	Update Deputy City Clerk Position	Admin	101	101-41500-120	$ 41,480	$ 41,058	$ 422
G	Update Deputy City Clerk Position	Water	601	601-49400-108	$ 44,921	$ 44,666	$ 255
G	Update Deputy City Clerk Position	Water	601	601-49400-128	$ 6,805	$ 6,767	$ 38
G	Update Deputy City Clerk Position	Sewer	602	602-49450-108	$ 55,670	$ 55,333	$ 337
G	Update Deputy City Clerk Position	Sewer	602	602-49450-128	$ 8,434	$ 8,383	$ 51
G	Update Deputy City Clerk Position	Liquor	609	609-49750-108	$ 51,201	$ 50,826	$ 375
G	Update Deputy City Clerk Position	Liquor	609	609-49750-128	$ 7,757	$ 7,700	$ 57
H	Update Officer Retirement	Police	101	101-42110-100	$ 795,241	$ 775,537	$ 19,704
H	Update Officer Retirement	Police	101	101-42110-120	$ 155,598	$ 152,234	$ 3,364
H	Update Officer Retirement	Police	101	101-42110-151	$ 33,900	$ 32,986	$ 914
I	Update FD Health Insurance Election	Admin	101	101-41500-130	$ 56,558	$ 43,596	$ 12,962
I	Update FD Health Insurance Election	Bldg. Insp.	101	101-42401-130	$ 9,027	$ 8,576	$ 451
I	Update FD Health Insurance Election	Water	601	601-49400-138	$ 12,807	$ 11,578	$ 1,229
I	Update FD Health Insurance Election	Sewer	602	602-49450-138	$ 14,922	$ 13,295	$ 1,627
I	Update FD Health Insurance Election	Liquor	609	609-49750-138	$ 10,867	$ 9,059	$ 1,808
J	Dental Renewal at 0%, projected 5%	Admin	101	101-41500-130	$ 56,558	$ 56,448	$ 110
J	Dental Renewal at 0%, projected 5%	Spec. Projects	101	101-41501-130	$ 18,610	$ 18,553	$ 57
J	Dental Renewal at 0%, projected 5%	PRC	101	101-45300-130	$ 33,963	$ 33,870	$ 93
J	Dental Renewal at 0%, projected 5%	Planning / Zoning	101	101-41910-130	$ 9,877	$ 9,855	$ 22
J	Dental Renewal at 0%, projected 5%	EDA	108	108-46500-130	$ 25,833	$ 25,754	$ 79
J	Dental Renewal at 0%, projected 5%	Bldg. Insp.	101	101-42401-130	$ 9,027	$ 9,001	$ 26
J	Dental Renewal at 0%, projected 5%	Police	101	101-42110-130	$ 179,043	$ 178,505	$ 538
J	Dental Renewal at 0%, projected 5%	Code Enf.	101	101-42402-130	$ 4,087	$ 4,072	$ 15
J	Dental Renewal at 0%, projected 5%	Gen. Maint.	101	101-43010-130	$ 6,470	$ 6,451	$ 19
J	Dental Renewal at 0%, projected 5%	Streets	101	101-43100-130	$ 38,830	$ 38,718	$ 112
J	Dental Renewal at 0%, projected 5%	Sanitation	101	101-43210-130	$ 1,498	$ 1,493	$ 5
J	Dental Renewal at 0%, projected 5%	Water	601	601-49400-130	$ 32,190	$ 32,069	$ 121
J	Dental Renewal at 0%, projected 5%	Water	601	601-49400-138	$ 12,807	$ 12,774	$ 33
J	Dental Renewal at 0%, projected 5%	Sewer	602	602-49450-130	$ 43,518	$ 43,363	$ 155
J	Dental Renewal at 0%, projected 5%	Sewer	602	602-49450-138	$ 14,922	$ 14,885	$ 37
J	Dental Renewal at 0%, projected 5%	Storm	603	603-49500-130	$ 9,559	$ 9,533	$ 26
J	Dental Renewal at 0%, projected 5%	Storm	603	603-49500-138	$ 700	$ 693	$ 7
J	Dental Renewal at 0%, projected 5%	Liquor	609	609-49750-130	$ 44,767	$ 44,646	$ 121
J	Dental Renewal at 0%, projected 5%	Liquor	609	609-49750-138	$ 10,867	$ 10,843	$ 24
J	Dental Renewal at 0%, projected 5%	Transfer	101	101-49110-700	$ 124,995	$ 124,916	$ 79
J	Dental Renewal at 0%, projected 5%	EDA	108	108-39203	$ 88,495	$ 88,416	$ (79)
K	Add Clothing Replacement to Budget	Gen. Maint.	101	101-43010-113	$ -	$ 20	$ (20)
K	Add Clothing Replacement to Budget	Streets	101	101-43100-113	$ -	$ 100	$ (100)
K	Add Clothing Replacement to Budget	Sanitation	101	101-43210-113	$ -	$ 5	$ (5)
K	Add Clothing Replacement to Budget	PRC	101	101-45300-113	$ -	$ 60	$ (60)
K	Add Clothing Replacement to Budget	Water	601	601-49400-113	$ -	$ 90	$ (90)
K	Add Clothing Replacement to Budget	Sewer	602	602-49450-113	$ -	$ 130	$ (130)
K	Add Clothing Replacement to Budget	Storm	603	603-49500-113	$ -	$ 20	$ (20)
L	Adjust Storm Pond Maintenance	Storm	603	603-49500-500	$ 143,230	$ 358,557	$ (215,327)
M	Reduce MS4 Starting Step from 2 to 1	Storm	603	603-49500-100	$ 49,650	$ 48,954	$ 696
M	Reduce MS4 Starting Step from 2 to 1	Storm	603	603-49500-120	$ 7,690	$ 7,585	$ 105
N	Adjust Est. Device Repalcement Cost	Technology	614	614-49400-500	$ 6,060	$ 9,090	$ (3,030)
N	Adjust Est. Device Repalcement Cost	Water	601	601-49400-500	$ 55,716	$ 56,906	$ (1,190)
N	Adjust Est. Device Repalcement Cost	Sewer	602	602-49450-500	$ 46,360	$ 46,950	$ (590)
N	Adjust Est. Device Repalcement Cost	Storm	603	603-49500-500	$ 143,230	$ 143,820	$ (590)
N	Adjust Est. Device Repalcement Cost	Liquor	609	609-49750-500	$ 5,000	$ 5,600	$ (600)
O	Unity Park Tree Planting in Place of Bollards	PRC	101	101-45300-400	$ 21,000	$ 26,500	$ (5,500)
P	City Hall Flag Pole Collars	Muni. Bldg.	101	101-41941-401	$ 6,409	$ 7,009	$ (600)
Q	Update for Health insurance elections	Police	101	101-42110-130	$ 179,043	$ 184,370	$ (5,327)
R	City Hall Handicap Sign Holders	Muni. Bldg.	101	101-41941-401	$ 6,409	$ 6,729	$ (320)
S	Modify Committee Structure	Admin	101	101-41500-100	$ 276,169	$ 277,369	$ (1,200)
S	Modify Committee Structure	Admin	101	101-41500-120	$ 41,480	$ 41,607	$ (127)
S	Modify Committee Structure	Muni. Bldg.	101	101-41941-100	$ 200	$ -	$ 200
S	Modify Committee Structure	Muni. Bldg.	101	101-41941-120	$ 15	$ -	$ 15
S	Modify Committee Structure	PRC	101	101-45300-100	$ 134,147	$ 134,047	$ 100
S	Modify Committee Structure	PRC	101	101-45300-120	$ 22,329	$ 22,321	$ 8
S	Modify Committee Structure	Planning / Zoning	101	101-41910-100	$ 70,048	$ 68,848	$ 1,200
S	Modify Committee Structure	Planning / Zoning	101	101-41910-120	$ 10,252	$ 10,160	$ 92
S	Modify Committee Structure	Police	101	101-42110-100	$ 795,241	$ 794,741	$ 500
S	Modify Committee Structure	Police	101	101-42110-120	$ 155,598	$ 155,560	$ 38
S	Modify Committee Structure	Streets	101	101-43100-100	$ 125,317	$ 125,217	$ 100
S	Modify Committee Structure	Streets	101	101-43100-120	$ 19,970	$ 19,962	$ 8
S	Modify Committee Structure	EDA	108	108-46500-100	$ 94,439	$ 93,239	$ 1,200
S	Modify Committee Structure	EDA	108	108-46500-120	$ 14,254	$ 14,162	$ 92
S	Modify Committee Structure	EDA	108	108-39203	$ 88,495	$ 87,203	$ (1,292)
S	Modify Committee Structure	Transfer	101	101-49110-700	$ 124,995	$ 123,703	$ 1,292
S	Modify Committee Structure	Water	601	601-49400-100	$ 112,947	$ 112,847	$ 100
S	Modify Committee Structure	Water	601	601-49400-120	$ 18,974	$ 18,967	$ 7
S	Modify Committee Structure	Sewer	602	602-49450-100	$ 149,217	$ 149,117	$ 100
S	Modify Committee Structure	Sewer	602	602-49450-120	$ 24,495	$ 24,487	$ 8
S	Modify Committee Structure	Storm	603	603-49500-100	$ 49,650	$ 49,550	$ 100
S	Modify Committee Structure	Storm	603	603-49500-120	$ 7,690	$ 7,683	$ 7
S	Modify Committee Structure	Liquor	609	609-49750-100	$ 186,450	$ 185,250	$ 1,200
S	Modify Committee Structure	Liquor	609	609-49750-120	$ 36,505	$ 36,413	$ 92
							$ -
						Net Change	$ (182,869)

Proposed Changes by Fund

Fund	Account	Current	Proposed	Cash Effect
101				$ 33,194
108				$ -
226				$ (2,759)
601				$ 503
602				$ 1,115
603				$ (214,996)
609				$ 3,104
614				$ (3,030)
			Net Change	**$ (182,869)**

Proposed Changes by Account

	Account	Current	Proposed	Cash Effect
	101-41500-100	$ 276,169	$ 274,585	$ 1,584
	101-41500-120	$ 41,480	$ 41,185	$ 295
	101-41500-130	$ 56,558	$ 43,486	$ 13,072
	101-41500-208	$ 8,235	$ 9,235	$ (1,000)
	101-41501-130	$ 18,610	$ 18,553	$ 57
	101-41910-100	$ 70,048	$ 68,848	$ 1,200
	101-41910-120	$ 10,252	$ 10,160	$ 92
	101-41910-130	$ 9,877	$ 9,855	$ 22
	101-41941-100	$ 200	$ -	$ 200
	101-41941-120	$ 15	$ -	$ 15
	101-41941-401	$ 6,409	$ 7,632	$ (1,223)
	101-42110-100	$ 795,241	$ 775,037	$ 20,204
	101-42110-120	$ 155,598	$ 152,196	$ 3,402
	101-42110-130	$ 179,043	$ 183,832	$ (4,789)
	101-42110-151	$ 33,900	$ 32,986	$ 914
	101-42110-401	$ 6,435	$ 6,915	$ (480)
	101-42401-130	$ 9,027	$ 8,550	$ 477
	101-42401-401	$ 712	$ 746	$ (34)
	101-42402-130	$ 4,087	$ 4,072	$ 15
	101-43010-113	$ -	$ 20	$ (20)
	101-43010-130	$ 6,470	$ 6,451	$ 19
	101-43010-401	$ 2,916	$ 2,322	$ 594
	101-43100-100	$ 125,317	$ 125,217	$ 100
	101-43100-113	$ -	$ 100	$ (100)
	101-43100-120	$ 19,970	$ 19,962	$ 8
	101-43100-130	$ 38,830	$ 38,718	$ 112
	101-43100-320	$ 2,783	$ 3,203	$ (420)
	101-43100-500	$ 25,450	$ 26,450	$ (1,000)
	101-43210-113	$ -	$ 5	$ (5)
	101-43210-130	$ 1,498	$ 1,493	$ 5
	101-45300-100	$ 134,147	$ 134,047	$ 100
	101-45300-113	$ -	$ 60	$ (60)
	101-45300-120	$ 22,329	$ 22,321	$ 8
	101-45300-130	$ 33,963	$ 33,870	$ 93
	101-45300-305	$ 2,231	$ 1,799	$ 432
	101-45300-361	$ 21,171	$ 18,412	$ 2,759
	101-45300-400	$ 21,000	$ 26,500	$ (5,500)
	101-45300-401	$ 6,634	$ 7,460	$ (826)
	101-45300-500	$ 12,000	$ 10,500	$ 1,500
	101-49110-700	$ 124,995	$ 123,624	$ 1,371
	108-39203	$ 88,495	$ 87,124	$ (1,371)
	108-46500-100	$ 94,439	$ 93,239	$ 1,200
	108-46500-120	$ 14,254	$ 14,162	$ 92
	108-46500-130	$ 25,833	$ 25,754	$ 79
	226-45200-361	N/A	N/A	$ (2,759)
	601-49400-100	$ 112,947	$ 112,847	$ 100
	601-49400-108	$ 44,921	$ 44,666	$ 255
	601-49400-113	$ -	$ 90	$ (90)
	601-49400-120	$ 18,974	$ 18,967	$ 7
	601-49400-128	$ 6,805	$ 6,767	$ 38
	601-49400-130	$ 32,190	$ 32,069	$ 121
	601-49400-138	$ 12,807	$ 11,545	$ 1,262
	601-49400-500	$ 55,716	$ 56,906	$ (1,190)
	602-49450-100	$ 149,217	$ 149,117	$ 100
	602-49450-108	$ 55,670	$ 55,333	$ 337
	602-49450-113	$ -	$ 130	$ (130)
	602-49450-120	$ 24,495	$ 24,487	$ 8
	602-49450-128	$ 8,434	$ 8,383	$ 51
	602-49450-130	$ 43,518	$ 43,363	$ 155
	602-49450-138	$ 14,922	$ 13,258	$ 1,664
	602-49450-401	$ 10,930	$ 11,410	$ (480)
	602-49450-500	$ 46,360	$ 46,950	$ (590)
	603-49500-100	$ 49,650	$ 48,854	$ 796
	603-49500-113	$ -	$ 20	$ (20)
	603-49500-120	$ 7,690	$ 7,578	$ 112
	603-49500-130	$ 9,559	$ 9,533	$ 26
	603-49500-138	$ 700	$ 693	$ 7
	603-49500-500	$ 143,230	$ 359,147	$ (215,917)
	609-49750-100	$ 186,450	$ 185,250	$ 1,200
	609-49750-108	$ 51,201	$ 50,826	$ 375
	609-49750-120	$ 36,505	$ 36,413	$ 92
	609-49750-128	$ 7,757	$ 7,700	$ 57
	609-49750-130	$ 44,767	$ 44,646	$ 121
	609-49750-138	$ 10,867	$ 9,035	$ 1,832
	609-49750-401	$ 5,037	$ 5,010	$ 27
	609-49750-500	$ 5,000	$ 5,600	$ (600)
	614-49400-500	$ 6,060	$ 9,090	$ (3,030)
			Net Change	**$ (182,869)**

City of Isanti
2019 Final Budget

Tuesday, December 04, 2018

2019 Final Budget

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REVENUES	2019 Preliminary Budget	2018 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
Property Taxes (Less MVHC Reduction)	$ 2,053,075	$ 2,172,468	$ 2,018,262	$ 1,921,733	$ 1,357,265	$ 1,425,810	$ 1,449,770
Property Taxes (Fire District Budget)		-	-	-	-		-
Property Taxes (Pavement Management)		-	-	-	-	-	-
Property Taxes (Court Ordered Abatements)		-	-	-	-	-	-
Propert Taxes (Compost Site)		-	-	-	-	-	-
Property Taxes (Debt Service Levy)	534,212	530,936	578,475	620,000	-	314,943	426,104
Property Taxes (Abatement Levy)		-	-	-	-	-	-
Special Assessments		-	-	-	-	-	-
PERA Rebate	1,205	1,205	1,205	1,205	1,205	1,205	1,205
Business Licenses	13,000	13,000	11,488	13,350	12,675	11,975	12,200
Non Business Licenses and Permits	300,000	200,000	350,842	355,975	178,442	203,568	80,507
Local Government Aid	635,435	631,811	585,309	581,099	571,231	545,485	313,359
Police State Aid	72,775	62,500	72,777	66,150	55,829	60,928	57,908
Post Training	3,500	3,000	3,497	2,839	3,286	3,218	3,076
County-State Highway Aid		-	-	-	-	-	-
Fines & Forfeits	30,250	25,400	35,023	31,609	26,006	28,407	22,916
Grants & Aids	10,000	5,000	13,406	9,071	22,301	60,460	50,382
Municipal State Aid - Streets	65,864	58,734	58,734	59,117	58,266	54,494	52,167
Administrative Citations	10,000	7,000	12,054	9,150	11,303	5,365	4,700
Charges for Services	4,200	4,200	-	-	-	-	-
General Government	4,000	3,000	4,360	5,853	6,172	3,678	5,860
Planning & Zoning	11,000	8,000	10,935	12,190	8,025	8,331	6,767
Snow Removal		-	16	406	673	1,071	4,785
Weed & Grass		-	1,724	436	89	(1,401)	470
Park & Recreation	1,850	1,850	658	1,864	2,102	1,678	1,980
Public Works-Other	4,700	2,450	6,888	5,215	2,127	5,403	5,350
Police Department	2,800	2,450	3,149	2,070	3,425	3,178	4,379
Community Center Charges	12,000	11,000	17,484	11,233	11,763	12,713	8,010
Rental Fees	1,400	1,400	4,382	7,329	16,058	4,393	9,140
School District Resource Officer	76,000	29,300	28,722	27,738	27,037	20,496	20,496
Lease Revenue	105,037	124,800	126,150	123,741	81,729	20,668	19,593
Transfer of Liquor Store Profits	350,000	350,000	350,000	330,360	300,000	200,000	150,000
Transfer of P&R Dedication Interest		-	-	-	-	-	-
Transfer from EDA to Parks, Rec & Culture	19,150	19,150	19,150	16,150	16,150	16,150	-
Transfer from Technology Fund		-		-	-	-	-
Transfer from Capital Replacement		-		-	-	-	-
Transfer From Railroad Ave Imp Fund		-		-	-	-	-
Transfers to Close Funds		-		-	-	-	-
Transfers to Open Funds			27,032				
Transfer from Community Involvement Fund		-		-	-	-	-
Miscellaneous	27,000	26,000	16,127	39,002	77,958	30,347	27,292
Interest on Investments	20,000	12,000	13,630	11,858	16,766	38,426	(13,765)
Reserved Fund Balance		-		-	-	-	-
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	287,116	-		-	-	-	-
Total	**$ 4,655,569**	**$ 4,306,654**	**$ 4,371,477**	**$ 4,266,743**	**$ 2,867,882**	**$ 3,080,988**	**$ 2,724,650**

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	2019 Budget	2018 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
Mayor & Council	$ 41,656	$ 41,323	$ 34,436	$ 26,901	$ 39,314	$ 25,533	$ 29,304
Elections	1,350	15,560	1,138	7,788	1,078	4,172	1,128
Financial Administration	472,248	475,141	481,922	483,428	364,956	361,628	381,531
Municipal Building	55,286	40,261	33,705	37,184	52,354	31,127	23,159
Animal Control	4,887	5,309	4,720	4,705	4,903	4,665	4,007
Parks, Rec & Culture	393,414	424,575	364,424	281,854	259,868	311,818	176,905
Planning & Zoning	156,605	121,733	134,645	101,457	84,495	72,202	89,975
Building Inspections	312,610	158,277	162,663	185,276	151,435	123,354	122,344
Economic Development Authority	87,124	92,340	147,400	146,563	92,767	98,140	117,775
Police	1,444,228	1,359,376	1,310,798	1,246,995	1,128,273	1,036,830	969,531
Code Enforcement	54,342	38,730	33,045	39,456	28,634	26,138	18,903
Civil Defense	2,300	2,300	2,140	2,140	2,140	1,386	1,386
General City Maintenance	57,991	54,010	50,898	45,465	129,553	230,060	45,943
Streets	396,771	390,727	355,163	346,287	300,022	373,452	293,871
Street Lighting	60,000	80,000	60,557	71,766	86,329	58,818	59,873
Sanitation	19,671	18,377	16,498	32,983	6,426	6,714	6,468
Fire Protection	233,789	233,593	209,043	203,125	180,256	187,697	151,688
Miscellaneous	-	-	1,232	1,232	2,027	21,400	1,644
Special Projects	**137,958**						
Txfr to City Hall (Bldg Loan) 2006-2015	-	-	-	-	49,252	49,255	49,255
Txfr to Sewer (3rd Ave Loan) P&I	10,827	9,525	10,502	9,241	10,502	8,669	8,395
Txfr to Water/Sewer (Deer Haven)	3,179	3,179	3,180	3,179	3,180	3,179	3,179
Txfr to Water/Sewer (Hotel Project)	85,000						
Txfr to Liquor (Hotel Project)	53,619						
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	4,960	10,399	10,877	11,630	12,349
Capital Replacement	36,500	27,500	7,498	7,500	-	-	-
G.O. Debt Service	534,212	530,936	578,475	620,000	-	314,943	426,104
Total Expenditures	4,655,569	4,124,004	4,009,040	3,914,924	3,246,439	3,362,810	2,994,717
Estimated Revenues	4,655,569	4,306,654	4,371,477	4,266,743	2,867,882	3,080,988	2,724,650
Surplus/(Deficit)	0	182,650	362,437	351,819	(378,558)	(281,821)	(270,067)

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Bond	Project Name	Original Amount	12/31/2018 Bond Payable Balance	Final Maturity	4/30/2018 Cash Balance	Required Levy Amt	2019 Special Assessments	2019 Debt Payment
2006 GO Improvement (Streets)	Dahlin, Richard, Candy, Shawn, Main & Broadway (Fund 918)	$ 2,355,000	$ -	1-Jan-17	$ 59,554	**$ -**	$ -	$ -
2008 GO Improvement (Streets)	1st & 2nd Ave, Broadway St., Elizabeth St., Alley NNSF; 2007 SE Quadrant Hwy 65 (Fund 919)	1,275,000	-	1-Dec-18	82,439	**-**	-	-
2009A GO Crossover Refunding	Refunded 2001A GO Imp Bonds (Fund 928 was 914)	610,000	-	1-Dec-17	45,082	**-**		-
2010B GO Improvement Refunding	Refunded 2003 and 2004 GO Impr Bonds (Fund 929 was 915 and 916)	1,825,000	1,030,000	1-Dec-21	716,372	**250,000**		321,215
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	340,000	1-Feb-22	115,372	**8,909**	24,548	87,538
2014A GO Tax Abatement Bonds	BMX Facility and Related Site Improvements (Fund 931)	2,560,000	2,120,000	1-Feb-30	32,498	**223,611**	-	209,513
2014B General Obligation Bonds (Equipment Portion)	Capital Equipment (Fund 932)	390,000	270,000	1-Feb-24	7,093	**51,692**	-	49,500
Total			**$ 3,760,000**		**$ 1,058,410**	**$ 534,212**	**$ 24,548**	**$ 667,766**

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)	$ 8,909
2014A GO Tax Abatement Bonds (Fund 931)	$ 223,611
2014B General Obligation Bonds (Fund 932)	$ 51,692
Total Debt Service	**$ 534,212**

Pay 2019

JOB CLASSIFICATION 2019	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	$8,126.22	$8,444.00	$8,761.79	$9,079.57	$9,397.36	$9,715.14	$10,032.93
per hour		$46.88	$48.72	$50.55	$52.38	$54.22	$56.05	$57.88
per year		$97,514.62	$101,328.04	$105,141.46	$108,954.88	$112,768.30	$116,581.73	$120,395.15
Finance Director	665	$7,100.12	$7,377.77	$7,655.43	$7,933.09	$8,210.75	$8,488.41	$8,766.07
per hour		$40.96	$42.56	$44.17	$45.77	$47.37	$48.97	$50.57
per year		$85,201.40	$88,533.29	$91,865.19	$95,197.09	$98,528.99	$101,860.89	$105,192.79
Public Services Director/Asst. City Administrator	650	$6,844.70	$7,112.37	$7,380.04	$7,647.71	$7,915.38	$8,183.05	$8,450.72
per hour		$39.49	$41.03	$42.58	$44.12	$45.67	$47.21	$48.75
per year		$82,136.39	$85,348.43	$88,560.47	$91,772.51	$94,984.54	$98,196.58	$101,408.62
Police Chief	643	$6,660.36	$6,920.82	$7,181.28	$7,441.74	$7,702.20	$7,962.66	$8,223.12
per hour		$38.43	$39.93	$41.43	$42.93	$44.44	$45.94	$47.44
per year		$79,924.28	$83,049.82	$86,175.35	$89,300.88	$92,426.41	$95,551.94	$98,677.47
Community Development Director	511	$6,017.83	$6,253.16	$6,488.50	$6,723.83	$6,959.16	$7,194.50	$7,429.83
per hour		$34.72	$36.08	$37.43	$38.79	$40.15	$41.51	$42.86
per year		$72,213.93	$75,037.94	$77,861.95	$80,685.96	$83,509.96	$86,333.97	$89,157.98
Economic Development Director	417	$5,955.59	$6,188.49	$6,421.39	$6,654.29	$6,887.19	$7,120.10	$7,353.00
per hour		$34.36	$35.70	$37.05	$38.39	$39.73	$41.08	$42.42
per year		$71,467.12	$74,261.93	$77,056.73	$79,851.53	$82,646.34	$85,441.14	$88,235.94
Police Lieutenant	394	$5,205.07	$5,408.62	$5,612.17	$5,815.72	$6,019.27	$6,222.82	$6,426.37
per hour		$30.03	$31.20	$32.38	$33.55	$34.73	$35.90	$37.08
per year		$62,460.83	$64,903.43	$67,346.04	$69,788.64	$72,231.24	$74,673.84	$77,116.45
Liquor Store Manager	358	$5,159.15	$5,360.91	$5,562.66	$5,764.42	$5,966.17	$6,167.92	$6,369.68
per hour		$29.76	$30.93	$32.09	$33.26	$34.42	$35.58	$36.75
per year		$61,909.82	$64,330.88	$66,751.93	$69,172.99	$71,594.04	$74,015.10	$76,436.15
Police Investigator	297	$4,979.87	$5,163.60	$5,347.33	$5,529.33	$5,713.07	$5,896.80	$6,080.53
per hour		$28.73	$29.79	$30.85	$31.90	$32.96	$34.02	$35.08
per year		$59,758.40	$61,963.20	$64,168.00	$66,352.00	$68,556.80	$70,761.60	$72,966.40
Human Resources/City Clerk	280	$5,063.11	$5,261.11	$5,459.11	$5,657.11	$5,855.11	$6,053.11	$6,251.11
per hour		$29.21	$30.35	$31.49	$32.64	$33.78	$34.92	$36.06
per year		$60,757.36	$63,133.35	$65,509.34	$67,885.32	$70,261.31	$72,637.29	$75,013.28
Building Official	280BO	$4,607.81	$4,788.01	$4,968.20	$5,148.39	$5,328.59	$5,508.78	$5,688.97
per hour		$26.58	$27.62	$28.66	$29.70	$30.74	$31.78	$32.82
per year		$55,293.74	$57,456.07	$59,618.39	$61,780.72	$63,943.04	$66,105.37	$68,267.69
Parks, Recreation & Culture Manager	242	$4,374.07	$4,545.12	$4,716.17	$4,887.23	$5,058.28	$5,229.33	$5,400.39
per hour		$25.24	$26.22	$27.21	$28.20	$29.18	$30.17	$31.16
per year		$52,488.81	$54,541.45	$56,594.08	$58,646.72	$60,699.35	$62,751.99	$64,804.62
Assistant Finance Director / Planner	233	$4,193.21	$4,357.19	$4,521.17	$4,685.15	$4,849.13	$5,013.11	$5,177.09
per hour		$24.19	$25.14	$26.08	$27.03	$27.98	$28.92	$29.87
per year		$50,318.52	$52,286.28	$54,254.05	$56,221.81	$58,189.57	$60,157.33	$62,125.10
Community Events/Parks Coordinator	230	$3,952.48	$4,107.04	$4,261.61	$4,416.18	$4,570.74	$4,725.31	$4,879.88
per hour		$22.80	$23.69	$24.59	$25.48	$26.37	$27.26	$28.15
per year		$47,429.74	$49,284.53	$51,139.32	$52,994.12	$54,848.91	$56,703.71	$58,558.50

Pay 2019

JOB CLASSIFICATION	POINTS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
2019		0.895	0.930	0.965	1.000	1.035	1.070	1.105
Asst Liquor Store Manager	195	$3,712.94	$3,858.14	$4,003.34	$4,148.54	$4,293.74	$4,438.94	$4,584.14
per hour		$21.42	$22.26	$23.10	$23.93	$24.77	$25.61	$26.45
per year		$44,555.33	$46,297.72	$48,040.11	$49,782.50	$51,524.88	$53,267.27	$55,009.66
Police Secretary/Administrative Assist.	183	$3,631.78	$3,773.81	$3,915.83	$4,057.86	$4,199.89	$4,341.91	$4,483.94
per hour		$20.95	$21.77	$22.59	$23.41	$24.23	$25.05	$25.87
per year		$43,581.42	$45,285.72	$46,990.02	$48,694.32	$50,398.62	$52,102.92	$53,807.22
Utility Billing Clerk/Accounting Clerk	173	$3,431.18	$3,565.36	$3,699.54	$3,833.72	$3,967.90	$4,102.08	$4,236.26
per hour		$19.80	$20.57	$21.34	$22.12	$22.89	$23.67	$24.44
per year		$41,174.17	$42,784.34	$44,394.50	$46,004.66	$47,614.82	$49,224.99	$50,835.15
Receptionist/Utility Billing Clerk	150	$3,157.23	$3,280.70	$3,404.17	$3,527.64	$3,651.10	$3,774.57	$3,898.04
per hour		$18.21	$18.93	$19.64	$20.35	$21.06	$21.78	$22.49
per year		$37,886.82	$39,368.43	$40,850.03	$42,331.64	$43,813.25	$45,294.86	$46,776.46
Receptionist/Secretary/Data Entry	144	$3,035.80	$3,154.52	$3,273.24	$3,391.95	$3,510.67	$3,629.39	$3,748.11
per hour		$17.51	$18.20	$18.88	$19.57	$20.25	$20.94	$21.62
per year		$36,429.59	$37,854.22	$39,278.84	$40,703.46	$42,128.08	$43,552.70	$44,977.32
MS4 Technician	142	$2,967.34	$3,083.38	$3,199.43	$3,315.47	$3,431.51	$3,547.55	$3,663.59
per hour		$17.12	$17.79	$18.46	$19.13	$19.80	$20.47	$21.14
Deputy City Clerk / Human Resources	125	$2,694.94	$2,800.32	$2,905.71	$3,011.10	$3,116.49	$3,221.88	$3,327.27
per hour		$15.55	$16.16	$16.76	$17.37	$17.98	$18.59	$19.20
Liquor Store Clerk II	125	$2,694.94	$2,800.32	$2,905.71	$3,011.10	$3,116.49	$3,221.88	$3,327.27
per hour		$15.55	$16.16	$16.76	$17.37	$17.98	$18.59	$19.20
Liquor Store Clerk III	125	$2,457.59	$2,553.69	$2,649.80	$2,745.91	$2,842.01	$2,938.12	$3,034.23
per hour		$14.18	$14.73	$15.29	$15.84	$16.40	$16.95	$17.51
Liq. Store Clerk less than 20	125	$2,001.62	$2,079.90	$2,158.17	$2,236.45	$2,314.73	$2,393.00	$2,471.28
per hour		$11.55	$12.00	$12.45	$12.90	$13.35	$13.81	$14.26
PT Custodian	125	$2,000.25	$2,078.47	$2,156.69	$2,234.91	$2,313.14	$2,391.36	$2,469.58
per hour		$11.54	$11.99	$12.44	$12.89	$13.35	$13.80	$14.25
		Start	**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**	**STEP 6**
Police Lieutenant	394	$6,578.00	$6,756.53	$6,881.33				
per hour		$37.95	$38.98	$39.70				
per year		$78,936.00	$81,078.40	$82,576.00				
Police Officer (Union)	280	$4,910.53	$5,078.67	$5,252.00	$5,434.00	$5,621.20	$5,806.67	$5,997.33
per hour		$28.33	$29.30	$30.30	$31.35	$32.43	$33.50	$34.60
per year		$58,926.40	$60,944.00	$63,024.00	$65,208.00	$67,454.40	$69,680.00	$71,968.00
Police Officer (Non-Union)	280	$4,823.87	$4,992.00	$5,165.33	$5,347.33	$5,534.53	$5,720.00	$5,910.67
per hour		$27.83	$28.80	$29.80	$30.85	$31.93	$33.00	$34.10
per year		$57,886.40	$59,904.00	$61,984.00	$64,168.00	$66,414.40	$68,640.00	$70,928.00
		Start	**6 Months**	**1 Year**	**2 Year**	**3 Year**	**4 Year**	**5 Year**
Maintenance Tech I (Union)		$2,974.37	$3,086.84	$3,201.10	$3,317.15	$3,433.20	$3,549.24	$3,668.86
per hour		$17.16	$17.81	$18.47	$19.14	$19.81	$20.48	$21.17
per year		$35,692.38	$37,042.10	$38,413.23	$39,805.79	$41,198.35	$42,590.91	$44,026.32
Maintenance Tech II (Union)	188	$3,683.14	$3,825.97	$3,968.80	$4,113.41	$4,254.45	$4,402.63	$4,547.24
per hour		$21.25	$22.07	$22.90	$23.73	$24.54	$25.40	$26.23
per year		$44,197.71	$45,911.63	$47,625.55	$49,360.90	$51,053.39	$52,831.58	$54,566.93
Equipment Mechanic (Union)		$4,034.85	$4,188.39	$4,345.50	$4,502.61	$4,661.51	$4,820.40	$4,981.08
per hour		$23.28	$24.16	$25.07	$25.98	$26.89	$27.81	$28.74
per year		$48,418.24	$50,260.70	$52,146.02	$54,031.33	$55,938.06	$57,844.80	$59,772.96
Working Foreman/Leadman (Union)	280	$4,681.14	$4,706.14	$4,882.89	$5,063.21	$5,241.74	$5,413.13	$5,593.45
per hour		$27.01	$27.15	$28.17	$29.21	$30.24	$31.23	$32.27
per year		$56,173.73	$56,473.66	$58,594.64	$60,758.46	$62,900.86	$64,957.57	$67,121.39

NOTE: 1st step is after 6 months

	By Department		Annual Hours	Hourly Rate	2019 Salary	2019 Sick Pay	2019 Holiday	2019 Certificates	2019 HINS	2019 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.95% Police Retirement	Assume +10% over 2018 Premiums Health	Assume +5% over 2018 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +5% over 2018 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					
9411	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					
9411	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					
9411	100%	Parks/Rec/Cult			$ 1,800.00					$ 1,800.00	$ 137.70	$ -	$ -	$ -	$ -	$ -
Planning Commission																
5 City Council Members					$ 3,000.00					$ 3,000.00	$ 229.50					
2 Members					$ 600.00					$ 600.00	$ 45.90					
9411	100%	Plan/Zone			$ 3,600.00					$ 3,600.00	$ 275.40	$ -	$ -	$ -	$ -	$ -
Committee of the Whole																
5 City Council Members					$ 6,000.00					$ 6,000.00	$ 459.00					
24 Meetings										$ -	$ -					
9411	100%	Admin			$ 6,000.00					$ 6,000.00	$ 459.00	$ -	$ -	$ -	$ -	$ -
Other Commissions, Boards and Advisory Committees																
1 City Council Member					$ 3,150.00					$ 3,150.00	$ 240.98					
										$ -	$ -					
9411	100%	Council			$ 3,150.00					$ 3,150.00	$ 240.98	$ -	$ -	$ -	$ -	$ -

		By Department	Annual Hours	Hourly Rate	2019 Salary	2019 Sick Pay	2019 Holiday	2019 Certificates	2019 HINS	2019 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.95% Police Retirement	Assume +10% over 2018 Premiums Health	Assume +5% over 2018 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +5% over 2018 Rates adjust for EXP MOD Workers Comp
Administration Department																
Asst. City Admin / Specia	8810	74.2% Spec. Projects								$ 122,739.38	$ 9,389.56	$ 9,205.45	$ 23,403.09	$ 1,531.80	$ 69.00	$ 927.91
1/1/19	Step 7		2,080	$57.88	$120,395.15	$ 2,344.23										
		10.0% Liquor														
		9.0% Sewer														
		6.8% Water														
City Administrator	8810	69.0% Admin								$ 118,371.10	$ 9,055.39	$ 8,877.83	$ 23,403.09	$ -	$ 69.00	$ 894.89
1/1/19	Step 6	5.2% Bldg Insp	1,104	$56.05	$ 61,877.99											
7/11/19	Step 7	10.0% Liquor	976	$57.88	$ 56,493.11											
		9.0% Sewer														
		6.8% Water														
Finance Director	8810	71.7% Admin								$ 97,093.71	$ 7,427.67	$ 7,282.03	$ 5,325.64	$ 1,531.80	$ 69.00	$ 734.03
1/1/19	Step 4	2.5% Bldg Insp	896	$45.77	$ 41,007.98											
6/5/19	Step 5	10.0% Liquor	1,184	$47.37	$ 56,085.73											
		9.0% Sewer														
		6.8% Water														
HR Director / City Clerk	8810	74.2% Admin								$ 64,330.48	$ 4,921.28	$ 4,824.79	$ 10,651.28	$ 504.00	$ 69.00	$ 371.51
1/1/19	Step 2	10.0% Liquor	1,032	$30.35	$ 31,323.85											
6/30/19	Step 3	9.0% Sewer	1,048	$31.49	$ 33,006.63											
		6.8% Water														
Deputy City Clerk / Huma	8810	74.2% Admin								$ 20,212.02	$ 1,546.22	$ 1,515.90	$ -	$ -	$ -	$ 152.80
1/1/19	Step 1	10.0% Liquor	1,300	$15.55	$ 20,212.02											
est. 3/15/2020	Step 2	9.0% Sewer	-	$18.59	$ -											
		6.8% Water														
EDA Director	8810	100.0% EDA	2,080	$42.42	$ 88,235.94					$ 88,235.94	$ 6,750.05	$ 6,617.70	$ 23,403.09	$ 1,531.80	$ 69.00	$ 667.06
1/1/19	Step 7															
Asst Finance Director	8810	69.0% Admin								$ 62,125.10	$ 4,752.57	$ 4,659.38	$ 10,651.28	$ 504.00	$ 69.00	$ 469.67
1/1/19	Step 7	5.2% Bldg Insp	2,080	$29.87	$ 62,125.10											
		10.0% Liquor														
		9.0% Sewer														
		6.8% Water														
Receptionist / Utility Billi	8810	5% Liquor								$ 46,776.46	$ 3,578.40	$ 3,508.23	$ 23,403.09	$ 1,531.80	$ 69.00	$ 353.63
1/1/19	Step 7	25% Sewer														
		25% Water	2,080	$22.49	$ 46,776.46											
		25% Admin														
		10% Bldg Insp														
		3.5% Plan/Zone														
		3.0% EDA														
		3.5% Parks/Rec/Cult														
Utility Billing / Accountin	8810	45.0% Water							WAIVE	$ 44,134.40	$ 3,783.69	$ 3,310.08	$ 5,325.64	$ 1,531.80	$ 69.00	$ 333.66
1/1/19	Step 2	45.0% Sewer	336	$20.57	$ 6,911.32											
2/27/19	Step 3	10.0% Storm Water	1,744	$21.34	$ 37,223.08											
TOTAL ADMINISTRATION DEPARTMENT										$ 664,018.59	$ 51,204.83	$ 49,801.39	$ 125,566.20	$ 8,667.00	$ 552.00	$ 4,905.15
Community Development Department																
Community Development	9410	80% Plan/Zone								$ 79,512.91	$ 6,082.74	$ 5,963.47	$ 10,651.28	$ 504.00	$ 69.00	$ 601.12
1/1/19	Step 3	10% Bldg Insp	864	$37.43	$ 32,342.66											
5/30/19	Step 4	10% Code Enforce	1,216	$38.79	$ 47,170.25											
Planner	9410	50% Code Enforce							WAIVE	$ 53,985.37	$ 4,537.29	$ 4,048.90	$ 5,325.64	$ 504.00	$ 69.00	$ 408.13
1/1/19	Step 2	50% Bldg Insp	284	$25.14	$ 7,139.09											
4/9/19	Step 3		1,796	$26.08	$ 46,846.28											
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT										$ 133,498.28	$ 10,620.03	$ 10,012.37	$ 15,976.93	$ 1,008.00	$ 138.00	$ 1,009.25

		By Department	Annual Hours	Hourly Rate	2019 Salary	2019 Sick Pay	2019 Holiday	2019 Certificates	2019 HINS	2019 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.95% Police Retirement	Assume +10% over 2018 Premiums Health	Assume +5% over 2018 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +5% over 2018 Rates adjust for EXP MOD Workers Comp
Police Department																
Chief	7720	100% Police								$ 100,954.64	$ 1,463.84	$ 17,111.81	$ 23,403.09	$ 1,531.80	$ 69.00	$ 4,685.30
1/1/19	Step 7		2,080	$47.44	$ 98,677.47	$ 2,277.17										
Lieutenant	7720	100% Police								$ 84,664.56	$ 1,227.64	$ 14,350.64	$ 23,403.09	$ 1,531.80	$ 69.00	$ 3,929.28
1/1/19	Step 1		2,080	$38.98	$ 81,078.40		$ 3,586.16									
Investigator	7720	100% Police							WAIVE	$ 79,742.00	$ 1,233.48	$ 13,516.27	$ 5,325.64	$ 1,531.80	$ 69.00	$ 3,700.83
1/1/19	Step 7		320	$35.78	$ 11,450.11											
2/25/19			1,760	$36.48	$ 64,210.43		$ 3,356.45	$ 725.00								
Officer	7720	100% Police							WAIVE	$ 68,237.60	$ 1,066.67	$ 11,566.27	$ 5,325.64	$ -	$ 69.00	$ 3,166.91
1/1/19	Step 2		552	$ 30.30	$ 16,725.60											
4/7/19	Step 3		1,528	$ 31.35	$ 47,902.80		$ 2,884.20	$ 725.00								
Officer	7720	100% Police							WAIVE	$ 80,385.27	$ 1,504.93	$ 13,625.30	$ 23,403.09	$ 1,531.80	$ 69.00	$ 3,730.68
1/1/19	Step 6		2,080	$ 36.68	$ 76,286.08	$ -	$ 3,374.19	$ 725.00								
Officer	7720	100% Police								$ 62,257.76	$ 902.74	$ 10,552.69	$ 23,403.09	$ 1,531.80	$ 69.00	$ 2,889.38
1/1/19	Step 1		2,080	$ 28.33	$ 58,926.40		$ 2,606.36	$ 725.00								
Officer	7720	100% Police								$ 64,034.80	$ 928.50	$ 10,853.90	$ 10,651.28	$ 504.00	$ 69.00	$ 2,971.86
1/1/19	Start		248	$ 28.33	$ 7,025.84	$ -	$ 2,606.36	$ 725.00								
2/12/19	Step 1		1,832	$ 29.30	$ 53,677.60											
Officer	7720	100% Police								$ 78,882.25	$ 1,143.79	$ 13,370.54	$ 23,403.09	$ -	$ 69.00	$ 3,660.93
1/1/19	Step 6		2,080	$ 35.98	$ 74,846.72	$ -	$ 3,310.53	$ 725.00								
Officer	7720	100% Police								$ 79,073.24	$ 1,146.56	$ 13,402.91	$ 23,403.09	$ 1,531.80	$ 69.00	$ 3,669.79
1/1/19	Step 6		2,080	$ 35.29	$ 73,407.36	$ 1,694.02	$ 3,246.86	$ 725.00								
Police Secretary	8810	100% Police								$ 54,531.55	$ 4,171.66	$ 4,089.87	$ 10,651.28	$ 1,073.40	$ 69.00	$ 412.26
1/1/19	Step 7		2,080	$25.87	$ 53,807.22	$ 724.33										
PT Data Entry Clerk	8810	100% Police								$ 22,272.91	$ 1,703.88	$ 1,670.47	$ -	$ -	$ -	$ 168.38
1/1/19	Step 6		315	$20.94	$ 6,595.72											
4/15/19	Step 7		725	$21.62	$ 15,677.19											
TOTAL POLICE DEPARTMENT										$ 775,036.58	$ 16,493.70	$ 124,110.68	$ 172,372.38	$ 10,768.20	$ 690.00	$ 32,985.59

		By Department	Annual Hours	Hourly Rate	2019 Salary	2019 Sick Pay	2019 Holiday	2019 Certificates	2019 HINS	2019 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.95% Police Retirement	Assume +10% over 2018 Premiums Health	Assume +5% over 2018 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +5% over 2018 Rates adjust for EXP MOD Workers Comp
Public Services Department		21.2% Streets														
Public Services Director	5506	4.1% Gen Maint								$ 88,560.47	$ 6,774.88	$ 6,642.04	$ 23,403.09	$ 1,531.80	$ 69.00	$ 511.44
1/1/19	Step 3	1.0% Sanitation	2,080	$42.58	$ 88,560.47											
		25.0% Parks/Rec/Cult														
		4.3% Storm Water														
		18.6% Water														
		25.8% Sewer														
Mntc Tech II	5506	24.6% Streets								$ 61,388.32	$ 4,696.21	$ 4,604.12	$ 23,403.09	$ 1,531.80	$ 69.00	$ 1,533.33
1/1/19	Year 5	4.8% Gen Maint	2,080	$ 26.23	$ 54,566.93											$ 299.19
C/D Licenses, Utility Lead		1.1% Sanitation	2,080	$ 2.75	$ 5,720.00											$ 68.56
		13.1% Parks/Rec/Cult			$ 60,286.93	$ 1,101.40										$ 816.53
		5.0% Storm Water														$ 311.65
		21.5% Water														$ 1,340.11
		29.9% Sewer														$ 1,863.69
Mntc Tech II	5506	24.6% Streets								$ 59,427.27	$ 4,546.19	$ 4,457.05	$ 23,403.09	$ 1,073.40	$ 69.00	$ 1,484.35
1/1/19	Year 5	4.8% Gen Maint	2,080	$ 26.23	$ 54,566.93											$ 289.63
C/D, Pest Licenses		1.1% Sanitation	2,080	$ 2.20	$ 4,576.00											$ 66.37
		13.1% Parks/Rec/Cult			$ 59,142.93	$ 284.34										$ 790.45
		5.0% Storm Water														$ 301.70
		21.5% Water														$ 1,297.30
		29.9% Sewer														$ 1,804.15
Foreman	5506	24.6% Streets							WAIVE	$ 68,149.25	$ 5,620.83	$ 5,111.19	$ 5,325.64	$ 1,531.80	$ 69.00	$ 1,702.21
1/1/19	Year 3	4.8% Gen Maint	1,400	$ 30.24	$ 42,337.12											$ 332.14
9/2/19	Year 4	1.1% Sanitation	680	$ 31.23	$ 21,236.13											$ 76.11
C/D, Mech, Pest Licenses		13.1% Parks/Rec/Cult	2,080	$ 2.20	$ 4,576.00											$ 906.46
		5.0% Storm Water			$ 68,149.25											$ 345.98
		21.5% Water														$ 1,487.70
		29.9% Sewer														$ 2,068.94
Mntc Tech II	5506	24.6% Streets								$ 48,586.00	$ 3,716.83	$ 3,643.95	$ 5,325.64	$ 1,608.39	$ 69.00	$ 1,213.56
1/1/19	Start	4.8% Gen Maint	72	$ 21.25	$ 1,530.00											$ 236.79
1/11/19	6 months	1.1% Sanitation	1,040	$ 22.07	$ 22,952.80											$ 54.26
7/11/19	1 Year	13.1% Parks/Rec/Cult	968	$ 22.90	$ 22,167.20											$ 646.25
	C/D Licenses	5.0% Storm Water		$ 2.00	$ 1,936.00											$ 246.66
		21.5% Water			$ 48,586.00											$ 1,060.63
		29.9% Sewer														$ 1,475.02
Mntc Tech II	5506	24.6% Streets								$ 59,142.93	$ 4,524.43	$ 4,435.72	$ 23,403.09	$ 1,531.80	$ 69.00	$ 1,477.25
1/1/19	Year 5	4.8% Gen Maint	2,080	$ 26.23	$ 54,566.93											$ 288.24
	C/D, Pest Licenses	1.1% Sanitation	2,080	$ 2.20	$ 4,576.00											$ 66.06
		13.1% Parks/Rec/Cult			$ 59,142.93											$ 786.67
		5.0% Storm Water														$ 300.25
		21.5% Water														$ 1,291.09
		29.9% Sewer														$ 1,795.52
Equipment Mechanic	7520	24.6% Streets								$ 59,187.10	$ 4,527.81	$ 4,439.03	$ 23,403.09	$ 1,073.40	$ 69.00	$ 1,478.35
1/1/19	Year 4	4.8% Gen Maint	632	$ 27.81	$ 17,575.92											$ 288.46
4/19/19	Year 5	1.1% Sanitation	1,448	$ 28.74	$ 41,611.18											$ 66.11
		13.1% Parks/Rec/Cult			$ 59,187.10											$ 787.25
		5.0% Storm Water														$ 300.48
		21.5% Water														$ 1,292.06
		29.9% Sewer														$ 1,796.86
Mntc Tech I	5506	50.0% Streets								$ 37,790.95	$ 2,891.01	$ 2,834.32	$ 10,651.28	$ 504.00	$ 69.00	$ 1,918.55
1/1/19	6 month	25.0% Parks/Rec/Cult	944	$ 17.81	$ 16,811.41											$ 959.28
6/13/19	1 Year	25.0% Storm Water	1,136	$ 18.47	$ 20,979.53											$ 959.28
			2,080	$ -	$ -											
					$ 37,790.95											
Parks, Recreation & Cult	9102	100.0% Parks/Rec/Cult								$ 60,154.61	$ 4,601.83	$ 4,511.60	$ 10,651.28	$ 504.00	$ 69.00	$ 3,322.34
1/1/19	Step 4		552	$28.20	$ 15,563.94											
4/6/19	Step 5		1,528	$29.18	$ 44,590.68											

		By Department	Annual Hours	Hourly Rate	2019 Salary	2019 Sick Pay	2019 Holiday	2019 Certificates	2019 HINS	2019 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.95% Police Retirement	Assume +10% over 2018 Premiums Health	Assume +5% over 2018 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +5% over 2018 Rates adjust for EXP MOD Workers Comp
Custodian	9102	100.0% Parks/Rec/Cult								$ 7,200.89	$ 550.87	$ 540.07	$ -	$ -	$ -	$ 405.28
1/1/19	Step 1		624	$11.54	$ 7,200.89											
MS4 TECH	9410	100.0% Storm Water								$ 17,804.06	$ 1,362.01	$ 1,335.30	$ -	$ -	$ -	$ 1,002.05
1/1/19	Step 1		1,040	$17.12	$ 17,804.06											
est. 12/15/2020	Step 2															
TOTAL PUBLIC SERVICES DEPARTMENT										$ 567,391.85	$ 43,812.89	$ 42,554.39	$ 148,969.29	$ 10,890.39	$ 621.00	$ 45,212.57
Liquor Store																
Manager	8017	100% Liquor								$ 76,436.15	$ 5,847.37	$ 5,732.71	$ 23,403.09	$ 1,531.80	$ 69.00	$ 3,523.32
1/1/19	Step 7		2,080	$36.75	$ 76,436.15											
Asst. Manger	8017	100% Liquor								$ 47,075.09	$ 3,601.24	$ 3,530.63	$ 10,651.28	$ 504.00	$ 69.00	$ 2,169.93
1/1/19	Step 2		1,152	$22.26	$ 25,641.81											
7/19/19	Step 3		928	$23.10	$ 21,433.28											
Clerk II	8017	100% Liquor								$ 24,965.80	$ 1,909.88	$ 1,872.43	$ 7,988.46	$ 378.00	$ 51.75	$ 1,150.80
1/1/19	Step 1		390	$15.55	$ 6,063.61											
4/1/19 Est.	Step 2		1,170	$16.16	$ 18,902.19											
Clerk III	8017	100% Liquor								$ 18,386.60	$ 1,406.57	$ 1,378.99	$ -	$ -	$ -	$ 847.53
1/1/19	Step 2		1,248	$14.73	$ 18,386.60											
Clerk III	8017	100% Liquor								$ 18,386.60	$ 1,406.57	$ 1,378.99	$ -	$ -	$ -	$ 847.53
1/1/19	Step 2		1,248	$14.73	$ 18,386.60											
	8017	100% Liquor								$ 55,100.52	$ 4,215.19	$ 4,132.54	$ -	$ -	$ -	$ 2,539.86
PT Clerk	Step 2		780	$12.00	$ 9,359.54											
PT Clerk	Step 1		780	$11.55	$ 9,007.30											
PT Clerk	Step 1		780	$11.55	$ 9,007.30											
PT Clerk	Step 1		780	$11.55	$ 9,007.30											
PT Clerk	Step 2		780	$12.00	$ 9,359.54											
PT Clerk	Step 2		780	$12.00	$ 9,359.54											
Total Part Time Clerks					$ 55,100.52											
TOTAL LIQUOR STORE										$ 240,350.76	$ 18,386.83	$ 18,026.31	$ 42,042.83	$ 2,413.80	$ 189.75	$ 11,078.97

Wages & Benefits By Dept

Total Wages and Benefts
Allocated by Department:

Mayor & Council	$	26,834
Finance/Adiministration	$	360,582
Special Projects	$	124,112
Municipal Building	$	-
Parks, Rec & Culture	$	223,788
Planning & Zoning	$	95,656
Building Inspections	$	72,026
EDA	$	137,833
Police	$	1,207,049
Code Enforcement	$	44,574
Liquor	$	398,423
Public Works:		
Streets	$	205,313
General Mntc	$	32,648
Sanitation	$	14,885
Storm Water	$	75,878
Water	$	246,171
Sewer	$	314,715
Total	**$**	**3,580,485**

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

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 24,927	$ 24,927	$ 24,927	$ 22,582	$ 22,141	$ 23,027	$ 15,277	$ 15,277
	Mayor	5,225								
	City Council Members	16,552								
	Other Commissions, Boards & Advisory Comm	3,150								
120	**Employer Contrib Ret General**		1,907	1,907	1,907	1,459	1,694	1,761	1,169	1,169
	FICA/Medicare - 7.65%									
151	**Worker's Comp Benefit**				-	21	88			
200	**Office Supplies (GENERAL)**		125	125	150	-	16	124	96	136
	Water/Name Plates									
208	**Training and Instruction**		4,750	4,750	4,750	919	400	2,294	610	1,163
	5 Members @ $750 Each	3,750								
	Goal Setting/Strategic Planning	1,000								
303	**Engineering Fees**		150	150	150	-	-	-	-	-
305	**Technology**		1,000	1,000	1,535	-	498	481	1,080	1,460
	Council Chambers Equip Maint & Support	1,000								
	Switch Sound Convertor Software									
351	**Legal Notices Publishing**		2,500	2,500	3,000	1,452	1,833	2,370	1,991	4,468
361	**General Liability Insurance**		160	144	139	150	138	170	126	112
	Property/Liability/Volunteer Insurance	150								
433	**Dues and Subscriptions**		6,137	5,820	5,994	7,753	-	9,088	5,185	5,519
	League of MN Cities	6,107								
	LMC MN Mayors Association	30								
437	**Other Miscellaneous**			-	-	101	94	-	-	-
439	**Election Expenses**			-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 41,656**	**$ 41,323**	**$ 42,553**	**$ 34,436**	**$ 26,901**	**$ 39,314**	**$ 25,533**	**$ 29,304**

Elections-41200

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**			$ 5,560	$ -	$ -	$ 4,863	$ -	$ 2,690	$ -
200	**Office Supplies (GENERAL)**		100	100	100	-	5	-	72	-
208	**Training and Instruction**			1,300	-	-	1,126	-	601	-
	Election Judge Training									
	Mileage									
303	**Engineering Fees**			-	-		-	94		
351	**Legal Notices Publishing**		250	200	250	-	111	-	164	-
361	**General Liability Insurance**			-	-	-	-	13	2	23
	Property/Liability/Volunteer Insurance									
439	**Election Expenses**		1,000	8,400	7,000	1,138	1,683	971	643	1,105
	Election Prep									
	Primary/General Meals									
	Misc Maint. Costs	1,000								
	1 Automark machine (50% - split w/county)									
	2 DS200 voting machines (50% - split w/Cty)									
	Ballot Cost									
	Voting Stands									
	Voting Signs									
TOTAL BUDGET/EXPENDITURES			**$ 1,350**	**$ 15,560**	**$ 7,350**	**$ 1,138**	**$ 7,788**	**$ 1,078**	**$ 4,172**	**$ 1,128**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		274,583	$ 272,678	$ 261,615	$ 274,277	$ 248,171	$ 220,807	$ 212,634	$ 206,347
	City Administrator	81,676								
	Finance Director	69,616								
	HR/City Clerk	47,733								
	Administrative Data Clerk	14,997								
	Asst Finance Director	42,866								
	Receptionist/Data Entry/Utility Clerk	11,694								
	Committee of the Whole	6,000								
102	**FT Employees OT**						1,236	333	889	
103	**Health Stipend (HRA)**			-	-		-	-	686	55
112	**Contracted Services**		13,240	12,420	12,420	7,944	11,144	10,988	13,263	10,284
	Codification Maintenance Fee	1,000								
	Isantian Newsletter	8,000								
	BCBS Wellness Prog.	240								
	Code Update	4,000								
120	**Employer Contrib Ret General**		41,184	40,951	39,467	40,105	36,673	31,970	31,188	29,718
	PERA 7.5%									
	FICA/Medicare - 7.65%	459								
130	**Employer Paid Ins General**		43,486	50,760	41,517	51,949	30,348	25,053	39,544	34,603
142	**Unemployment Comp Benefit**			-	-	48	184	-	-	-
151	**Worker's Comp Benefit**		1,328	2,293	2,095	1,992	2,323	2,650	1,554	1,693
200	**Office Supplies (GENERAL)**		3,640	3,500	3,250	3,465	3,838	3,736	2,992	2,174
	Misc (Envelopes, Letterhead, Toner, Supplies, Etc)	7,000								
	12.5% to EDA, PRC, P/Z, Bldg Insp	(3,500)								
	Perch Stool Front Desk City Hall	140								
202	**Duplicating and Copying Supply**		2,240	2,440	2,240	1,752	2,011	2,176	1,960	1,988
	Paper & Supplies	2,500								
	Copy Machine Annual Lease Agreement	3,100								
	15% to EDA, PRC, P/Z, Bldg Insp	(3,360)								
207	**Computer Supplies**			-	-		-	-	-	-
		-								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
208	**Training and Instruction**		9,235	6,885	8,870	7,073	5,228	10,002	6,767	5,517
	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/Wood	2,200								
	MCMA Conference - C Mgr/Wood	600								
	League Conference - C Mgr/Wood	800								
	MNGFOA Conference - Fin Dir	600								
	MNGFOA Conference - Asst Fin Dir	600								
	Civic System Symposium - Recp/Util Clrk	850								
	Misc. Finance Dept Training	1,000								
220	**General Supplies**					-	-	958		
300	**Professional Srvs (GENERAL)**		43,641	51,385	38,398	37,374	51,084	22,597	24,433	61,297
	24 Meetings @ $227 + 3% Increase	8,417		(7,744)						
	165 Hrs @ $136 + 3% Increase	23,113								
	12.5% to Bldg Insp	(2,889)								
	Mediation/arbitration	10,000								
	FMLA/Personnel Policy (6 mos. Benefits)									
	Labor attorney	5,000								
301	**Audit & Accounting Services**		14,683	14,425	16,150	39,792	56,896	16,395	10,415	14,677
	AEM Annual Audit	29,365								
	Interim Services/AUP Engagements									
	10% to Liquor, Water, Sewer, Storm Water, Bldg Insp	(14,683)								
303	**Engineering Fees**		90	90	900	(675)	63	-	54	429
	General Consulting Services	100								
	10% to Bldg Insp	(10)								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
305	**Technology**		5,350	5,056	3,292	5,137	4,900	3,105	1,577	1,808
	US Internet Anti-Spam Software	245								
	IT Solutions	28,940								
	Split IT solutions to other departments (85%)	(24,599)								
	Civic System support (7.09%)	764								
320	**Communications (GENERAL)**			4,750		-				
322	**Postage**		5,385	5,385	5,605	4,789	3,884	4,724	4,956	3,258
	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	2,953	1,487	2,719	2,847	2,916	2,983
	Mileage Allowance - $241.50/mth - Wood 69%	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	600	200	115	579	582	57	106
361	**General Liability Insurance**		3,367	2,561	2,609	2,301	2,577	3,726	3,526	3,359
	Property/Liability/Volunteer Insurance	3,367								
366	**Bonds/Life Insurance**			-	-	-	-	-	-	-
404	**Repairs/Maint Machinery/Equip**			-	-	-	-	-	-	-

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
433	**Dues and Subscriptions**		2,259	2,269	2,969	2,998	2,047	2,137	2,213	2,339
	MN City/Cty Management Assoc	130								
	MN Clerks & Finance Officers Assoc	35								
	SHRM Membership	185								
	ICMA	800								
	MN GFOA	50								
	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)**		4,984	1,484	-	-	17,498	150	-	-
	Document Imaging	1,000								
	Website	2,500								
	Standing Desks	1,484								
511	**Land Acquisition**			-	-	-	-	-	-	(1,250)
TOTAL BUDGET/EXPENDITURES			**$ 472,248**	**$ 475,141**	**$ 444,551**	**$ 481,922**	**$ 483,428**	**$ 364,956**	**$ 361,628**	**$ 381,531**

Account	Description		2019 Preliminary Budget
100	**Wages & Salaries**		91,073
	Asst. City Administrator / Special Projects	91,073	
112	**Contracted Services**		5,000
	Comp Plan Map Updates	5,000	
120	**Employer Contrib Ret General**		13,798
	PERA 7.5%		
	FICA/Medicare - 7.65%	-	
130	**Employer Paid Ins General**		18,553
142	**Unemployment Comp Benefit**		
151	**Worker's Comp Benefit**		689
200	**Office Supplies (GENERAL)**		
202	**Duplicating and Copying Supply**		600
	Comp Plan Binding/Printing	600	
207	**Computer Supplies**		
208	**Training and Instruction**		3,600
	ICMA Conference - Lorsung	2,200	
	MCMA Conference - Lorsung	600	
	League Conference - Lorsung	800	
220	**General Supplies**		
300	**Professional Srvs (GENERAL)**		-
303	**Engineering Fees**		-
305	**Technology**		-
320	**Communications (GENERAL)**		
322	**Postage**		-
335	**Auto Expense**		3,116
	Mileage Allowance - $350/mth - Lorsung 74.2%	3,116	
351	**Legal Notices Publishing**		600
361	**General Liability Insurance**		-
366	**Bonds/Life Insurance**		
404	**Repairs/Maint Machinery/Equip**		
433	**Dues and Subscriptions**		930
	MN City/Cty Management Assoc	130	
	ICMA	800	
437	**Other Miscellaneous**		
500	**Capital Outlay (GENERAL)**		
511	**Land Acquisition**		
TOTAL BUDGET/EXPENDITURES			**$ 137,958**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ -	$ 200	$ 200	$ -	$ -	$ -	$ -	$ -
112	**Contracted Services**		1,242	1,350	1,161	1,230	1,393	1,035	711	547
	Alarm Monitoring (Simplex Grinnell)	650								
	Shred N Go	731								
	10% to Bldg Insp	(138)								
120	**Employer Contrib Ret General**		-	15	15	-	-	-	-	-
	FICA/Medicare - 7.65%									
210	**Operating Supplies (GENERAL)**		1,890	2,565	1,575	759	2,635	2,295	979	1,214
	Supplies	800								
	Flags	700								
	Furnace Filters	350								
	Ice Melt	150								
	Flourescent Bulb Replacement	100								
	10% to Bldg Insp	(210)								
300	**Professional Srvs (GENERAL)**					-	-	-	98	
303	**Engineering Fees**					-	-	(231)	4,402	
305	**Technology**		7,507	6,800	5,237	6,809	12,897	6,351	3,205	537
	Panic Button Monitoring	272								
	IT Solutions (25%)	7,235								
320	**Communications (GENERAL)**		3,843	3,642	3,720	3,773	4,824	3,511	3,836	3,329
	Long Distance ($20 per mth)	240								
	Monthly Billing ($315 per mth)	3,780								
	Maintenance Agreement (Marco)	2,225								
	10% to EDA, PRC, P/Z, Bldg Insp	(2,402)								

361	**General Liability Insurance**		2,115	2,054	2,009	2,074	1,986	2,367	2,175	1,514
	Property/Liability/Volunteer Insurance	2,115								
380	**Utilities**		12,707	9,018	9,018	9,493	8,181	8,019	8,963	8,397
	Connexus	8,203								
	Centerpoint	1,477								
	City of Isanti - Storm Water Utility	642								
	City of Isanti - Water & Sewer	3,797								
	10% to Bldg Insp	(1,412)								
401	**Maint & Repairs - Bldgs**		7,632	8,492	8,492	5,767	5,268	16,639	6,758	7,620
	Disposal Service $8/Mth	399								
	Equipment Service	1,250								
	Janitorial Service $298/Mth	3,576								
	Window Washing - 7 mths	175								
	Annual Sprinkler Inspection	250								
	Rug Service	824								
	Annual Carpet Cleaning	450								
	Misc.	500								
	Flag Pole Collars and Handicap Sign Holders	920								
	10% to Bldg Insp	(712)								
410	**Rentals**			-	-	-	-	-	-	-
500	**Capital Outlay (GENERAL)**		18,350	6,125	3,500	3,801	-	12,367	-	-
	City Hall Handicap Sign Holders	350								
	City Hall North Door and Frame Replacement	10,000								
	City Hall Electronic Locks	8,000								
700	**Transfers (GENERAL)**			-	-		-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 55,286**	**$ 40,261**	**$ 34,927**	**$ 33,705**	**$ 37,184**	**$ 52,354**	**$ 31,127**	**$ 23,159**

Animal Ctrl-42700

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
112	**Contracted Services**		$ 4,600	$ 5,000	$ 5,200	$ 4,500	$ 4,590	$ 4,631	$ 4,384	$ 3,635
	Animal Control/Kennel Services	4,600								
210	**Operating Supplies (GENERAL)**		180	200	200	200	96	247	182	183
	Misc Supplies	180								
219	**Disposal-Animal**		90	90	300	-	-	-	-	163
	3@$30	90								
300	**Professional Srvs (GENERAL)**		-	-	-		-	-	-	-
322	**Postage**		-	-	-		-	-	-	-
	Misc Mailings	0								
361	**General Liability Insurance**		17	19	21	20	19	25	25	26
	Property/Liability/Volunteer Insurance	17								
417	**Uniform Rentals**						-	-	75	
TOTAL BUDGET/EXPENDITURES			**$ 4,887**	**$ 5,309**	**$ 5,721**	**$ 4,720**	**$ 4,705**	**$ 4,903**	**$ 4,665**	**$ 4,007**

	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 134,047	$ 130,727	$ 120,396	$ 129,830	$ 106,383	$ 96,885	$ 98,976	$ 59,757
	Community Events & Parks Manager	60,155								
	Receptionist/Data Entry/Utility Clerk (3.5%)	1,637								
	PS Director & 5 Main Tech's	61,007								
	PW Maint Tech	9,448								
	Parks Rec & Culture Board (100%)	1,800								
101	**PT Salaries & Wages**		23,990	17,730	12,325	2,774	3,760	2,439	6,346	4,612
	PT Custodian	7,201								
	Seasonal	12,289								
	Intern	4,500								
102	**FT Employees OT**		-	-	-	789	7,966	3,541	2,897	96
103	**Health Stipend (HRA)**		-	-	-	-	-	-	5	2
112	**Contracted Services**		7,184	7,465	7,305	6,475	6,410	5,320	5,862	12,214
	Portable Restrooms	5,984								
	Quarterly Carpet Cleaning/Floor Waxing/Windows	1,200								
113	**Clothing Replacement**		60							
120	**Employer Contrib Ret General**		22,321	21,336	19,987	19,012	17,500	15,145	15,271	8,966
	PERA 7.5%									
	FICA/Medicare - 7.65%	1,527								
130	**Employer Paid Ins General**		33,870	29,846	26,315	25,307	23,475	31,381	29,256	10,394
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		9,561	4,502	6,000	3,419	4,393	3,878	3,322	2,572
200	**Office Supplies (GENERAL)**		1,175	1,175	1,113	940	1,014	1,039	2,023	1,629
	12.5% from Financial Administration	875								
	Misc Office Supplies	300								
202	**Duplicating and Copying Supply**		840	915	840	595	679	707	651	745
	15% from Financial Administration	840								

	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
208	**Training and Instruction**		1,850	1,650	1,350	1,082	1,749	2,388	1,973	523
	PW Technician Licensing	200								
	PRC Manager - Misc. Training	850								
	Public Services Director Misc Training	800								
210	**Operating Supplies (GENERAL)**		2,980	3,700	5,200	2,106	3,296	2,133	1,428	1,258
	Misc Operating Supplies - ICC	800								
	Misc Operating Supplies - Garden	980								
	Park Flags	800								
	Misc Operating Supplies - PRC	400								
212	**Motor Fuels**		2,200	1,800	2,500	1,339	1,104	1,188	2,658	2,458
220	**General Supplies**		3,850	3,700	3,900	1,636	2,170	2,636	1,584	885
	ICC Replacement Chairs	1200								
	Unity Ballfield Bases	150								
226	**Signs**		700	1,200	2,000	697	735	874		
240	**Small Tools and Minor Equip**		2,000	4,200	1,000	157	1,394	1,132	5,302	19
	Fridge/Microwave Shop (PRC/Sts/W/S/Stm)	400								
300	**Professional Srvs (GENERAL)**		1,719	1,493	1,493	1,149	2,097	1,980	1,231	1,692
	Safety Training	969								
	Attorney Fees	750								
303	**Engineering Fees**		1,500	1,500	1,500	4,204	658	1,987	9,304	332
305	**Technology**		1,799	2,315	1,000	1,316	3,403	740	705	1,212
	IT Solutions (5%)	1,447								
	Civic Systems (3.27%)	352								

	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
320	**Communications (GENERAL)**		2,712	2,847	2,860	2,434	2,377	2,515	3,017	1,824
	Monthly Billing	2,112								
	10% from Municipal Building	600								
322	**Postage**		25	25	50		6	-	21	
335	**Auto Expense**		-	-	-	-	-	-	-	-
340	**Advertising**		5,000	2,983	2,483	1,907	1,151	1,553	435	
	2019 Event Calendar	2,600								
	Park Brochure	1,700								
	Misc	700								
351	**Legal Notices Publishing**		200	200	200	198	48	211	169	227
361	**General Liability Insurance**		18,412	20,844	19,900	18,929	17,520	14,837	16,318	18,319
	Property/Liability/Volunteer Insurance	18,412								
380	**Utilities**		18,351	17,974	17,974	17,507	16,442	18,945	12,769	11,445
	Centerpoint	1,600								
	Connexus Energy	8,400								
	City of Isanti - Storm Water Utility	2,900								
	City of Isanti - Water & Sewer	5,451								
400	**Ground Maintenance**		26,500	27,000	21,000	21,519	9,223	6,336	20,910	18,805
	Unity Park Trees - In Place of Bollards	5,500								
	Fertilizer, Grass Seed, Mulch, Weed Killer, LimeAgg, Etc.	20,667								
	Snow Removal ICC/IIA Retainer	333								
	Legacy Park Trails									

	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
401	**Maint & Repairs - Bldgs**		7,460	10,760	10,343	11,624	7,796	5,695	5,728	2,888
	Disposal Service $120/Mth	3,400								
	Rug Service $30/Mth	360								
	Annual Sprinkler Inspection/Alarm Notification	770								
	Ansol Fire Suppression Semi-Annual Service	400								
	Misc Maint & Repairs	2,000								
	Shop Roof Repair (20% Streets, Parks, Water, Sewer, Storm)	330								
	Fire Extinguisher Inspections - IIA & ICC	200								
404	**Repairs/Maint Machinery/Equip**		11,000	14,500	19,200	13,620	12,288	8,790	9,627	7,696
	Repairs/Maint Park Maint Equipment	4,500								
	Repairs/Replacement Park Structures/Equip	6,500								
410	**Rentals**		450	450	450	81	1,185	288	83	481
417	**Uniform Rentals**		739	739	739	702	680	717	671	516
	Cleaning $40 per month	480								
	Allowance	259								
433	**Dues and Subscriptions**		1,679	1,989	1,364	1,243	507	75	150	75
	TCALMC (25%)	75								
	MFMA	70								
	MRPA	280								
	NRPA	200								
	Storyblocks subscription (stock images)	150								
	Amazon Prime	179								
	Adobe suite annual dues (InDesign, Illust, etc.)	600								
	APWA (25%)	125								

	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
437	**Other Miscellaneous**		3,340	3,340	4,500	3,340	3,340	3,890	3,340	3,340
	C-I Bike/Walk Trail Agreement	3,340								
491	**Recreation Program**		3,550	3,550	4,983	2,943	1,443	5,030	4,461	1,433
	City Rec programs	1,050								
	Movies at ICC	1,500								
	Misc Program Supplies	1,000								
494	**Property Management**					-	-	-	596	
497	**Summer Events**		9,200	9,200	6,475	4,924				
	Celebrate Isanti / Scavenger Hunt	9,200								
498	**Farmers Market**		6,500	3,000	3,000	2,930	2,929	1,960	2,504	-
	Curb Cut and Apron	3,500								
499	**Street Dance**		16,150	16,150	16,150	13,868	13,740	13,060	12,023	-
500	**Capital Outlay (GENERAL)**		10,500	53,770	60,990	43,831	2,993	574	30,203	490
	Kabota Lawn Mowers	-								
	Bulk Fuel Tank and Pump (Split x 5, Str, PRC, W, Sw, Stm)	1,200								
	Air Compressor (Split x 5, Str, PRC, W, Sw, Stm)	900								
	ICC North Patio Doors	4,400								
	River Bluff Privacy Fence	1,500								
	Website	2,500								
700	**Transfers (GENERAL)**			-	-		-	-	-	-
	TOTAL BUDGET/EXPENDITURES		**$ 393,414**	**$ 424,575**	**$ 406,884**	**$ 364,424**	**$ 281,854**	**$ 259,868**	**$ 311,818**	**$ 176,905**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 93,239	$ 91,828	$ 88,469	$ 87,442	$ 85,527	$ 70,310	$ 67,325	$ 65,271
	Economic Dev Director (100%)	88,236								
	Receptionist/Data Entry/Utility Clerk (3%)	1,403								
	EDA Board	3,600								
101	**PT Wages & Salaries**		4,000	4,000	4,000	3,930	$ 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**		14,162	13,858	13,349	12,917	12,968	9,955	9,766	9,597
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	**Employer Paid Ins General**		25,754	22,551	19,859	17,806	15,717	16,741	16,982	16,727
142	**Unemployment Comp Benefit**		-	-	-		-	-	-	-
151	**Worker's Comp Benefit**		678	745	734	639	697	793	496	527
200	**Office Supplies (GENERAL)**		875	875	813	865	844	915	705	579
	12.5% from Financial Administration	875								
202	**Duplicating and Copying Supply**		840	915	840	605	679	707	651	745
	15% from Financial Administration	840								
208	**Training and Instruction**		1,500	1,500	1,450	1,643	851	1,982	937	641
	EDAM Conference	850								
	Professional Development	600								
	Miscellaneous Luncheons	50								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
300	**Professional Srvs (GENERAL)**		5,000	5,000	3,000	34,272	3,513	3,128	4,992	2,375
	Attorney	4,000								
	TIF/Tax Abatement Consultant	1,000								
303	**Engineering Fees**		600	1,000	1,000	561	250	873	206	1,213
305	**Technology**		1,681	1,581	300	1,203	285	450	1,679	734
	IT Solutions (5%)	1,447								
	Civic Systems (2.17%)	234								
320	**Communications (GENERAL)**		1,224	1,191	1,840	1,201	1,387	1,513	1,657	1,286
	10% from Municipal Building	600								
	Cell Phone	624								
335	**Auto Expense**		-	-	-	-	-	-	-	-
351	**Legal Notices Publishing**		100	100	100	399	111	184	66	282
361	**General Liability Insurance**		596	565	396	583	391	397	414	361
	Property/Liability/Volunteer Insurance	596								
380	**Utilities**		1,145	1,079	1,079	1,112	1,054	1,083	1,079	
	City of Isanti - Storm Water Utility	1,145								
433	**Dues and Subscriptions**		1,145	1,145	1,000	850	545	-	650	500
	EDAM Membership	295								
	GPS 45:93	850								
437	**Other Miscellaneous**		-	-	-	-	-	15	-	-
494	**Property Management**		-	-	-	35	3,450	-	1	1,672

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
495	**Marketing**		13,550	12,604	11,625	11,648	12,307	15,697	10,832	7,117
	Initiative Foundation	825								
	Direct Mail to Manufacturers	250								
	Mayor's Employer Luncheon	1,200								
	Isanti Promo Bags	1,500								
	Misc Signs & Sponsorships	275								
	MN Economic Development Magazine	-								
	Fam Tour	-								
	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)	500								
	Tourism (Hotel Contingent)	2,000								
	Website	2,500								
498	**Farmers Market**			-	-		-	-	-	1,647
499	**Street Dance**			-	-		-	-	-	12,929
511	**Land Acquisition**			-	-	11,798	-	-	14,000	
531	**Improvement-Land**			-	-		-	-	-	-
602	**Loan Payment**			-	-		-	-	-	-
700	**Transfers (GENERAL)**		19,150	19,150	19,150	19,150	16,150	16,150	16,150	-
	Contribution to PRC (Farm Mkt/Street Dance)	19,150								
TOTAL BUDGET/EXPENDITURES			**$ 185,239**	**$ 179,687**	**$ 169,004**	**$ 208,659**	**$ 158,932**	**$ 140,891**	**$ 151,981**	**$ 127,536**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
	REVENUES									
31000	**Property Taxes**		62,565	56,327						
33601	**Regional Grants**			-	-		-	-	-	-
33621	**Cable Franchise Fee (60%)**		20,880	18,000	18,000	20,127	19,195	18,229	16,009	16,235
34110	**Land Rent**		6,920	6,920						
34901	**Assign & Assum Agreement**		-	-	-		-	-	-	-
36200	**Contribution from General Fund**						-	-	-	-
36201	**Refunds & Reimbursements**			-	-	53	4,695	1,595	68	215
36210	**Interest Earnings**		750	600	600	(237)	587	438	1,226	310
36220	**Farmer's Market Sponsorships/Vendor Fees**		1,500	1,500	2,000	2,310	1,510	2,140	2,455	1,855
36225	**Street Dance Sponsorships/Vendor Fees**		4,000	4,000	4,000	4,010	3,600	4,150	3,635	1,085
36230	**Contributions and Donations**			-	-	5,725	-	-	411	11
39102	**Sale of Property**			-	-		-	-	-	-
39203	**Transfer from Other Fund**		87,124	92,340	147,400	147,400	146,563	92,767	98,140	117,775
	Lodging Tax (5% of 3% gross Hotel Receipt)		1,500							
	Carryover of Marketing Funds			-	-		-	-	-	-
	TOTAL REVENUES		**$ 185,239**	**$ 179,687**	**$ 172,000**	**$ 179,388**	**$ 176,150**	**$ 119,319**	**$ 121,944**	**$ 137,486**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 68,848	$ 65,054	$ 69,894	$ 56,976	$ 65,631	$ 57,380	$ 46,159	$ 56,034
	Community Development Director	63,610								
	Receptionist/Data Entry/Utility Clerk	1,637								
	Planning Commission	3,600								
101	**PT Salaries & Wages (intern)**		$ 6,300							
103	**Health Stipend (HRA)**		-	-	-		-	-	2	2
112	**Contracted Services**		-	-	-	28,443	-	-	-	-
120	**Employer Contrib Ret General**		10,160	9,563	10,296	7,900	9,864	8,425	6,456	7,898
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	**Employer Paid Ins General**		9,855	8,609	7,566	5,428	6,878	7,019	6,256	11,258
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		493	504	440	568	434	552	744	671
200	**Office Supplies (GENERAL)**		1,200	1,100	1,288	1,862	966	973	770	765
	12.5% from Financial Administration	875								
	Misc Office Supplies	325								
202	**Duplicating and Copying Supply**		840	915	840	601	679	707	651	745
	15% from Financial Administration	840								
208	**Training and Instruction**		1,130	1,130	2,050	623	939	1,167	3,103	1,565
	APA Membership & JAPA Subscription	430								
	MN APA Conference	700								
	Continuing Ed for CDD									
300	**Professional Srvs (GENERAL)**		5,000	5,000	4,000	3,188	4,765	3,659	3,355	3,264
	Attorney Fees	5,000								
	Comp Plan work									

303	**Engineering Fees**		3,000	4,500	4,000	15,644	4,687	3,240	1,803	5,495
	Engineering Fees	3,000								
305	**Technology**		3,526	2,830	1,250	2,147	1,741	-	741	310
	IT Solutions (10%)	2,894								
	ZoningHub App	456								
	Civic System support permits (1.63%)	176								
310	**Annexation Payments**		41,187	17,592	-	-	-	-	-	-
	Annexation Payments to Township - 2017-118	485								
	Annexation Payments to Township - 2017-118	4								
	Annexation Payments to Township - Docket 8081	33								
	Annexation Payments to Township - Docket 8098	847								
	Annexation Payments to Township - A-2457(OA)-32	24,907								
	Annexation Payments to Residents - A-2457(OA)-33	14,911								
320	**Communications (GENERAL)**		800	817	830	584	770	599	551	528
	10% from Municipal Bldg	600								
	Other Misc. Communications	200								
322	**Postage**		50	-	-	158	54	-	-	10
335	**Auto Expense**		55	55	55	38	84	68	152	85
	10% from Financial Administration	55								
351	**Legal Notices Publishing**		300	300	400	304	199	148	207	374
	Newpaper Publications	300								
361	**General Liability Insurance**		411	372	316	389	311	371	310	346
	Property/Liability/Volunteer Insurance	411								
437	**Other Miscellaneous**		950	920	920	1,217	915	187	942	625
	Isanti County Recorder	950								
500	**Capital Outlay (GENERAL)**		2,500	2,472	7,412	8,577	2,540			
	Website	2,500								
	Comprehensive Plan Update	-								
TOTAL BUDGET/EXPENDITURES			**$ 156,605**	**$ 121,733**	**$ 111,557**	**$ 134,645**	**$ 101,457**	**$ 84,495**	**$ 72,202**	**$ 89,975**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 54,665	$ 84,372	$ 77,245	$ 73,406	$ 81,418	$ 97,272	$ 81,372	$ 76,664
	Community Development Director (10%)	7,951								
	Planner (50%)	26,993								
	Receptionist/Data Entry/Utility Clerk (10%)	4,678								
	City Administrator (5.2%)	6,155								
	Accounting Clerk (5.2%)	3,231								
	Asst Finance Director (5.2%)	3,231								
	Finance Director (2.5%)	2,427								
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**		-	-	-		-	-	-	-
112	**Contracted Services**		219,738	9,750	9,729	17,211	17,073	8,842	25	57
	Electrical Inspector (80% of Revenues-32219)	9,600								
	Building Official Transition	-								
	MNSpect	210,000								
	10% from Municipal Building	138								
120	**Employer Contrib Ret General**		8,282	12,966	11,717	10,826	12,231	14,406	11,963	11,334
	PERA 7.5%									
	FICA/Medicare - 7.65%	-								
130	**Employer Paid Ins General**		8,550	26,778	23,312	19,838	23,179	11,480	13,059	18,016
142	**Unemployment Comp Benefit**		-	-	-	2	6	-	-	-
151	**Worker's Comp Benefit**		529	700	541	657	629	1,123	1,134	932
200	**Office Supplies (GENERAL)**		1,265	1,565	1,013	829	1,196	1,857	696	625
	12.5% from Financial Administration	875								
	Misc Office Supplies	390								
202	**Duplicating and Copying Supply**		840	915	840	595	679	707	651	745
	15% from Financial Administration	840								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
207	**Computer Supplies**		-	-	300	110	-	-	-	-
208	**Training and Instruction**		500	1,600	1,900	698	1,099	779	585	569
	Misc Training	500								
210	**Operating Supplies (GENERAL)**		210	285	175	84	270	321	137	76
	10% from Municipal Building	210								
300	**Professional Srvs (GENERAL)**		4,319	4,500	3,559	3,870	4,337	4,155	4,280	4,103
	City Attorney - 12.5% from Fin Admin	2,889								
	Miscellaneous	450								
	Safety Training	980								
301	**Auditing and Acctg Services**		2,937	2,885	3,230	7,958	11,379	3,279	2,083	2,446
	10% from Financial Administration	2,937								
303	**Engineering Fees**		10	10	100	235	-	-	-	40
	10% from Financial Administration	10								
305	**Technology**		2,562	3,325	1,539	2,839	5,256	1,608	1,198	1,399
	PSN Annual Sec Compliance & Monthly eBill (20%)	120								
	Civic Sytems Bldg Permit Support (22.66%)	2,442								
	WiFi service	-								
320	**Communications (GENERAL)**		600	1,215	1,655	1,178	1,388	872	740	730
	10% from Municipal Building	600								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
335	**Auto Expense**		2,110	2,110	2,810	1,178	894	2,035	2,423	1,963
	Mileage Allowance - $350/mth - Wood 5.2%	218								
	20% from Financial Administration	110								
	Fuel	1,300								
	General Maintenance	482								
351	**Legal Notices Publishing**		50	50	-	359	15	9	168	-
361	**General Liability Insurance**		785	670	647	698	639	835	743	687
	Property/Liability/Volunteer Insurance	785								
380	**Street Lighting**		1,412	1,002	1,002	995	849	831	936	933
	10% from Municipal Building	1,412								
401	**Maint & Repairs - Bldgs**		746	944	944	641	585	792	751	893
	10% from Municipal Building	746								
433	**Dues and Subscriptions**		-	235	135	-	-	135	235	125
437	**Other Miscellaneous**		-				-	14		
500	**Capital Outlay (GENERAL)**		2,500	-	20,000	18,455	22,059	60	-	-
	Website	2,500								
700	**Transfers (GENERAL)**			-	-		-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 312,610**	**$ 158,277**	**$ 162,392**	**$ 162,663**	**$ 185,276**	**$ 151,435**	**$ 123,354**	**$ 122,344**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 775,037	$ 784,377	$ 708,880	$ 730,294	$ 695,877	$ 639,208	$ 589,789	$ 582,557
	Wages & Salaries	775,037								
101	**PT Officers Salaries & Wages**		40,000	35,000	32,109	58,523	34,398	28,257	40,432	34,592
102	**FT Employees OT**		30,000	31,000	31,000	21,484	29,113	34,088	19,807	26,890
102.1	**S&S Reimburseable OT**		(7,000)	(7,000)	(7,000)					
103	**Health Stipend (HRA)**		-	-	-		-	-	115	-
112	**Contracted Services**		-	-	-	345	-	-	1,995	-
113	**Uniform Pay**		12,861	12,780	11,780	11,992	13,114	12,201	11,373	11,536
	$1,029/Officer x 9	9,261								
	Firearm Maint Stipend	800								
	Admin Asst./Misc/Repair/Vest Replacement	2,800								
114	**Crime Prevention**		300	300	500	334	210	259	375	370
120	**Employer Contrib Ret General**		152,196	147,154	133,370	135,789	131,621	117,260	101,250	98,365
	PERA 16.95%									
	FICA/Medicare - 1.45%									
130	**Employer Paid Ins General**		183,831	159,537	140,871	120,960	108,886	110,674	92,192	89,085
151	**Worker's Comp Benefit**		32,986	31,977	38,485	31,760	32,635	41,078	37,955	26,892
200	**Office Supplies (GENERAL)**		4,000	4,000	4,000	3,250	3,074	4,811	3,930	6,620
207	**Computer Supplies**		100	100	250	79	-	-	-	757
	Misc Computer Supplies	100								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
208	**Training and Instruction**		12,500	16,500	18,500	14,110	16,626	9,967	7,817	7,073
	Ammunition	4,000								
	MN Chiefs Annual Conference	700								
	Jubiliee Days Meeting	350								
	Misc Training/Courses	7,450								
	Tuition Reimbursement									
240	**Small Tools and Minor Equip**		3,256	2,960	4,000	5,458	2,634	1,571	4,520	2,212
	Copy Machine Lease	1,656								
	Misc Small Tools/Equipment	800								
	Misc Investigator Equipment	800								
300	**Professional Srvs (GENERAL)**		45,537	42,493	41,701	44,480	61,527	42,523	41,817	2,478
	Prosecution ($3,534/month)	42,407								
	Safety Training	980								
	Admin Citation Payment	2,000								
	Random Testing ($30x5)	150								
305	**Technology**		12,859	12,646	8,300	13,708	9,599	15,451	7,913	4,171
	LETG Software Maintenance and Support	7,625								
	IT Solutions (10%)	2,894								
	Civic Systems Support (19.06%)	2,054								
	Anti-Spam Software	286								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
320	**Communications (GENERAL)**		6,360	6,344	5,496	5,522	5,886	5,804	3,414	3,455
	Radar Calibration	200								
	CenturyLink	1,716								
	5 Aircards	2,100								
	Verizon - Investigator Cell	624								
	Squad Cell Phone	840								
	BCA Connection	180								
	Dennison Tech Group	700								
321	**Cell Phone Reimbursement**			-	-	60	720	720	570	720
	Cell Phone x2 (Chief, Lt)									
335	**Auto Expense**		35,200	38,400	50,000	26,496	25,203	30,595	37,028	43,539
	Fuel/Washes	19,200								
	PW Labor	1,000								
	Repairs	15,000								
336	**PD Reserves**		2,000	2,000	2,420	2,681	1,924	756	1,396	1,307
	MN Police Reserve Membership	200								
	Uniforms	1,000								
	Fuel/Washes	300								
	Taser Refresher Annual Training	500								
351	**Legal Notices Publishing**		-	-	-	106	1,332	219	8	
361	**General Liability Insurance**		31,057	22,543	20,312	25,749	25,071	21,923	20,847	15,716
	LMCIT Property/Liability/Volunteer Insurance	31,057								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
380	**Utilities**		7,550	6,780	6,780	6,294	5,630	6,350	6,724	6,345
	Connexus	4,100								
	Centerpoint	1,650								
	City of Isanti - Water & Sewer	1,220								
	City of Isanti - Storm Water Utility	580								
401	**Maint & Repairs - Bldgs**	-	6,915	4,000	4,000	4,250	4,314	3,304	4,823	4,026
	Disposal Service $8.35/Mth	580								
	Janitorial Service $148.20/Mth	1,778								
	Window Washing $25 / 7months	175								
	Annual Sprinkler Inspection	150								
	Rug Service	431								
	Annual Carpet Cleaning	500								
	Misc Bldg Repairs/Maintenance	700								
	Exterior Painting	2,300								
	Water Heater Replacement (25/75 - PD/FD)	300								
404	**Repairs/Maint equipment**		1,500	-	1,500	1,520				
410	**Rentals**		-	-	-	-	-	-	-	-
433	**Dues and Subscriptions**		1,485	1,485	1,085	1,485	1,603	1,255	740	500
	Post License $90 every 3 years ('17-2,'18-5,'19-2)	180								
	Tri County Law Enforcement	75								
	MN Chiefs of Police Assoc	230								
	Range Dues/Special Response Team	1,000								
440	**Prisoner Expense**			-	-	-	-	-	-	223
442	**Forfeitures**			-	-	-	-	-	-	103
500	**Capital Outlay (GENERAL)**		53,700	4,000	42,000	44,068	36,000	-	-	-
	Squad Car Replacement / Equip / Graphics	44,700								
	LETG Licensing for Reserve Squad Computer	4,500								
	Standing Desks	2,000								
	Website	2,500								
721	**Contingency Fund**			-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 1,444,228**	**$ 1,359,376**	**$ 1,300,339**	**$ 1,310,798**	**$ 1,246,995**	**$ 1,128,273**	**$ 1,036,830**	**$ 969,531**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 34,944	$ 7,446	$ 8,059	$ 6,857	$ 7,951	$ 6,605	$ 5,334	$ 7,978
	Community Development Director (10%)	7,951								
	Planner (50%)	26,993								
101	**PT Salaries & Wages**		$ -	$ 17,982	16,642	15,454	$ 14,305	$ 14,342	$ 11,996	$ 3,526
120	**Employer Contrib Ret General**		5,294	3,852	3,742	3,336	3,446	3,159	2,516	1,633
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	**Employer Paid Ins General**		4,072	980	861	677	851	803	806	-
151	**Worker's Comp Benefit**		264	209	163	217	180	223	380	225
200	**Office Supplies (GENERAL)**		200	300	300	33	72	7	60	336
	Toner, Etc.	200								
207	**Computer Supplies**		200	300	300	116	-	-	-	-
208	**Training and Instruction**		250	250	250	-	-	530	638	-
300	**Professional Srvs (GENERAL)**		2,750	4,000	4,000	593	1,704	1,428	1,283	2,720
	Attorney/Nuisance Abatement/Admin Hearings									
305	**Technology**		1,186	1,186	1,400	1,125	1,122	240	372	1,018
	Verizon WiFi	420								
	Civic System support permits (7.11%)	766								
320	**Communications**		1,092	450	450	-	-	-	-	-
	Cell Phone	1,092								
322	**Postage**		125	50	50	82	-	-	-	-
335	**Auto Expense**		800	800	800	4,216	772	466	1,768	757
	Fuel/Maintenance	800								
351	**Legal Notices Publishing**		250	270	270	76	-	120	12	245
361	**General Liability Insurance**		415	255	275	263	271	306	569	464
	Property/Liability/Volunteer Insurance	415								
494	**Property Management**		-	400	400	-	175	404	404	
500	**Capital Outlay (GENERAL)**		2,500	-	-	-	8,607			
	Website	2,500								
		-								
TOTAL BUDGET/EXPENDITURES			**$ 54,342**	**$ 38,730**	**$ 37,962**	**$ 33,045**	**$ 39,456**	**$ 28,634**	**$ 26,138**	**$ 18,903**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
112	**Contracted Services**		$ 2,300	$ 2,300	$ 2,500	$ 2,140	$ 2,140	$ 2,140	$ 1,386	$ 1,386
	Siren Maintenance	2,140								
	Miscellaneous	160								
220	**General Supplies**			-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 2,300**	**$ 2,300**	**$ 2,500**	**$ 2,140**	**$ 2,140**	**$ 2,140**	**$ 1,386**	**$ 1,386**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 20,713	$ 17,999	$ 17,199	$ 20,483	$ 17,133	$ 16,303	$ 15,680	$ 15,151
	PS Director (4.1%) & 6 PW Staff (4.8%)	20,713								
102	**FT Employees OT**		500	500	500	2	194	85	282	929
103	**Health Stipend (HRA)**		-	-	-		-	-	-	-
113	**Clothing Replacement**		20							
120	**Employer Contrib Ret General**		3,229	2,817	2,695	2,995	2,607	2,382	2,316	2,303
	PERA 7.5%									
	FICA/Medicare - 7.65%	192								
130	**Employer Paid Ins General**		6,451	5,380	4,742	5,038	4,119	3,480	3,651	2,654
142	**Unemployment Comp Benefit**			-	-		-	-	-	-
151	**Worker's Comp Benefit**		1,755	720	90	465	731	-	(1,141)	362
208	**Training & Instruction**		200	200	100	15	249	81	30	
220	**General Supplies**		500	500	450	137	488	809	199	911
	Misc General Supplies	500								
222	**Gen I Operating Expense**		5,325	5,325	7,500	3,537	5,311	5,207	2,348	4,323
	Torch Gases	225								
	Rugs/Towels Cleaning	600								
	Parts/Oil/Supplies/Hardware	4,500								
240	**Small Tools and Minor Equip**		1,500	900	900	872	798	996	(48)	538
	Spill Containment for oil drums	600								
300	**Professional Srvs (GENERAL)**		-	-	-	-	-	77	220	-
303	**Engineering Fees**		-	-	-	-	-	-	31,189	504
305	**Technology**		58	66	100	53	175	249	9	58
	Civic Systems Support (0.54%)	58								
320	**Communications (GENERAL)**		12	424	24	8	8	13	22	21
	CenturyLink Long Distance	12								

351	**Legal Notices**					456	-	3		
361	**General Liability Insurance**		1,214	1,152	1,110	1,166	1,097	1,385	1,301	1,162
	Property/Liability/Volunteer Insurance	1,214								
380	**Utilities**		12,753	13,500	15,000	10,941	8,163	11,963	15,819	13,772
	Connexus	4,620								
	Centerpoint	7,500								
	City of Isanti - Water & Sewer	633								
400	**Ground Maintenance**		-	-	2,000	725	-	-	-	-
401	**Maint & Repairs - Bldgs**		2,322	3,100	2,000	3,128	4,041	2,948	3,145	2,084
	Disposal Service $118/Month	822								
	Misc Maint & Repairs - Bldgs	1,500								
404	**Repairs/Maint Machinery/Equip**		500	500	250	630	122	1,555	751	953
	Annual Lift Inspection	250								
410	**Rentals**		675	675	-	-	-	184	-	-
417	**Uniform Rentals**		264	252	252	245	229	245	320	218
	Cleaning ($15 per mth)	180								
	Allowance	84								
500	**Capital Outlay (GENERAL)**			-	-	-	-	50,391	-	-
501	**Replacement Fund**			-	-	-	-	-	-	-
530	**ImprovsOtherThanBldgs**			-	-	-	-	31,195	153,968	
700	**Transfers (GENERAL)**			-	-	-	-	-	-	-
701	**Equipment/Bldg Payments**			-	-	-	-	-	-	-
720	**Operating Transfers**			-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 57,991**	**$ 54,010**	**$ 54,912**	**$ 50,898**	**$ 45,465**	**$ 129,553**	**$ 230,060**	**$ 45,943**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 125,217	$ 120,945	$ 113,332	$ 125,246	$ 109,745	$ 108,477	$ 93,786	$ 94,802
	PS Director (21.2%) & 6 PW Staff (24.6%)	125,217								
101	**PT Salaries & Wages**		4,096	3,621	1,207	16	-	-	-	-
102	**FT Employees OT**		6,000	9,000	9,000	3,778	8,022	1,979	13,260	6,243
103	**Health Stipend (HRA)**		-	-	-	-	-	-	-	-
105	**Labor Credit - Work for Others**		(1,750)	(1,500)	(1,500)	(3,250)	(848)	(1,493)	(2,350)	(1,153)
112	**Contracted Services**		-	-	-	-	-	-	-	427
113	**Clothing Replacement**		100							
120	**Employer Contrib Ret General**		19,962	20,185	18,826	18,797	17,921	15,879	15,564	14,269
	PERA 7.5%									
	FICA/Medicare - 7.65%	2,990								
130	**Employer Paid Ins General**		38,718	30,754	27,182	27,930	21,796	18,563	19,250	16,350
142	**Unemployment Comp Benefit**			-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		11,319	18,208	19,169	19,327	20,365	24,198	20,508	12,788
208	**Training and Instruction**		800	800	500	82	887	1,183	30	165
212	**Motor Fuels**		20,000	15,000	25,000	10,622	10,983	11,050	26,737	24,580
220	**General Supplies**		12,000	12,000	14,000	8,879	3,136	12,848	12,224	13,843
226	**Signs**		500	3,000	9,500	9,617	9,190	4,907	-	-
229	**Gravel**		7,800	7,800	3,900	3,860	4,067	3,505	32	1,591
230	**Salt/Sand**		43,000	40,000	40,000	27,228	35,431	31,447	25,899	40,066

231	**Street Maintenance**		10,052	10,500	12,500	6,821	9,418	7,453	9,208	5,677
	Special Assessments	852								
	Misc Patching/Street repair	6,700								
	Sidewalk repair	2,500								
240	**Small Tools and Minor Equip**		1,900	2,650	1,000	711	883	711	1,340	716
	Fridge/Microwave Shop (PRC/Sts/W/S/Stm)	400								
	Pallet Jacks	500								
300	**Professional Srvs (GENERAL)**		1,500	1,500	1,500	1,281	1,429	2,249	1,483	1,100
	Safety Training	980								
	CDL Drug Testing	520								
303	**Engineering Fees**		30,000	30,000	10,000	47,654	29,365	23,196	47,301	25,325
305	**Technology**		352	458	1,000	403	918	476	133	471
	Civic Systems (3.27%)	352								
320	**Communications (GENERAL)**		3,203	3,180	1,752	2,673	3,058	2,381	1,828	1,611
	PW Cell Phones (1/3) On-Call Phone	1,774								
	Verizon HotSpot	1,063								
	PW Building Land Line	367								
351	**Legal Notices Publishing**		-	-	-	120	10	17	52	
361	**General Liability Insurance**		6,863	6,441	6,626	6,561	6,547	8,432	6,747	6,798
	Property/Liability/Volunteer Insurance	6,863								
380	**Utilities**		-	200	275	1,092	-	-	372	-

400	**Grounds Maintenance**		1,000	1,000	1,000	940	-	-	-	-
401	**Maint & Repairs - Bldgs**		1,630	2,700	1,500	907	531	1,772	1,488	976
	Disposal Service $45/Month	540								
	Misc Repairs	760								
	Shop Roof Repair (20% Streets, Parks, Water, Sewer, Storm)	330								
404	**Repairs/Maint Machinery/Equip**		24,000	27,000	24,000	12,730	40,484	17,210	24,642	24,746
410	**Rentals**		300	350	1,000	221	336	83	-	42
417	**Uniform Rentals**		1,559	1,530	1,529	1,483	1,438	1,500	1,409	1,166
	Cleaning ($80 per mth)	989								
	Allowance	570								
433	**Dues and Subscriptions**		200	175	150	100	65	75	75	75
	TCALMC (25%)	75								
	APWA (25%)	125								
494	**Property Management**		-	1,500	1,500	-	-	1,460	1,322	705
500	**Capital Outlay (GENERAL)**		26,450	21,730	21,834	19,335	11,110	463	42,807	490
	Bobcat Buyback Program	5,400								
	4-ton Hotpatch Trailer (Split x 4, Str, W, Sw, Stm)	7,500								
	Bulk Fuel Tank and Pump (Split x 5, Str, PRC, W, Sw, Stm)	1,200								
	Pro-Tech Sno Pusher	5,000								
	Air Compressor (Split x 5, Str, PRC, W, Sw, Stm)	900								
	Vibrating Asphalt Roller (Split x 4, Str, W, Sw, Stm)	3,950								
	Website	2,500								
511	**Land Acquisition**			-	-		-	-	-	
531	**Improvement-Land**			-	-		-	-	8,307	
	TOTAL BUDGET/EXPENDITURES		**$ 396,771**	**$ 390,727**	**$ 367,282**	**$ 355,163**	**$ 346,287**	**$ 300,022**	**$ 373,452**	**$ 293,871**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
303	**Engineering Fees**		$ -	$ -	$ -	$ -	$ -	$ 59	$ -	$ -
361	**General Liability Insurance**		-	-	-	-	-	1	8	189
	Property/Liability/Volunteer Insurance	-								
380	**Utilities**		60,000	60,000	63,125	49,299	59,132	63,753	58,810	59,684
	Street Lighting	60,000								
500	**Capital Outlay (GENERAL)**		-	20,000	20,000	11,258	12,634	22,517	-	-
	Street Lighting Infill	-								
TOTAL BUDGET/EXPENDITURES			**$ 60,000**	**$ 80,000**	**$ 83,125**	**$ 60,557**	**$ 71,766**	**$ 86,329**	**$ 58,818**	**$ 59,873**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 4,800	$ 4,181	$ 3,994	$ 10,165	$ 9,392	$ 3,753	$ 3,600	$ 3,466
	PS Director (1.0%) & 6 PW Staff (1.1%)	4,800								
101	**PT Salaries & Wages (seasonal)**		6,730	6671	6,671	199	-	-	-	-
102	**FT Employees OT**		250	250	250	426	250	219	46	168
103	**Health Stipend (HRA)**		-	-	-	-	-	-	-	-
112	**Contracted Services**		-	-	-	-	-	-	-	-
113	**Clothing Replacement**		5							
120	**Employer Contrib Ret General**		1,280	1,185	1,156	1,190	1,050	578	528	521
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	**Employer Paid Ins General**		1,493	1,246	1,098	1,180	954	798	832	607
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		331	165	21	-	-	-	-	-
208	**Training & Instruction**		-	50	-	-	-	12	-	-
212	**Motor Fuels**		900	900	1,500	721	675	679	1,519	1,404
220	**General Supplies**		-	-	-	45	0	1	-	3
300	**Professional Srvs (GENERAL)**		300	150	300	424	55	133	140	223
	Clean-Up Day	300								
303	**Engineering Fees**		-	-	-	-	63	180	-	21
305	**Technology**		-	-	-	-	39	17	2	13
351	**Legal Notices**		-	-	-	-	-	1	-	-
361	**General Liability Insurance**		63	62	142	71	141	30	29	28
	Property/Liability/Volunteer Insurance	63								
400	**Ground Maintenance**		3,500	3,500	3,500	2,061	20,351	7	-	-
	Compost screening	3,500								
417	**Uniform Rentals**		18	17	17	16	14	19	19	14
	Allowance	18								
TOTAL BUDGET/EXPENDITURES			**$ 19,671**	**$ 18,377**	**$ 18,649**	**$ 16,498**	**$ 32,983**	**$ 6,426**	**$ 6,714**	**$ 6,468**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
300	**Professional Srvs (GENERAL)**						-	-	23,639	
380	**Utilities**		2,540							
390	**Public Safety Expense**		231,249	233,593	233,593	209,043	203,125	180,256	163,983	151,688
401	**Maint & Repairs - Bldgs**						-	-	75	
TOTAL BUDGET/EXPENDITURES			**$ 233,789**	**$ 233,593**	**$ 233,593**	**$ 209,043**	**$ 203,125**	**$ 180,256**	**$ 187,697**	**$ 151,688**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 112,847	$ 127,314	$ 129,662	$ 105,590	$ 113,687	$ 116,845	$ 104,324	$ 93,219
	PSD (18.6%) & 6 PW Staff (21.5%)	92,987								
	Utility Billing Clerk (45%)	19,860								
102	**FT Employees OT**		11,000	10,000	10,000	13,112	10,814	10,764	11,321	9,910
103	**Health Stipend (HRA)**		-	-	-		-	-	97	20
108	**Wages & Salaries Admin**		44,665	35,926	34,448	21,877	29,430	29,362	33,975	27,733
	Receptionist/Data Entry/Utility Clerk (25%)	11,694								
	Administrator, Finance Director, Asst Finance Director, City Clerk, Admin Data Clerk (6.8%)	24,625								
	Asst. City Administrator / Special Projects (6.8%)	8,346								
112	**Contracted Services**		18,400	15,250	15,250	17,097	2,017	2,096	6,868	16,071
	Annual Svc Agreement (Generator)	2,000								
	Watermain Breaks	7,000								
	Misc Leak/Curb Stop Repairs	6,000								
	Annual Backflow Device Testing	3,150								
	Code Updates	250								
113	**Clothing Replacement**		90							
120	**Employer Contrib Ret General**		18,967	21,000	21,211	20,844	19,336	18,514	17,397	14,577
	PERA 7.5%									
	FICA/Medicare - 7.65%	2,665								
128	**Employer Contrib Ret Admin**		6,767	5,462	5,238	-	4,270	4,350	4,247	4,004
	PERA 7.5%									
	FICA/Medicare - 7.65%									
129	**Pension Expense (GASB 68)**		-	1,200	1,200	6,787	4,069	1,173		
130	**Employer Paid Ins General**		32,069	37,683	34,803	26,257	31,555	28,546	26,720	20,578
138	**Employer Paid Ins Admin**		11,545	9,825	8,341	3,381	6,781	6,188	11,895	8,234
142	**Unemployment Comp Benefit**		-	-	-	5	17	-	-	-
151	**Worker's Comp Benefit**		8,311	5,141	5,212	5,427	5,282	6,922	6,593	6,037
208	**Training and Instruction**		3,182	2,800	2,500	2,216	2,751	3,227	1,948	649
	Registration/Lodging/Meals Expense	2,514								
	Mileage Allowance - $350/mth - Wood 6.8%	286								
	Civic System Symposium - Util Clrk	383								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
211	**S/W Billing Supplies**		1,743	1,788	1,788	1,300	1,210	1,596	3,520	1,495
	Post Card Paper	808								
	Printer Toner	225								
	Window Envelopes	260								
	Misc Supplies	450								
212	**Motor Fuels**		3,360	3,110	4,110	1,993	1,693	1,731	3,881	3,554
	20% from Financial Administration	110								
	Maintenance / Fuel	3,250								
220	**General Supplies**		9,250	9,000	9,000	10,142	10,123	7,474	8,923	7,198
221	**Chemicals**		32,000	32,000	32,000	32,370	30,969	13,988	30,128	27,217
	Water Treatment Chemicals	32,000								
232	**Water Meters**		20,000	15,000	25,318	36,767	23,168	13,486	16,339	1,694
240	**Small Tools and Minor Equip**		1,400	2,000	1,000	752	1,548	(19)	775	1,120
	Fridge/Microwave Shop (PRC/Sts/W/S/Stm)	400								
300	**Professional Srvs (GENERAL)**		3,555	4,200	5,243	3,506	1,431	1,749	1,148	1,993
	City Attorney	1,500								
	Safety Training	980								
	CDL Drug Testing	500								
	Northland Securities Cont Disc Report	575								
301	**Auditing and Acctg Services**		2,937	2,885	3,230	7,958	15,567	3,279	2,083	2,446
	10% from Financial Administration	2,937								
303	**Engineering Fees**		24,000	24,000	24,000	12,959	6,164	28,117	11,636	31,650

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
305	**Technology**		4,531	4,361	3,960	4,061	3,434	2,317	2,586	2,122
	Civic System support (12.38%)	1,334								
	IT Solutions (10%)	2,894								
	PSN Annual Sec Compliance & Monthly eBill (35%)	210								
	Anit-Spam Software	36								
	Microsoft Office for PW tablet	58								
320	**Communications (GENERAL)**		3,672	4,296	3,360	3,668	3,997	3,189	3,003	2,502
	PW Cell Phones (1/3)	1,740								
	PW wifi hotspot	624								
	Century Link Services	1,308								
322	**Postage**		3,532	4,501	4,411	3,418	2,396	3,991	1,947	1,184
	PO Box Fee (45%)	54								
	Monthly Statement Mailing (45%)	2,250								
	Pre-Stamped Window Envelopes (45%)	1,103								
	Annual Mailing Fee (45%)	75								
	Water Samples	50								
351	**Legal Notices Publishing**		200	200	200	130	548	167	252	169
361	**General Liability Insurance**		18,073	16,953	16,507	17,138	16,311	18,625	18,033	16,944
	Property/Liability/Volunteer Insurance	18,073								
380	**Utilities**		60,520	46,030	48,313	57,900	41,042	43,344	47,428	44,203
	Connexus	51,373								
	Centerpoint	6,408								
	City of Isanti - Water & Sewer	1,795								
	City of Isanti - Storm Water Utility	945								
400	**Ground Maintenance**		1,000	8,000	12,500	473	977	7,766	13,936	6,828
401	**Maint & Repairs - Bldgs**		5,530	4,850	6,050	6,491	2,976	2,378	4,372	2,491
	Dehumidifiers	1,200								
	Shop Roof Repair (20% Streets, Parks, Water, Sewer, Storm)	330								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
404	**Repairs/Maint Machinery/Equip**		10,000	10,000	10,000	16,923	5,744	12,556	9,830	6,900
405	**Depreciation (GENERAL)**		380,000	370,500	370,500	379,418	378,946	370,245	358,817	357,343
415	**Other Equipment Rentals**		-	-	500	-	-	-	-	-
417	**Uniform Rentals**		1,174	1,294	1,294	1,140	1,089	1,323	1,172	1,135
	Cleaning ($65 per mth)	780								
	Allowance	394								
433	**Dues and Subscriptions**		3,470	3,745	3,720	4,261	3,667	3,175	3,218	1,307
	Gopher State One-Call Locates	1,240								
	American Water Works Assocation (AWWA)	180								
	WTF Hazardous Chemical	25								
	Well Monitoring Permits	-								
	Annual Water Use Report	1,700								
	MN Rurual Water Assn (50%)	125								
	TCALMC (25%)	75								
	APWA (25%)	125								
437	**Other Miscellaneous**		450	350	325	389	446	322	292	266
	Railroad Mgmt Pipeline	450								
438	**Bank Charges**		-			20	5	35	5	
492	**Testing-Waste/Water**		2,000	2,500	1,500	1,649	1,776	1,009	431	655
494	**Property Management**		-	800	800	-	-	823	745	397
500	**Capital Outlay (GENERAL)**		56,906	19,230	47,826	56,592	2,992	60	-	-
	Computer Replacement	3,570								
	Document Imaging	1,000								
	Website	2,500								
	Standing Desks	586								
	4-ton Hotpatch Trailer (Split x 4, Str, W, Sw, Stm)	7,500								
	Bulk Fuel Tank and Pump (Split x 5, Str, PRC, W, Sw, Stm)	1,200								
	Air Compressor (Split x 5, Str, PRC, W, Sw, Stm)	900								
	Vibrating Asphalt Roller (Split x 4, Str, W, Sw, Stm)	3,950								
	WTP PVC Replacement	8,200								
	SCADA Hardware & Software	27,500								
530	**Improvements Other Than Bldg**			-	-		-	-	-	-
535	**2011 Water Impr Projects**			-	-		-	-	-	-
536	**2011 Water Meters**			-	-		-	-	-	-

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
	BOND PAYMENTS									
	2005A GO Improv Bonds (2013A)									
22510	**Principal (45%)**			-	-		-	261,000	258,750	(205,023)
611	**Interest (45%)**			-	-		-	1,436	2,600	17,026
	2007 MFPA									
22530	**Principal**		53,000	52,000	51,000	51,000	49,000	48,000	47,000	46,000
611	**Interest**		12,308	13,676	15,017	15,017	16,306	17,568	18,805	20,014
	2009 MFPA									
22530	**Principal**		257,000	249,000	242,000	242,000	235,000	228,000	221,000	215,000
611	**Interest**		89,741	97,315	104,677	104,677	111,826	118,761	125,484	132,025
	2008B GO Water Rev Bonds (2013A)									
22530	**Principal**		35,000	30,000	35,000	35,000	425,000	25,000	20,000	20,000
611	**Interest**		7,340	7,640	7,990	7,990	20,700	29,753	22,613	23,263
	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**		4,920	5,520	6,120	6,120	6,620	7,120	7,520	7,920
	2011 MPFA									
22530	**Principal**		33,000	32,000	32,000	32,000	32,000	31,000	31,000	30,125
611	**Interest**		7,205	7,696	8,186	8,186	8,677	9,152	9,627	9,867
	2013A GO Refunding									
22530	**Principal**						-			
611	**Interest**						7,990			
611	**Interest Accrual Adjustment**		-	-	-		(4,742)	(3,140)	4,977	(4,008)
620	**Fiscal Agent Fees**		684	190	190	683	684	189	190	163
621	**Bond Discount**		-	-	-		-	-	-	27,382
630	**Amortization of Bond Discount**		-	-	-		-	-	-	
700	**Operating Transfers**		4,333	4,333	4,333	4,333	4,333	4,377	4,398	
	GO Improv Bond 2011 A - Fund 930	4,333								
	TOTAL BUDGET/EXPENDITURES		**$ 1,441,677**	**$ 1,382,564**	**$ 1,431,833**	**$ 1,411,019**	**$ 1,721,623**	**$ 1,568,926**	**$ 1,563,849**	**$ 1,083,599**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
	REVENUES									
	Water Sales		$ 998,957	$ 1,045,835	$ 906,923	$ 883,909	$ 980,455	$ 916,942	$ 906,923	$ 918,563
	Water Connection Fees (WAC)		130,656	36,770	55,155	360,115	299,161	165,093	145,853	(7,314)
	Miscellaneous		12,500	30,000	-	10,887	16,108	9,762	14,462	11,646
	Contributions			-	-		-	-	-	-
	Special Assessments			-	-	365	-	(1,619)	864	1,119
	Interest Income		21,000	16,800	24,864	18,195	23,088	22,987	47,238	(3,613)
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	-
13100	**Hotel Project**		28,330							
TOTAL REVENUES			**$ 1,193,032**	**$ 1,130,995**	**$ 988,532**	**$ 1,275,061**	**$ 1,320,401**	**$ 1,129,106**	**$ 1,146,151**	**$ 921,991**
PROFIT(LOSS)			**$ 176,341**	**$ 149,071**	**$ (17,065)**	**$ 299,044**	**$ 361,181**	**$ 157,298**	**$ 149,241**	**$ (37,096)**
CASH FLOW			**$ 131,355**	**$ 118,931**	**$ (72,801)**	**$ 243,460**	**$ (22,275)**	**$ (69,575)**	**$ (58,881)**	**$ 195,734**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 149,117	$ 158,835	$ 159,782	$ 140,649	$ 144,651	$ 145,336	$ 130,764	$ 119,814
	PSD (25.8%) & 6 PW Staff (29.9%)	129,257								
	Utility Billing Clerk (45%)	19,860								
102	**FT Employees OT**		11,000	10,000	10,000	13,336	11,130	9,901	9,881	9,612
103	**Health Stipend (HRA)**		-	-	-		-	-	117	22
108	**Wages & Salaries Admin**		55,333	43,876	42,072	28,653	36,652	35,637	41,605	33,738
	Receptionist/Utility Clerk (25%)	11,694								
	Administrator, Finance Director, Asst Finance Director, City Clerk, Admin Data Clerk (9%)	30,773								
	Administrative Data Clerk (9%)	1,819								
	Asst. City Administrator / Special Projects (9%)	11,047								
112	**Contracted Services**		5,950	5,750	4,750	5,297	3,600	9,088	8,141	16,997
	Annual Svc Agreement (Generator)	3,200								
	Code Updates	250								
	WWTP Meter Calibrations	1,000								
	Sewer Repair Services	1,500								
113	**Clothing Replacement**		130							
120	**Employer Contrib Ret General**		24,487	25,801	25,798	27,147	24,032	22,538	21,170	18,330
	PERA 7.5%									
	FICA/Medicare - 7.65%	3,002								
128	**Employer Contrib Ret Admin**		8,383	6,647	6,399	-	5,195	5,283	5,171	4,871
	PERA 7.5%									
	FICA/Medicare - 7.65%	-								
129	**Pension Expense (GASB 68)**		-	1,500	1,500	15,789	7,933	1,481		
130	**Employer Paid Ins General**		43,363	47,103	43,106	35,054	38,788	34,633	33,173	25,257
138	**Employer Paid Ins Admin**		13,258	11,233	9,480	4,400	7,548	6,758	12,770	9,207
142	**Unemployment Comp Benefit**		-	-	-	6	23	-	-	-
151	**Worker's Comp Benefit**		9,773	6963	7,190	7,509	7,711	9,965	9,115	8,238

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
208	**Training and Instruction**		4,183	3,800	3,500	2,409	3,979	2,654	2,069	3,927
	Registration/Lodging/Meals Expense	3,422								
	Mileage Allowance - $350/mth - Wood 9%	378								
	Civic System Symposium - Util Clrk	383								
211	**S/W Billing Services**		1,743	1,788	1,788	1,300	1,210	1,596	3,520	1,578
	Post Card Paper	808								
	Printer Toner	225								
	Window Envelopes	260								
	Misc Supplies	450								
212	**Motor Fuels**		3,360	3,110	4,110	1,772	1,688	1,561	3,493	3,339
	20% from Financial Administration	110								
	Maintenance / Fuel	3,250								
220	**General Supplies**		7,500	7,500	10,000	5,550	5,934	6,863	5,400	7,465
221	**Chemicals**		100,000	100,000	92,300	62,616	88,589	77,717	24,776	119,839
240	**Small Tools and Minor Equip**		1,400	2,000	1,000	856	870	607	704	899
	Fridge/Microwave Shop (PRC/Sts/W/S/Stm)	400								
260	**Hauling**		-	-	-		-	-	-	-
300	**Professional Srvs (GENERAL)**		2,196	2,243	3,243	2,075	1,018	1,764	1,032	1,310
	Safety Training	980								
	Northland Securities Cont Disc Report	716								
	City Attorney	500								
301	**Auditing and Acctg Services**		2,937	2,885	3,230	7,958	14,072	3,279	2,083	2,446
	10% from Financial Administration	2,937								
303	**Engineering Fees**		3,500	4,000	4,000	964	2,819	2,262	10,185	1,186

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
305	**Technology**		4,590	4,427	2,842	3,704	3,004	2,180	2,290	2,261
	Civic Systems support (12.92%)	1,392								
	IT Solutions (10%)	2,894								
	PSN Annual Sec Compliance & Monthly eBill (35%)	210								
	Anit-Spam Software	36								
	Microsoft Office for PW tablet	58								
320	**Communications (GENERAL)**		3,288	3,360	3,240	3,075	3,066	3,024	3,626	3,097
	PW Cell Phones (1/3)	1,740								
	PW wifi hotspot	624								
	Century Link Services	924								
322	**Postage**		3,532	4,501	4,501	3,273	2,396	3,991	1,947	1,159
	PO Box Fee (45%)	54								
	Monthly Statement Mailing (45%)	2,250								
	Pre-Stamped Window Envelopes (45%)	1,103								
	Annual Mailing Fee (45%)	75								
	Miscellaneous Postage	50								
351	**Legal Notices Publishing**		150	200	100	19	290	62	304	27
361	**General Liability Insurance**		17,751	17,262	17,405	17,506	17,197	19,321	18,975	21,086
	Property/Liability/Volunteer Insurance	17,751								
380	**Utilities**		100,014	86,025	92,210	78,524	76,691	83,875	87,041	89,519
	Connexus	78,411								
	Centerpoint	7,665								
	Lakes Gas	1,593								
	City of Isanti - Water & Sewer	11,300								
	City of Isanti - Storm Water Utility	1,045								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
400	**Ground Maintenance**		1,000	1,000	1,500	1,198	-	214	1,104	-
401	**Maint & Repairs - Bldgs**		11,410	11,700	10,200	1,080	1,181	3,159	3,536	52,843
	Dehumidifiers	600								
	Shop Roof Repair (20% Streets, Parks, Water, Sewer, Storm)	330								
404	**Repairs/Maint Machinery/Equip**		20,000	20,000	20,000	20,401	17,972	18,149	20,445	8,214
405	**Depreciation (GENERAL)**		477,000	461,000	461,000	477,075	477,425	460,958	449,077	457,792
410	**Rentals**		-	-	-	-	-	35	5,132	-
415	**Other Equipment Rentals**		-	-	-	-	-	-	-	-
417	**Uniform Rentals**		1,560	1,560	1,399	1,465	1,481	1,698	1,548	1,466
	Cleaning ($80 per month)	960								
	Allowance	600								
433	**Dues and Subscriptions**		1,875	1,850	1,825	1,784	2,977	1,675	1,643	1,550
	WWTF Hazardous Chemical	25								
	WWTP Annual Permit Fee	1,500								
	MN Rurual Water Assn (50%)	125								
	MWOA	25								
	TCALMC (25%)	75								
	APWA (25%)	125								
437	**Other Miscellaneous**		-	-	-	4	-	46	-	-
438	**Bank Charges**		-	-	-		-	-	-	-
492	**Testing-Waste/Water**		8,000	8,000	10,000	7,139	4,862	5,535	7,935	5,354
494	**Property Management**		-	800	800	-	-	857	776	414
500	**Capital Outlay (GENERAL)**		46,950	131,744	43,526	8,050	2,992	60	-	-
	Computer Replacement	1,770								
	Document Imaging	1,000								
	Website	2,500								
	Standing Desks	630								
	4-ton Hotpatch Trailer (Split x 4, Str, W, Sw, Stm)	7,500								
	Bulk Fuel Tank and Pump (Split x 5, Str, PRC, W, Sw, Stm)	1,200								
	Air Compressor (Split x 5, Str, PRC, W, Sw, Stm)	900								
	Vibrating Asphalt Roller (Split x 4, Str, W, Sw, Stm)	3,950								
	SCADA Hardware & Software	27,500								
530	**Improvements Other Than Bldg**		-	-	-		-	(1)	-	-

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
	BOND PAYMENTS									
	1997 MFPA									
22530	**Principal**		-	-	261,862	261,862	255,661	249,068	242,644	236,386
611	**Interest**		-	-	5,173	5,173	11,941	18,534	24,958	31,216
	2005A GO Improv Bonds (2013A)									
22510	**Principal (55%)**		-	-	-	-	-	319,000	316,250	304,698
611	**Interest (55%)**		-	-	-	-	-	1,755	3,178	12,671
	2009A GO Crossover Refund Bonds									
22530	**Principal**		55,000	55,000	55,000	55,000	50,000	50,000	50,000	50,000
611	**Interest**		1,925	3,850	5,555	5,555	7,005	8,355	9,605	10,730
	2010A GO Utility Rev Bonds									
22530	**Principal**		35,000	35,000	35,000	35,000	30,000	30,000	30,000	30,000
611	**Interest**		7,895	8,945	9,995	9,995	10,745	11,495	12,095	12,695
	2014B GO Bonds									
22530	**Principal**		100,000	100,000	95,000	95,000	90,000	-	-	-
611	**Interest**		13,493	14,568	15,375	15,375	15,933	13,465	-	-
	2016A GO Bonds									
22530	**Principal**		70,000	65,000	-	-	-	-	-	-
611	**Interest**		49,200	50,500	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
611	**Interest Accrual Adjustment**			-	-	5,274	1,747	(1,159)	(2,400)	(4,657)
620	**Fiscal Agent Fees (2009A/2010A)**		505	575	575	501	-	504	19,621	510
621	**Bond Discount**		-	-	-	-	71,498	-	9,391	21,448
630	**Amortization of Bond Discount**		-	-	-	(6,018)	(3,009)	-	-	-
700	**Operating Transfers**		39,190	34,668	34,668	34,668	34,668	35,013	35,185	-
	GO Improv Bond 2011 A - Fund 930	39,190								
	TOTAL BUDGET/EXPENDITURES		**1,516,939**	**1,740,461**	**1,846,391**	**1,729,416**	**1,788,135**	**1,907,148**	**1,854,967**	**1,912,444**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
	REVENUES									
	Sewer Sales		$ 1,221,000	$ 1,379,000	$ 1,379,000	$ 1,100,705	$ 1,398,803	$ 1,375,982	$ 1,341,517	$ 1,321,607
	Sewer Connection Fees (SAC)		164,028	64,590	64,590	430,248	361,336	193,703	166,673	(8,570)
	Miscellaneous		4,000	8,000	-	1,621	8,209	2,703	6,623	6,155
	Special Assessments		-	-	-	(53)	-	(1,520)	1,659	2,179
	Contributions		-	-	-		-	-	-	-
	Interest Income		40,000	30,000	16,029	37,538	37,140	27,370	28,086	(2,849)
	Loan Forgiveness		-	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
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**		10,487	9,525	9,542	9,542	9,241	8,951	8,669	8,396
13300	**2013 RR Ave & Walk Improv end 2015**			-	-		-	14,352	29,221	-
36210	**3rd Ave Improv - Interest 2010-2019**		341	650	960	960	1,261	1,552	1,833	2,106
13100	**Hotel Project**		56,670							
	TOTAL REVENUES		**$ 1,498,115**	**$ 1,667,248**	**$ 1,645,604**	**$ 1,756,044**	**$ 1,991,473**	**$ 1,847,826**	**$ 1,809,019**	**$ 1,553,761**
	PROFIT(LOSS)		**$ 149,379**	**$ 411,309**	**$ 452,363**	**$ 644,302**	**$ 705,053**	**$ 688,553**	**$ 678,104**	**$ 377,054**
	CASH FLOW		**$ 458,175**	**$ 387,787**	**$ 260,213**	**$ 497,686**	**$ 677,754**	**$ 401,635**	**$ 403,129**	**$ 99,110**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 48,854	$ 44,701	$ 36,193	$ 35,184	$ 33,787	$ 36,981	$ 32,912	$ -
	PSD (4.3%) & 6 PW Staff (5%)	21,602								
	MS4 Tech	17,804								
	Main Tech I (25.0%)	9,448								
102	**FT Employees OT**		350	350	350	68	71	115	288	-
103	**Health Stipend (HRA)**		-	-	-		-	-	-	-
108	**Wages & Salaries Admin**		4,413	-	-		-	-	-	-
	Utility Billing Clerk (10%)	4,413								
112	**Contracted Services**		250	250	250	149	181	-	552	-
	Code Updates	250								
113	**Clothing Replacement**		20							
120	**Employer Contrib Ret General**		7,577	6,940	5,612	5,015	4,887	5,378	4,263	-
	PERA 7.5%									
	FICA/Medicare - 7.65%	1,603								
128	**Employer Contrib Ret Admin**		669	-	-	-	-	-	-	-
	PERA 7.5%									
	FICA/Medicare - 7.65%									

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
129	**Pension Expense (GASB 68)**		-	5,000	5,000	216	(3,225)	5,409	-	-
130	**Employer Paid Ins General**		9,533	7,810	7,228	6,537	5,499	4,743	4,054	-
138	**Employer Paid Ins Admin**		693	-	-	-	-	-	1,138	-
151	**Worker's Comp Benefit**		3,790	1,199	891	42	38	44	30	-
208	**Training and Instruction**		1,085	1,000	500	60	958	1,043		
	Civic System Symposium - Util Clrk	85								
211	**S/W Billing Supplies**		387	397	397	289	269	355	787	-
	Post Card Paper	179								
	Printer Toner	50								
	Window Envelopes	58								
	Misc Supplies	100								
212	**Motor Fuels**		1,444	1,250	1,250	901	843	849	-	-
	Maintenance / Fuel	1,444								
220	**General Supplies**		400	500	1,000	125	220	230	406	-
230	**Salt/Sand/Sweepings**		5,500	5,500	3,500	2,053	10,398	3,754	3,128	-
231	**Street Maintenance**		-			112	312			
240	**Small Tools and Minor Equip**		1,150	1,750	1,000	488	737	459	-	-
	Fridge/Microwave Shop (PRC/Sts/W/S/Stm)	400								
300	**Professional Srvs (GENERAL)**		12,250	39,460	500	1,919	176	119	-	-
	City Attorney	250								
	Bolton & Menk - MS4 Application Assistance	6,000								
	Bolton & Menk - MS4 Misc. Assistance	6,000								
301	**Auditing and Acctg Services**		2,937	2,885	3,230	7,958	11,379	3,279	2,083	-
	10% from Financial Administration	2,937								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
303	**Engineering Fees**		35,000	40,000	40,000	17,724	36,842	21,717	4,143	-
305	**Technology**		420	379	1,111	420	606	538	4,774	-
	Civic System support (2.47%)	266								
	PSN Annual Sec Compliance & Monthly eBill (10%)	60								
	Anit-Spam Software	36								
	Microsoft Office for PW tablet	58								
322	**Postage**		774	989	989	786	533	887	445	-
	PO Box Fee (10%)	12								
	Monthly Statement Mailing (10%)	500								
	Pre-Stamped Window Envelopes (10%)	245								
	Annual Mailing Fee (10%)	17								
351	**Legal Notices Publishing**		200	250	500	-	48	283	41	-
361	**General Liability Insurance**		842	1,119	948	1,146	936	711	194	-
	Property/Liability/Volunteer Insurance	842								
380	**Utilities**		4,159	3,800	3,105	3,653	3,587	3,746	3,008	-
	City of Isanti - Storm Water Utility	4,159								
400	**Ground Maintenance**		15,000	15,000	40,000	3,999	7,740	-	145	-
	Rain Garden Incentive Program	5,000								
	Misc storm pond maintenance	10,000								
404	**Repairs/Maint Machinery/Equip**		5,330	6,200	8,000	5,822	2,650	2,902	5,265	-
	Shop Roof Repair (20% Streets, Parks, Water, Sewer, Storm)	330								

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
405	**Depreciation**		40,500	20,500	20,500	40,416	36,991	20,409	5,872	-
410	**Rentals**		1,000	1,000	250	-	587	-	-	-
417	**Uniform Rentals**		250	250	350	194	203	217	170	-
	G&K Services ($6.77 per month)	84								
	Allowance	166								
433	**Dues & Subscriptions**		1,040	1,015	915	30	-	400		
	MS4 Stormwater Permit	400								
	MCSC Membership	515								
	APWA (25%)	125								
437	**Other Miscellaneous**		-	-	-	(583)	-	188		
500	**Capital Outlay (GENERAL)**		359,147	148,980	15,293	15,090	2,992	59	-	-
	Computer Replacement	1,770								
	Document Imaging	1,000								
	Website	2,500								
	4-ton Hotpatch Trailer (Split x 4, Str, W, Sw, Stm)	7,500								
	Bulk Fuel Tank and Pump (Split x 5, Str, PRC, W, Sw, Stm)	1,200								
	Air Compressor (Split x 5, Str, PRC, W, Sw, Stm)	900								
	Vibrating Asphalt Roller (Split x 4, Str, W, Sw, Stm)	3,950								
	Storm Pond Maintenance Plan	340,327								
700	**Operating Transfers**			-	-		-	94,367	-	-
TOTAL BUDGET/EXPENDITURES			**$ 564,964**	**$ 358,474**	**$ 198,863**	**$ 149,812**	**$ 160,244**	**$ 209,182**	**$ 73,699**	**$ -**
REVENUES										
	Storm Water Sales		$ 297,452	$ 262,540	$ 262,540	$ 272,806	$ 266,632	$ 262,741	$ 240,275	$ -
	Other Sales		$ -	$ -	$ -	$ 105	90,731.01	18,173.55	5,070.43	-
	Interest Income		1,000	250	250	888	(804)	(417)	(266)	-
TOTAL REVENUES			**$ 298,452**	**$ 262,790**	**$ 262,790**	**$ 273,799**	**$ 356,559**	**$ 280,498**	**$ 245,080**	**$ -**
PROFIT(LOSS)			**$ 92,635**	**$ 53,296**	**$ 63,927**	**$ 123,987**	**$ 196,315**	**$ 71,315**	**$ 171,381**	**$ -**
CASH FLOW			**$ (226,012)**	**$ (75,184)**	**$ 84,427**	**$ 164,403**	**$ 233,306**	**$ 91,724**	**$ 177,253**	

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual
100	**Wages & Salaries**		$ 185,250	$ 171,771	$ 130,377	$ 152,812	$ 127,370	$ 116,789	$ 116,093	$ 113,526	$ 114,763
	Liquor Store Manager	76,436									
	Asst. Manager	47,075									
	Clerk II, Clerk III x2	61,739									
101	**PT Salaries & Wages**		55,101	36,029	47,229	46,903	46,303	60,873	48,601	41,706	41,258
102	**FT Employees OT**		-	-	-	-	-	179	48	129	-
103	**Health Stipend (HRA)**		-	-	-	-	-	-	-	98	130
105	**Labor Credit - Work for Others**		-	-	-	-	-	-	-	-	-
108	**Wages & Salaries Admin**		50,826	38,407	36,831	31,837	37,302	32,735	30,443	36,831	29,129
112	**Contracted Services**		-	-	-	-	-	3	-	-	102
120	**Employer Contrib Ret General**		36,413	31,392	26,817	33,189	26,221	26,674	23,853	22,559	21,950
	PERA 7.5%										
	FICA/Medicare - 7.65%										
128	**Employer Contrib Ret Admin**		7,700	5,819	5,608	-	5,651	4,484	4,539	4,480	4,217
	PERA 7.5%										
	FICA/Medicare - 7.65%	-									
129	**Pension Expense (GASB 68)**		-	550	550	35,648		15,883	581		
130	**Employer Paid Ins General**		44,646	60,209	34,143	32,769	34,196	31,284	31,481	32,345	33,731
138	**Employer Paid Ins Admin**		9,035	7,494	6,142	4,834	4,031	4,329	3,492	5,410	5,142
142	**Unemployment Comp Benefit**		-	-	-	2,769	-	93	83	993	13
151	**Worker's Comp Benefit**		9,452	7,182	9,658	7,019	8,005	8,595	8,130	7,322	6,245
200	**Office Supplies (GENERAL)**		5,500	6,000	7,000	4,482	7,000	4,771	5,690	7,825	6,272

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual
208	**Training and Instruction**		2,200	2,700	2,700	392	2,710	1,622	1,109	1,730	1,854
	20% of City Car (from Finance)	110									
	Mileage Allowance - $350/mth - Wood 10%	420									
	MMBA Conference	700									
	Alcohol Server Training	350									
	Food/Wine Pairing Training	200									
	Regional Meeting/Misc Training	420									
251	**Liquor for Resale**		629,664	600,459	567,318	614,306	539,407	585,813	553,481	526,250	505,569
252	**Beer for Resale**		1,127,465	1,042,697	1,013,139	1,099,966	1,004,176	1,017,266	988,429	979,684	965,745
253	**Wine for Resale**		184,643	169,135	151,658	180,139	143,699	165,010	147,959	140,194	141,266
257	**Ice for Resale**		8,665	8,592	8,292	8,453	7,437	8,383	8,090	7,255	6,894
259	**Other for Resale**		111,537	119,384	104,101	108,816	93,702	116,472	101,562	91,416	82,723
260	**Hauling**		9,708	7,904	7,294	9,471	7,317	7,712	7,116	7,139	6,743
300	**Professional Srvs (GENERAL)**		1,080	1,200	1,943	951	1,943	942	932	743	743
	Safety Training	980									
	Misc Attorney, Engineering, Etc.	100									
301	**Auditing and Acctg Services**		2,937	2,885	3,230	7,958	3,089	11,379	3,279	2,083	2,446
	10% from Financial Administration	2,937									
305	**Technology**		5,060	5,890	3,709	4,556	694	2,068	1,170	349	531
	Civic System support (5.44%)	586									
	Battery backup for register	250									
	IT Solutions (10%)	2,894									
	Zabinski - Firewall, Software Updates	1,330									

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual
320	**Communications (GENERAL)**		1,730	1,680	1,800	1,676	1,800	1,722	1,569	1,777	1,600
	CenturyLink	1,730									
322	**Postage**			-	-		-	-	-	-	-
340	**Advertising**		7,000	7,000	7,000	6,438	7,000	7,003	6,395	7,740	6,533
	Tastings	2,000									
351	**Legal Notices Publishing**		500	500	500	685	500	664	252	356	204
361	**General Liability Insurance**		4,410	3,954	3,818	4,036	4,735	3,773	4,553	4,446	4,622
	Property/Liability/Volunteer Insurance	4,410									
364	**Dram Shop**		3,041	2,914	2,715	2,756	2,881	2,649	2,619	2,619	3,710
	Insurance	3,041									
380	**Utilities**		15,348	13,300	12,520	12,506	13,776	12,905	13,319	13,955	12,877
	Connexus	12,575									
	Centerpoint	694									
	City of Isanti - Water & Sewer	1,606									
	City of Isanti - Storm Water Utility	473									
400	**Ground Maintenance**		375	1,700	1,700	303	367	154	167	-	271
	Snow Removal Retainer	175									
	Outdoor Sprinkler System	200									
401	**Maint & Repairs - Bldgs**		5,010	4,988	4,976	1,896	4,976	15,937	1,395	2,091	2,927
	Disposal Service $41/Month	459									
	Window Washing Services $25/Month	175									
	Rug Service $33/Month	576									
	Floor Waxing 2x per Year	650									
	Misc Main & Repairs	3,150									
404	**Repairs/Maint Machinery/Equip**		3,400	3,550	3,550	1,099	3,550	2,485	933	3,393	1,797
	Logivision Dial Up Card - Every 3 yrs										
	Register Equipment Repairs Fee/Misc	1,650									
	General Maint	1,750									

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual
405	**Depreciation (GENERAL)**		20,700	14,900	14,900	20,662	13,976	20,078	14,895	13,683	13,373
431	**Over/Short**		-	-	-	(5)	-	18	17	95	(95)
433	**Dues and Subscriptions**		2,010	2,010	1,992	1,970	1,894	1,870	1,905	1,788	1,630
	MMBA	1,700									
	Buyer's Card MOOFSL	20									
	Tobacco License	150									
	Other	140									
437	**Other Miscellaneous**		-	-	-		-	-	-	1	10,000
438	**Bank Charges**		37,451	31,000	28,000	34,046	27,000	30,545	28,146	27,345	25,713
443	**Check Recovery Fee**			-	-		-	-	-	-	-
490	**Donations-Organizations**			-	-	273	-	(273)	-	-	-
493	**Alarm System**		1,144	1,130	1,092	871	1,090	1,196	1,283	1,090	1,090
	Monitoring Service	1,144									
500	**Capital Outlay (GENERAL)**		5,600	300	-		-	-	30	-	-
	Computer Replacement	1,800									
	Document Imaging	1,000									
	Website	2,500									
	Standing Desks	300									
501	**Replacement Fund**			-	-		-	-	-	-	-
520	**Building Structures**			-	-		-	-	-	-	-
720	**Operating Transfers**		350,000	350,000	350,000	350,000	330,360	330,360	300,000	200,000	150,000
TOTAL BUDGET/EXPENDITURES			**$ 2,944,599**	**$ 2,764,625**	**$ 2,602,302**	**$ 2,826,481**	**$ 2,514,157**	**$ 2,654,447**	**$ 2,463,639**	**$ 2,310,445**	**$ 2,213,720**
REVENUES											
	Sales		$ 2,856,808	$ 2,679,523	$ 2,537,815	$ 2,787,130	$ 2,475,760	$ 2,614,169	$ 2,475,917	$ 2,415,375	$ 2,314,308
	Interest Income		7,000	5,400	5,400	5,796	5,400	$ 5,041	$ 7,972	$ 14,087	$ (4,338)
	Hotel Project - Land		53,619								
TOTAL REVENUES			**$ 2,917,427**	**$ 2,684,923**	**$ 2,543,215**	**$ 2,792,926**	**$ 2,481,160**	**$ 2,619,210**	**$ 2,483,889**	**$ 2,429,463**	**$ 2,309,970**
PROFIT(LOSS)			**$ (80,791)**	**$ (79,702)**	**$ (59,087)**	**$ (33,555)**	**$ (32,997)**	**$ (35,237)**	**$ 20,251**	**$ 119,018**	**$ 96,250**
CASH FLOW			**$ (6,473)**	**$ (64,252)**	**$ (43,637)**	**$ 22,755**	**$ (19,021)**	**$ 724**	**$ 35,727**	**$ 132,701**	**$ 109,623**

Account	Description		2019 Preliminary Budget	2018 Budget	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
303	Engineering Fees			-	-		-	-	-	-
320	Communications (GENERAL)			-	-		-	-	-	-
380	Utilities			-	-		-	238	(881)	327
437	Other Miscellaneous			-	-		-	237	(511)	(789)
490	Donations-Organizations			-	-		-	-	-	-
604	TIF-Pay as You Go (101-49110-604)		-	1,231	9,920	4,960	10,399	10,877	11,630	12,349
612	Interest Expense		341	-	-		-	1,552	1,833	2,106
700	Transfers (GENERAL)		123,624	119,840	143,525	147,400	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
	(10 year loan - 1st Installment 2006)									
	Transfer to Sewer Fund - 3rd Avenue		10,487	9,525	10,502	10,502	9,241	10,502	8,669	8,395
	(10 year loan - 1st Installment 2010)									
	Transfer to Water Fund - Hotel Project		28,330							
	10 year term 2019 thru 2028									
	Transfer to Sewer Fund - Hotel Project		56,670							
	10 year term 2019 thru 2028									
	Transfer to Liquor Fund - Hotel Project		53,619							
	2 year term 2019 thru 2020									
	TOTAL BUDGET/EXPENDITURES		$ 276,249	$ 133,776	$ 167,127	$ 166,042	$ 169,383	$ 426,403	$ 73,174	$ 74,822

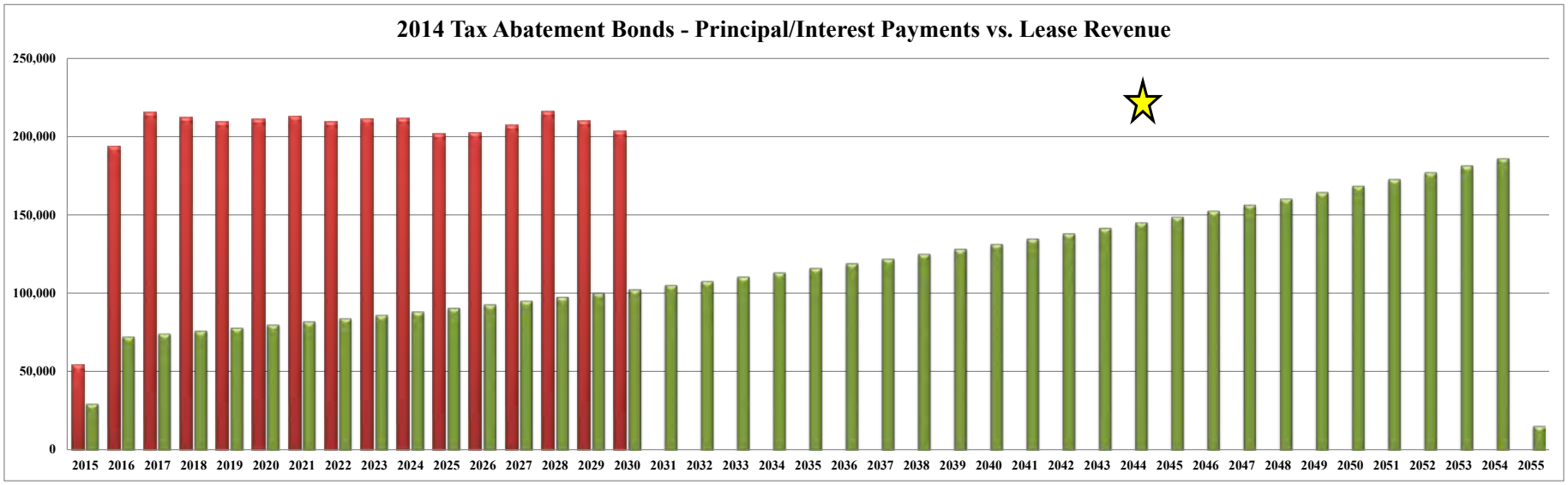
Remaining Balances	12/31/2019
Deer Haven - Water	3,179.03
Deer Haven - Sewer	3,179.03
3rd Avenue - Sewer	-
Hotel Project - Water	254,970.00
Hotel Project - Sewer	510,030.00
Hotel Project - Liquor	53,618.50

Account	Description		2019 Preliminary Budget	2018 Original Budget	2017 Final Budget	2016 Final Budget	2015 Final Budget	2014 Original Budget	2013 Original Budget
500	**Capital Outlay (GENERAL)**								
	41000-Capital Outlay		$ -	$ -	$ -	$ -	$ -	$ 13,000	$ -
	41110-City Council		-	-	-	-	-	-	-
	41200-Elections		-	-	-	-	-	-	-
	41500-Administration		4,984	1,484	-	-	-	-	-
	41910-Planning/Zoning		2,500	2,472	7,412	3,000	-	-	-
	41941-Muni Bldg		18,350	6,125	3,500	-	-	-	-
	42000-Public Safety		-	-	-	-	-	-	-
	42110-Police		53,700	4,000	42,000	36,000	-	29,000	-
	42401-Building Inspection		2,500	-	20,000	19,000	-	-	-
	42402-Code Enforcement		2,500	-	-	10,000	-	-	-
	45186-Community Ctr		-	-	-	-	27,000	-	-
	46500-EDA		-	-	-	-	-	-	-
	43010-General Maint		-	-	-	-	-	-	-
	43100-Streets		26,450	21,730	21,834	13,900	257,000	375,000	130,000
	43160-Street Lighting		-	20,000	20,000	14,536	-	-	-
	43210-Sanitation/Waste		-	-	-	-	-	-	-
	45200-Park Mnt Equip and Structures		-	-	-	-	7,000	10,000	-
	45300-Parks, Rec, Culture		10,500	53,770	69,190	12,900	7,000	10,000	-
Total Capital Outlay			**$ 121,484**	**$ 109,581**	**$ 183,936**	**$ 109,336**	**$ 298,000**	**$ 437,000**	**$ 130,000**

Account	Description		2019 Preliminary Budget	2018 Original Budget	2017 Final Budget	2016 Final Budget	2015 Final Budget	2014 Original Budget	2013 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)		36,500	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		**$ 36,500**	**$ 27,500**	**$ 7,500**	**$ 7,500**	**$ 157,500**	**$ -**	**$ -**

2019 Capital Outlay Requests									
				101	614	601	602	603	609
Expenditure	Primary Dept.	Allocation Method	Est. Cost	General	Tech	Water	Sewer	Storm	Liquor
Computer Replacement	CITY WIDE	SPLIT	$ 12,000		$ 6,060	$ 2,380	$ 1,180	$ 1,180	$ 1,200
Document Imaging	CITY WIDE	SPLIT x 5	$ 5,000	$ 1,000		$ 1,000	$ 1,000	$ 1,000	$ 1,000
Website	CITY WIDE	SPLIT x 12	$ 30,000	$ 20,000		$ 2,500	$ 2,500	$ 2,500	$ 2,500
Standing Desk - D. Lorsung	ADMIN	SPLIT x 4	$ 1,000	$ 742		$ 68	$ 90		$ 100
Standing Desk - K. Brooks	ADMIN	SPLIT x 4	$ 1,000	$ 742		$ 68	$ 90		$ 100
City Hall Handicap Sign Holders	City Hall	41941-Muni Bldg	$ 350	$ 350					
City Hall North Door and Frame Replacement	City Hall	41941-Muni Bldg	$ 10,000	$ 10,000					
City Hall Electronic Locks	City Hall	41941-Muni Bldg	$ 8,000	$ 8,000					
Squad Car Replacement	PD	42110-Police	$ 44,700	$ 44,700					
LETG Licensing for Reserve Squad Computer	PD	42110-Police	$ 4,500	$ 4,500					
Standing Desk - P. Anderson	PD	42110-Police	$ 1,000	$ 1,000					
Standing Desk - L. Goldben	PD	42110-Police	$ 1,000	$ 1,000					
4-ton Hotpatch Trailer	Street	SPLIT x 4	$ 30,000	$ 7,500		$ 7,500	$ 7,500	$ 7,500	
Bulk Fuel Tank and Pump	Street	SPLIT x 5	$ 6,000	$ 2,400		$ 1,200	$ 1,200	$ 1,200	
Pro-Tech Sno Pusher	Street	43100-Streets	$ 5,000	$ 5,000					
Air Compressor	Street	SPLIT x 5	$ 4,500	$ 1,800		$ 900	$ 900	$ 900	
Vibrating Asphalt Roller	Street	SPLIT x 4	$ 15,800	$ 3,950		$ 3,950	$ 3,950	$ 3,950	
CURB CUT	PRC	45300-PRC	$ 3,500	$ 3,500					
ICC North Patio Doors	PRC	45300-PRC	$ 4,400	$ 4,400					
Dog Park Development	PRC	45300-PRC	$ 15,000	$ 15,000					
Playground Refurbish - Bluebird Park	PRC	45300-PRC	$ 14,000	$ 14,000					
River Bluff Privacy Fence	PRC	45300-PRC	$ 1,500	$ 1,500					
WTP PVC Replacement	Water	49400-Water	$ 8,200			$ 8,200			
SCADA Hardware and Software	Water/Sewer	SPLIT x 2	$ 55,000			$ 27,500	$ 27,500		
Standing Desk - T. Peltier	Water/Sewer	SPLIT x 3	$ 1,000			$ 450	$ 450		$ 100
Storm Pond Maintenance Plan	Storm	Storm	$ 125,000					$ 125,000	
			$ 407,450	$ 151,084	$ 6,060	$ 55,716	$ 46,360	$ 143,230	$ 5,000
			$ 407,450						

Year	P&I Pmts	105% Levy	Lease Revenue
2015	54,052.08	227,307.50	30,000.00
2016	193,562.50	228,125.63	72,750.00
2017	215,712.50	224,870.63	74,568.75
2018	212,612.50	221,615.63	76,434.50
2019	209,512.50	223,610.63	78,345.59
2020	211,362.50	225,500.63	80,302.39
2021	213,112.50	222,035.63	82,309.95
2022	209,812.50	223,820.63	84,367.70
2023	211,037.50	224,608.13	86,476.89
2024	211,725.00	214,764.38	88,638.81
2025	202,200.00	215,105.63	90,854.79
2026	202,456.25	220,552.50	93,126.15
2027	207,275.00	230,475.00	95,454.31
2028	216,500.00	224,175.00	97,840.67
2029	210,250.00	217,350.00	100,286.68
2030	203,500.00	-	102,793.85
2031		-	105,363.70
2032		-	107,997.79
2033		-	110,697.73
2034		-	113,465.18
2035		-	116,301.81
2036		-	119,209.35
2037		-	122,189.59
2038		-	125,244.32
2039		-	128,375.43
2040		-	131,584.82
2041		-	134,874.44
2042		-	138,246.30
2043		-	141,702.46
2044		-	145,245.02
2045		-	148,876.14
2046		-	152,598.05
2047		-	156,413.00
2048		-	160,323.32
2049		-	164,331.41
2050		-	168,439.69
2051		-	172,650.69
2052		-	176,966.95
2053		-	181,391.13
2054		-	185,925.90
2055		-	15,717.45
	3,184,683.33	3,343,917.55	4,758,682.70


2014 Tax Abatement Bonds - Principal/Interest Payments vs. Lease Revenue
250,000
200,000
150,000
100,000
50,000
0
2015 2016 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049 2050 2051 2052 2053 2054 2055

RESOLUTION NO. 2018-XXX

RESOLUTION ADOPTING THE 2019 FINAL BUDGET

BE IT RESOLVED, by the City Council of the City of Isanti, Minnesota, that the following budget for the year of 2019 is approved:

Department		**Amount**
Mayor & Council	$	41,656
Elections	$	1,350
Financial Administration	$	472,248
Municipal Building	$	55,286
Animal Control	$	4,887
Parks, Rec & Culture	$	393,414
Planning & Zoning	$	156,605
Building Inspections	$	312,610
Economic Development Authority	$	87,124
Police	$	1,444,228
Code Enforcement	$	54,342
Civil Defense	$	2,300
General City Maintenance	$	57,991
Streets	$	396,771
Street Lighting	$	60,000
Sanitation	$	19,671
Fire Protection	$	233,789
Special Projects	$	137,958
Txfr to Sewer (3rd Ave Loan) P&I	$	10,827
Txfr to Water/Sewer (Deer Haven)	$	3,179
Txfr to Water/Sewer (Hotel Project)	$	85,000
Txfr to Liquor (Hotel Project)	$	53,619
Capital Replacement	$	36,500
G.O. Debt Service	$	534,212
Total Expenditures	**$**	**4,655,569**

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 4th day of December, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2018-XXX

RESOLUTION ADOPTING THE FINAL 2018 TAX LEVY, COLLECTIBLE 2019

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 2019, upon the taxable property in the City of Isanti, for the following purposes:

General Fund	**$**	**2,053,075**
EDA		**62,565**
2010B GO Improvement Ref. Bond		**250,000**
2011A GO Improvement Bond		**8,909**
2014A GO Tax Abatement Bond		**223,611**
2014B GO Bond (Equipment Portion)		**51,692**
Total Levy	**$**	**2,649,852**

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 4th day of December, 2018.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2018-XXX

RESOLUTION ADOPTING THE FINAL 2019 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 2019 is approved:

Water Fund	**$ 1,441,677**
Sewer Fund	**$ 1,516,939**
Storm Water Fund	**$ 564,964**
Liquor Fund	**$ 2,944,599**

This resolution is duly adopted by the Isanti City Council this 4th day of December, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2018-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 2019 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 2019.

This resolution was duly adopted by the Isanti City Council this 4th day of December, 2018.

Attested:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

BOLTON & MENK
Real People. Real Solutions.

7533 Sunw
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

J.4.

MEMORANDUM

Date: November 28, 2018

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E., City Engineer

Jason W. Cook, P.E., Assistant City Engineer

Subject: 2019 Storm System Maintenance Fee Proposal
City of Isanti, MN

Bolton & Menk, Inc. is pleased to present this proposal to provide engineering services for the 2019 Storm System Maintenance Project.

It is our understanding the scope of work to be completed for the 2019 Storm System Maintenance project is as follows:

- Create Plans and Specifications for ponds and aprons designated for maintenance in the 2017, 2018, and 2019 years of the 5-year maintenance plan.
- Contact residents regarding private property access conflicts.
- Solicit bids from contractors and provide a recommendation to council.
- Provide a Resident Project Representative during all major work on site.
    - Work with the Contractor on site to ensure the project is completed as intended.
    - Coordinate access, construction schedule and restoration with residents.

Bolton & Menk proposes to complete the above engineering services for an hourly, not-to-exceed fee of $36,500.00 in addition to the fees council approved for the 2017 and 2018 Storm System Maintenance projects that have not been constructed.

Should the City elect to perform the site inspection and coordinate access with residents, or reduce the required on site time an inspector is required, the fee breakdown is as follows:

Research, Resident Coordination, Plans, Specifications and Bidding	$16,500
Construction Administration (+$2,200 approved from 2017 proposal & 2018 proposal)	$5,500
Field Resident Project Representative (+$8,000 approved from 2017 proposal & 2018 proposal)	$14,500

Attached is a figure showing the locations proposed work to be included in the 2019 Storm System Maintenance Project. The work includes the 2017, 2018 and 2019 maintenance years.

Finance Committee reviewed this proposal at the November 21, 2018 meeting and recommend approval.

Please contact me at (612) 756-1032 if you have any questions or need additional information.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2018-xxx

A RESOLUTION AUTHORIZING ENGINEERING SERVICES FOR THE 2019 STORM SYSTEM MAINTENANCE PROJECT

WHEREAS, the City of Isanti has adopted a 5 Year Storm Water Systems Maintenance plan to inspect, perform maintenance and restore the stormwater discharge point and ponds, in accordance with the requirements for a Municipal Separate Storm Sewer System community; and,

WHEREAS, Bolton and Menk, Inc. has provided a proposal for 2019 which includes new and prior scopes of work, creating specifications, public contact, solicitation of bids, and inspection in the amount, not to exceed, $46,700.00 (includes previously approved 2017 and 2018 project fees of $10,200); and,

WHEREAS, the Finance Committee recommends approval of engineering services by Bolton and Menk, Inc. as presented in this Resolution; and,

WHEREAS, funding has been approved in the 2019 City Budget, within Stormwater Fund 603:

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 engineering services for the 2019 Storm System Maintenance Project in the amount, not to exceed, $46,700.00.

This Resolution is hereby approved by the Isanti City Council this 4th day of December, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 11/26/2018 - 11/26/2018 | Nov 26, 2018 02:06PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/18	11/26/2018	50095	2411	ANDERSON, JODI	101-20200	152.50
11/18	11/26/2018	50096	9	BERNICKS PEPSI-COLA	609-20200	1,089.75
11/18	11/26/2018	50097	2319	BREAKTHRU BEVERAGE	609-20200	10,012.89
11/18	11/26/2018	50098	2644	CARLBERG, EVA	101-20200	183.98
11/18	11/26/2018	50099	1815	CENTURYLINK	609-20200	865.13
11/18	11/26/2018	50100	1870	COMPLETE SECURITY SOLUTIONS	226-20200	85.00
11/18	11/26/2018	50101	918	CRYSTAL SPRINGS ICE	609-20200	92.88
11/18	11/26/2018	50102	187	CRYSTEEL TRUCK EQUIPMENT	101-20200	7,455.02
11/18	11/26/2018	50103	8	DAHLHEIMER DISTRIBUTING CO	609-20200	15,633.23
11/18	11/26/2018	50104	2478	EAST CENTRAL ENERGY	101-20200	43.85
11/18	11/26/2018	50105	55	ECM PUBLISHERS INC	609-20200	154.25
11/18	11/26/2018	50106	346	EDAM	108-20200	295.00
11/18	11/26/2018	50107	1923	ENGQUIST, MARGARET	101-20200	157.50
11/18	11/26/2018	50108	2420	FARRELL, GLENN	101-20200	77.50
11/18	11/26/2018	50109	1682	FERGUSON WATERWORKS	601-20200	162.65
11/18	11/26/2018	50110	2643	FISCHER, ELAINE	101-20200	160.00
11/18	11/26/2018	50111	2421	GAFFANEY, KRISTIN	101-20200	178.98
11/18	11/26/2018	50112	1009	GAMETIME	101-20200	37.80
11/18	11/26/2018	50113	114	ISANTI COUNTY RECORDER	101-20200	46.00
11/18	11/26/2018	50114	2667	ISANTI SCOUTS BSA TROOP 523	101-20200	51.80
11/18	11/26/2018	50115	1534	J. J. TAYLOR	609-20200	964.60
11/18	11/26/2018	50116	2423	JEMELKA, ANDREA	101-20200	150.00
11/18	11/26/2018	50117	496	JOHN HIRSCHS	101-20200	232.00
11/18	11/26/2018	50118	7	JOHNSON BROTHERS LIQUOR CO	609-20200	1,965.29
11/18	11/26/2018	50119	2639	JOHNSON, LEROY	101-20200	140.00
11/18	11/26/2018	50120	2424	JOHNSON, MARGARET	101-20200	155.00
11/18	11/26/2018	50121	5	KAWALEK TRUCKING	609-20200	330.80
11/18	11/26/2018	50122	2413	LARSON, BONNIE F.	101-20200	35.00
11/18	11/26/2018	50123	2648	LEPAGE & SONS	101-20200	506.47
11/18	11/26/2018	50124	130	MARCO TECHNOLOGIES LLC	101-20200	2,109.00
11/18	11/26/2018	50125	17	MCDONALD DISTRIBUTING CO	609-20200	7,312.10
11/18	11/26/2018	50126	2055	MRPA	101-20200	300.00
11/18	11/26/2018	50127	2080	MVTL LABORATORIES INC	601-20200	159.58
11/18	11/26/2018	50128	617	PAUSTIS & SONS	609-20200	765.00
11/18	11/26/2018	50129	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,656.75
11/18	11/26/2018	50130	2341	RED BULL DISTRIBUTION	609-20200	245.00
11/18	11/26/2018	50131	2673	ROSS, WILLIAM	603-20200	352.73
11/18	11/26/2018	50132	2163	SCHULZ, MARION	101-20200	130.00
11/18	11/26/2018	50133	1442	ST. LOUIS MRO INC	101-20200	22.50
11/18	11/26/2018	50134	1361	STAPLES ADVANTAGE	101-20200	202.66
11/18	11/26/2018	50135	859	SYLVESTER, MATTHEW	603-20200	15.00
11/18	11/26/2018	50136	1902	TORPY, LORRAINE	101-20200	155.00
11/18	11/26/2018	50137	1740	TOSHIBA FINANCIAL SERVICES	108-20200	218.28
11/18	11/26/2018	50138	2485	ULINE	101-20200	429.39
11/18	11/26/2018	50139	42	VIKING COCA-COLA BOTTLING CO	609-20200	586.05
11/18	11/26/2018	50140	4	WATSON CO INC	609-20200	2,319.93
11/18	11/26/2018	50141	2646	WILLIAMS, LAUREEN	101-20200	141.48
11/18	11/26/2018	50142	978	ZDON, ERIKA	101-20200	192.00
Grand Totals:						58,727.32

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 11/30/2018 - 11/30/2018 | Nov 30, 2018 09:06AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/18	11/30/2018	50146	1503	7-UP BOTTLING	609-20200	175.70
11/18	11/30/2018	50147	532	AMERICAN ENGINEERING	443-20200	2,865.75
11/18	11/30/2018	50148	692	ARC IRRIGATION	104-20200	100.00
11/18	11/30/2018	50149	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	516.90
11/18	11/30/2018	50150	53	BELLBOY CORPORATION	609-20200	4,646.93
11/18	11/30/2018	50151	9	BERNICKS PEPSI-COLA	609-20200	949.74
11/18	11/30/2018	50152	1500	BOLTON & MENK INC	603-20200	36,775.00
11/18	11/30/2018	50153	2020	BOYLE, EUGENE	101-20200	2,641.60
11/18	11/30/2018	50154	2682	BROWN, MATTHEW	601-20200	18.10
11/18	11/30/2018	50155	2221	C & L DISTRIBUTING	609-20200	30.60
11/18	11/30/2018	50156	1067	CUMMINS NPOWER, LLC	602-20200	940.42
11/18	11/30/2018	50157	8	DAHLHEIMER DISTRIBUTING CO	609-20200	13,816.85
11/18	11/30/2018	50158	2663	DRESEL CONTRACTING , INC.	443-20200	29,892.11
11/18	11/30/2018	50159	55	ECM PUBLISHERS INC	101-20200	10.00
11/18	11/30/2018	50160	385	FEDERATED CO-OPS INC	101-20200	1,024.56
11/18	11/30/2018	50161	2028	FURTHER	603-20200	32.45
11/18	11/30/2018	50162	2028	FURTHER	861-20200	73.56
11/18	11/30/2018	50163	2209	INNOVATIVE OFFICE	101-20200	210.85
11/18	11/30/2018	50164	1534	J. J. TAYLOR	609-20200	464.55
11/18	11/30/2018	50165	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,650.48
11/18	11/30/2018	50166	5	KAWALEK TRUCKING	609-20200	134.00
11/18	11/30/2018	50167	2491	LEROYS	602-20200	3,154.00
11/18	11/30/2018	50168	434	LITTLE FALLS MACHINE	101-20200	839.53
11/18	11/30/2018	50169	17	MCDONALD DISTRIBUTING CO	609-20200	12,006.25
11/18	11/30/2018	50170	616	MENARDS - CAMBRIDGE	101-20200	278.81
11/18	11/30/2018	50171	2208	MINNESOTA EQUIPMENT	101-20200	109.93
11/18	11/30/2018	50172	2116	MINUTEMAN PRESS	101-20200	1,868.52
11/18	11/30/2018	50173	2159	NAMEPLATES FOR INDUSTRY INC	101-20200	380.48
11/18	11/30/2018	50174	1821	NORTH AMERICAN TITLE CO	601-20200	70.62
11/18	11/30/2018	50175	2467	NORTHERN TECHNOLOGIES INITIATI, INC	108-20200	850.00
11/18	11/30/2018	50176	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,553.97
11/18	11/30/2018	50177	2683	REAL ESTATE RESULTS INC	601-20200	34.89
11/18	11/30/2018	50178	2625	RESULTS TITLE	601-20200	72.58
11/18	11/30/2018	50179	554	STEVES TIRE SERVICE	101-20200	1,102.40
11/18	11/30/2018	50180	1290	THE AMBLE GROUP	101-20200	613.63
11/18	11/30/2018	50181	42	VIKING COCA-COLA BOTTLING CO	609-20200	220.70
11/18	11/30/2018	50182	4	WATSON CO INC	609-20200	1,388.46
11/18	11/30/2018	50183	2009	WOOD, JOSEPHINE	101-20200	24.57
Grand Totals:						126,539.49

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	81,176.12
Social Security & Medicare	4,517.61
Public Employees Retirement	8,380.77
Total City Expense	94,074.50

Pay Date 11/30/2018

Pay Period 24 (11/11-24/18)

CITY OF ISANTI
PLANNING COMMISSION MINUTES
OCTOBER 16, 2018

K.2.

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:15 p.m.

B. Pledge of Allegiance.

The Pledge of Allegiance was recited.

C. Roll Call.

Members Present: George Wimmer, Ross Lorinser, Paul Bergley, Dan Collison, Steve Lundeen, Joey Lemay, Arissa Simon.

Members Absent: None.

Staff Present: Ryan Kernosky, Community Development Director.

1D. Agenda Modifications.

Director Kernosky stated that there were no agenda modifications

2. Approval of the Agenda

Motion by Lundeen, seconded by Bergley to adopted the agenda, approved unanimously.

3. Approval of the Minutes from the October 2, 2018 Special Planning Commission

Motion by Collison, seconded by Lorinser to approve the minutes from the October 2, 2018 Special Planning Commission meeting, approved unanimously.

4. Consideration of: Request from First Fruits Land Development LLC for approval of the Final Plat of Sun Prairie Fourth Addition for the land legally described as Outlot G, Sun Prairie First Addition, Isanti County, Minnesota

Motioned by Lundeen, seconded by Collision to approve with staff conditions. Motion passed unanimously.

5. Public Hearings

None

6. Discussion Items

None

7. Adjournment

Motion by Bergley, second by to Lemay to adjourn the October 16, 2018 meeting of the Planning Commission. Motion was unanimously approved. The meeting adjourned at 7:17 p.m.

Dated at Isanti, Minnesota this 22nd day of October, 2018.

Respectfully submitted,

Ryan Kernosky
Community Development Director

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
October 23, 2018
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, Aaron Zdon, and Mayor Wimmer
Staff Present:	Katie Everett, Parks, Recreation, and Culture Manager
Others Present:	Lisa Johnson

D. Agenda Modifications.
Zdon asked if there were any agenda modifications; there were none. Motion by Wimmer, second by Witte to approve the agenda for the October 23, 2018 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from September 25, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Wimmer; second by Witte. Minutes were unanimously approved.

3. Family Day Recap

Everett stated that there are pictures included in the agenda packet, and the event went really well. Being the first time doing this event, we didn't know what to expect, but Everett's best guess is that we had about 100 people come through. The event included mostly self-guided activities. The Ambassadors were there to help guide people and take pictures at the photo booth. It sounded like most people had them take pictures with their phones, but we had our camera out there too for people that didn't have a phone or wanted a higher quality photo. Everett had about 15 families that she emailed pictures to afterward. The s'more station was the open space at the bottom of the stairs and there was a nature hike with scavenger hunt activity for kids. In casual crowd polls with people at the s'mores station, Everett would guess that at least half of the people had never been there, and many had never heard of the park before. It was really an all missions accomplished event. Zdon added that the s'mores station was great, and when he was there there had to be at least 20 people there. Everett said that for this year, the event was from 3:00-7:00 so it was around sunset for pictures, and after about 6:00 pm we didn't see a whole lot of people, but before that there were around 20 people at the s'mores station the whole time.

4. Parks Updates

Everett shared that the first movie night went really well and we had 55 people come. Some of them were there with Boy Scouts, but many were there on their own. We handed out schedules to everyone, so hopefully we see them all again. We still have volunteer opening for every night except for April. Everett has sent the information to the principals at all of the schools, and she is reconnecting with other groups who have done it before.

Everett also stated that the Legacy Pines development has been approved. We will do our best to make sure that while that's happening everyone can still get to the park. She reminded the board members to send people to City staff if they have questions as they start seeing construction. So far, all Everett had only seen some tree clearing in the development. When she drove by earlier she noticed the graders are out there, but they haven't done anything yet. Zdon asked if there's anything in the papers about it yet. Wimmer stated that it was covered when it was discussed at Council, and a number of people who live out there attended that meeting. Unfortunately, there are a lot of nonsensical rumors going around, but it has always been proposed as R1 on that side. Zdon added that he didn't know if maybe we could do an article in the paper stating that a development is going in and showing the

plat, because there's a lot of misinformation about the housing sizes and how people are going to get to the park. Everett added that she is also working on the Winter edition of the Isantian, so we can maybe put something in there too if there's space. Garvey added that she agrees with having more information, maybe even on the board that's out there, showing people how they can access the park during construction. Wimmer stated that per the agreement it will be accessible at all times, and agreed that it would be a good idea to put something out that shows what the development will look like and how to get through it.

Everett added some last notes about the season change over for parks: the dock is out at River Bluff and the community garden is tilled under. Public Works also tilled the mulch and we'll get new mulch next year, and they already added in the new row for next spring. Next month she will give an update about all of the projects that were completed this year.

5. Adjournment

Motion by Witte, second by Johnson to adjourn the October 23, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:08 p.m.

Dated at Isanti, Minnesota this 23rd day of October, 2018.

Respectfully submitted,

Katie Everett

Katie Everett
Parks, Recreation, and Culture Manager

CONTRACTOR'S PAY REQUEST 3 **2018 STREET & UTILITY IMPROVEMENTS** **CITY OF ISANTI, MINNESOTA** **BMI PROJECT NO. R13.116641**	**DISTRIBUTION:** CONTRACTOR (1) OWNER (1) ENGINEER (1) BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	$283,225.26
TOTAL, COMPLETED WORK TO DATE	$263,500.17
TOTAL, STORED MATERIALS TO DATE	$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	$263,500.17
RETAINED PERCENTAGE (5%)	$13,175.01
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$250,325.16
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$220,433.05
PAY CONTRACTOR AS ESTIMATE NO. 3	$29,892.11

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: Dresel Contracting, Inc.
24044 July Avenue
Chisago City, MN 55013

By _____ PM
Name Title

Date 11/29/18

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 11/29/2018

APPROVED FOR PAYMENT:
OWNER: CITY OF ISANTI, MINNESOTA

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.: 3

2018 STREET & UTILITY IMPROVEMENTS

CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.116641
WORK COMPLETED THROUGH November 27, 2018

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	MOBILIZATION	$20,537.50	1 LS	$20,537.50	0.75 LS	$15,403.13	1 LS	$20,537.50
2	CLEARING & GRUBBING	$217.80	10 TREE	$2,178.00	11 TREE	$2,395.80	11 TREE	$2,395.80
3	TREE TRIMMING	$102.41	29 TREE	$2,969.89	29 TREE	$2,969.89	29 TREE	$2,969.89
4	REMOVE CONCRETE CURB & GUTTER	$2.52	395 LF	$995.40	255 LF	$642.60	255 LF	$642.60
5	REMOVE BITUMINOUS PAVEMENT	$1.37	1650 SY	$2,260.50	1650 SY	$2,260.50	1,650 SY	$2,260.50
6	RELOCATE SIGN	$229.50	2 EA	$459.00	EA	$0.00	2 EA	$459.00
7	REMOVE SIGN	$56.65	3 EA	$169.95	3 EA	$169.95	3 EA	$169.95
8	SALVAGE HYDRANT	$840.00	1 EA	$840.00	1 EA	$840.00	1 EA	$840.00
9	SALVAGE GATE VALVE	$420.00	2 EA	$840.00	1 EA	$420.00	1 EA	$420.00
10	COMMON EXCAVATION (CV) (P)	$8.46	1142 CY	$9,661.32	1142 CY	$9,661.32	1,142 CY	$9,661.32
11	SUBGRADE EXCAVATION (EV)	$16.80	100 CY	$1,680.00	47.62 CY	$800.02	47.62 CY	$800.02
12	SELECT GRANULAR BORROW (CV)	$16.80	100 CY	$1,680.00	89.29 CY	$1,500.07	89.29 CY	$1,500.07
13	AGGREGATE BASE CLASS 5 (CV) (P)	$21.62	780 CY	$16,863.60	780 CY	$16,863.60	780 CY	$16,863.60
14	TOPSOIL BORROW (LV)	$17.57	360 CY	$6,325.20	120 CY	$2,108.40	120 CY	$2,108.40
15	TYPE SP 9.5 WEARING COURSE (2,B) 2" THICK	$9.95	2350 SY	$23,382.50	2161 SY	$21,501.95	2,161 SY	$21,501.95
16	TYPE SP 12.5 NON-WEARING COURSE (2,B) 2.0" THICK	$9.03	2350 SY	$21,220.50	2161 SY	$19,513.83	2,161 SY	$19,513.83
17	B618 CURB & GUTTER	$15.25	1385 LF	$21,121.25	1333 LF	$20,328.25	1,333 LF	$20,328.25
18	CONCRETE VALLEY GUTTER	$113.22	50 SY	$5,661.00	33.5 SY	$3,792.87	34 SY	$3,792.87
19	4" CONCRETE WALK	$4.59	4250 SF	$19,507.50	4185 SF	$19,209.15	4,185 SF	$19,209.15
20	10" WATERMAIN	$70.05	275 LF	$19,263.75	250 LF	$17,512.50	250 LF	$17,512.50
21	8" WATERMAIN	$57.23	310 LF	$17,741.30	244 LF	$13,964.12	244 LF	$13,964.12
22	FITTINGS	$5.94	1071 LB	$6,361.74	579 LB	$3,439.26	579 LB	$3,439.26
23	10" GATE VALVE & BOX	$2,585.00	2 EA	$5,170.00	2 EA	$5,170.00	2 EA	$5,170.00
24	8" GATE VALVE & BOX	$2,053.33	3 EA	$6,159.99	2 EA	$4,106.66	2 EA	$4,106.66
25	CONNECT TO EXISTING WATERMAIN	$930.00	4 EA	$3,720.00	4 EA	$3,720.00	4 EA	$3,720.00
26	WATERMAIN TESTING	$1,470.00	1 LS	$1,470.00	1 LS	$1,470.00	1 LS	$1,470.00
27	CORE & BOOT MANHOLE	$928.00	1 EA	$928.00	1 EA	$928.00	1 EA	$928.00
28	8" SANITARY SEWER	$39.55	123 LF	$4,864.65	123 LF	$4,864.65	123 LF	$4,864.65
29	6" SANITARY SEWER	$32.80	60 LF	$1,968.00	61 LF	$2,000.80	61 LF	$2,000.80
30	SANITARY SEWER MANHOLE	$354.00	10 LF	$3,540.00	7.3 LF	$2,584.20	7.3 LF	$2,584.20
31	CASTING ASSEMBLY	$650.00	3 EA	$1,950.00	3 EA	$1,950.00	3 EA	$1,950.00
32	STORM SEWER CATCH BASIN DESIGN 2'x3'	$510.00	8 LF	$4,080.00	7.3 LF	$3,723.00	7.3 LF	$3,723.00
33	12" RCP STORM PIPE	$63.52	38 LF	$2,413.76	38 LF	$2,413.76	38 LF	$2,413.76
34	15" RCP STORM PIPE	$40.92	228 LF	$9,329.76	228 LF	$9,329.76	228 LF	$9,329.76
35	CONNECT TO EXISTING STORM STRUCTURE	$756.00	1 EA	$756.00	1 EA	$756.00	1 EA	$756.00
36	ADJUST CASTING	$280.00	6 EA	$1,680.00	2 EA	$560.00	2 EA	$560.00
37	ADJUST VALVE BOX	$168.00	5 EA	$840.00	5 EA	$840.00	5 EA	$840.00
38	TRAFFIC CONTROL	$2,280.00	1 LS	$2,280.00	0.75 LS	$1,710.00	1 LS	$2,280.00
39	TRUNCATED DOMES	$61.80	50 SF	$3,090.00	56 SF	$3,460.80	56 SF	$3,460.80
40	SIGN PANEL TYPE C	$66.00	67 SF	$4,422.00	6.5 SF	$429.00	73.5 SF	$4,851.00
41	24" SOLID LINE EPOXY	$20.64	20 LF	$412.80	16.5 LF	$340.56	17 LF	$340.56
42	CROSS WALK MARKING EPOXY	$11.40	216 SF	$2,462.40	306 SF	$3,488.40	306 SF	$3,488.40
43	SODDING	$6.00	2700 SY	$16,200.00	SY	$0.00	3,480 SY	$20,880.00
44	SILT FENCE, TYPE MS	$2.40	250 LF	$600.00	250 LF	$600.00	250 LF	$600.00
45	BIO-ROLL TYPE WOOD MULCH	$2.40	120 LF	$288.00	80 LF	$192.00	80 LF	$192.00
46	STORM DRAIN INLET PROCTECTION	$60.00	8 EA	$480.00	5 EA	$300.00	5 EA	$300.00
47	STABILIZED CONSTRUCTION EXIT	$600.00	4 EA	$2,400.00	3 EA	$1,800.00	3 EA	$1,800.00
	TOTAL AMOUNT:			***$283,225.26***		***$232,034.79***		***$263,500.17***

K.5.

RESOLUTION 2018-XXX

RESOLUTION ACCEPTING PART TIME LIQUOR STORE CLERK RYAN VANDERVENTER'S LETTER OF RESIGNATION

WHEREAS, Part Time Liquor Store Clerk Ryan VanderVenter has submitted a letter of resignation to the City of Isanti and presented this to Liquor Store Manager John Jacobi on November 23, 2018; and,

WHEREAS, the effective date of this resignation is December 7th, 2018; and,

WHEREAS, Ryan VanderVenter is leaving employment in good standing; 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 Ryan VanderVenter is hereby accepted effective December 7th, 2018.

2. That Human Resources/City Clerk and Liquor Store Manager John Jacobi are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 4th day of December, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2018-XXX

A RESOLUTION TO DECLARE CERTAIN PROPERTY AS SURPLUS AND AUTHORIZE ITS SALE BY PUBLIC AUCTION

WHEREAS, on occasion the City of Isanti incurs supplies and equipment that is no longer of use for departments within the City; and,

WHEREAS, it has been determined that the Public Works Department has no use for 2001 Chevrolet Pickup and it is considered surplus property; and,

WHEREAS, the City budgeted and purchased a new vehicle to replace one vehicle per the City's replacement schedule; and,

WHEREAS, a 2001 Chevrolet Pickup was the vehicle being replaced; and,

WHEREAS, Resolution No. 2003-014 provides guidelines for the disposal of surplus property; and,

WHEREAS, the items listed above will be placed for public auction, the next public auction is December 8, 2018 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 Facility 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 4th day of December, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources / City Clerk

RESOLUTION NO. 2018-XXX

RESOLUTION APPROVING A CHECK BE WRITTEN TO ISANTI SCOUTS BSA TROOP 523 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 Isanti Scouts BSA Troop 523 to volunteer at the November 16, 2018 movie; and,

WHEREAS, the profit from the November 16, 2018 movie night was $51.80; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that a check will be written to Isanti Scouts BSA Troop 523 in the amount of $51.80.

This resolution was duly adopted by the Isanti City Council this December 4, 2018.

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 **MEMO**

Date: November 29, 2018

Subject: Policy – 171 Domestic Abuse Reporting Policy

Background:

The Minnesota Peace Officers Standards and Training (POST) Board has several model policies that each and every Minnesota law enforcement agency must adopt and have on file within their agency. As laws are updated and added by the Minnesota Legislature, these policies also must be updated. The POST Board has required that the following language be added to the required policy as is related to Domestic Abuse Reporting:

> *Qualified domestic violence-related offense (QDVRO) has the meaning given it in Minn. Stat. 609.02, subd. 16 and includes a violation of or an attempt to violate a domestic abuse order for protection; first or second degree murder; first through fifth degree assault; domestic assault; female genital mutilation; domestic assault by strangulation; first through fourth degree criminal sexual conduct; malicious punishment of a child; terroristic threats; violation of harassment restraining order; stalking; interference with an emergency call; nonconsensual dissemination of private sexual images; and violation of domestic abuse no contact order; and similar laws of other states, the United States, the District of Columbia, tribal lands, and United States territories. If a person arrested for a domestic crime has a prior QDVRO, the new offense may be chargeable as a higher-level crime.*

This language would be added to the current policy under the section of definitions.

Action:

I am requesting that the City Council review and approve the policy update as it relates to the language addition for the definition of a qualified domestic violence-related offense as it is written to meet the requirements as set by the POST Board.

RESOLUTION NO. 2018-XXXX

RESOLUTION AUTHORIZING THE WRITTEN POLICY LANGUAGE CHANGE AS IT RELATES TO THE DOMESTIC ABUSE POLICY WITHIN ITS POLICE DEPARTMENT

WHEREAS, the Minnesota Peace Officers Training and Standards (POST) Board requires all law enforcement to have model policies governing the handling of certain crimes; and

WHEREAS, the Minnesota Legislature adds and deletes statutory language requirements that affect these model policies; and

WHEREAS, added definitional language has been added and required to be in the POST Board model policy to be compliant with the model policy standards:

> *Qualified domestic violence-related offense (QDVRO) has the meaning given it in Minn. Stat. 609.02, subd. 16 and includes a violation of or an attempt to violate a domestic abuse order for protection; first or second degree murder; first through fifth degree assault; domestic assault; female genital mutilation; domestic assault by strangulation; first through fourth degree criminal sexual conduct; malicious punishment of a child; terroristic threats; violation of harassment restraining order; stalking; interference with an emergency call; nonconsensual dissemination of private sexual images; and violation of domestic abuse no contact order; and similar laws of other states, the United States, the District of Columbia, tribal lands, and United States territories. If a person arrested for a domestic crime has a prior QDVRO, the new offense may be chargeable as a higher-level crime*

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize and accept the proposed written policy #171 change as it is written to be the Isanti Police Departments Domestic Abuse Policy governing it use within the department and in accordance to federal and state law.

This resolution was duly adopted by the Isanti City Council this 4th day of December, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie L. Brooks
Human Resources/City Clerk

ISANTI POLICE DEPARTMENT
DEPARTMENT MANUAL
Domestic Abuse

EFFECTIVE DATE:
DATE OF ISSUANCE:
GENERAL ORDER: No. 171
RE-EVALUATION DATE: April 16, 1999

INTRODUCTION AND PURPOSE OF POLICY

Introduction:

The Isanti County Law Enforcement Agencies (Isanti County Sheriffs Office, Braham Police Department, Cambridge Police Department, and Isanti Police Department) recognize domestic abuse as a serious problem in today's society. This agency's policy is to protect victims of domestic abuse by making an arrest whenever it is authorized and by insuring its peace officers' complete understanding of the law governing this area.

Peace officers will utilize this policy in response to calls where there may be domestic abuse. This policy prescribes courses of action peace officers should take in response to a domestic call. The agencies will aggressively enforce these laws without bias and prejudice based on race, marital status, sexual orientation, social class, age, disability, gender, religion, creed, or natural origin.

Purpose:

The principal purpose of this policy is to establish guidelines and procedures to be followed by peace officers in law enforcement's response to domestic abuse. Additionally, this policy intends:

1. To prevent future incidents of domestic abuse by establishing arrest rather than mediation as the preferred law enforcement response to domestic abuse.

2. To afford maximum protection and support to victims of domestic abuse through a coordinated program of law enforcement and victim assistance.

3. To ensure that the same law enforcement services are available in domestic abuse cases that are available in other criminal cases.

4. To reaffirm peace officers' authority and responsibility to make arrest decisions in accordance with established probable cause standards.

5. To promote peace officer safety by ensuring that they are as fully prepared as possible to respond to domestic calls.

6. To complement and coordinate efforts with the development of domestic abuse prosecution plans, so that law enforcement, prosecution and advocacy will be more efficient and successful.

7. To promote law enforcement's accountability to the public in responding to domestic abuse.

8. To document allegations of domestic abuse so there can be meaningful prosecution and delivery of victim services.

DEFINITIONS

For purposes of this policy, the words and phrases in this section have the meanings given to them, unless another intention clearly appears.

Domestic Abuse means (1) physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; or (2) terroristic threats (M.S. 609.713, subd. 1) or criminal sexual conduct in the first through fourth degree, committed against a family or household member by a family or household member (M.S. 518B.01, subd. 2(a)).

Domestic Abuse Program means a public or private intervention project or advocacy program that provides support and assistance to the victims of domestic abuse.

Child means a person under the age of 18.

Family or Household Members means spouses, former spouses, parents and children, persons related by blood, and persons who are presently residing together or who have resided together in the past, and persons who have a child in common regardless of whether they have been married or have lived together at any time, and persons involved in a significant romantic or sexual relationship. It also includes a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time.

Qualified domestic violence-related offense (QDVRO) has the meaning given it in Minn. Stat. 609.02, subd. 16 and includes a violation of or an attempt to violate a domestic abuse order for protection; first or second degree murder; first through fifth degree assault; domestic assault; female genital mutilation; domestic assault by strangulation; first through fourth degree criminal sexual conduct; malicious punishment of a child; terroristic threats; violation of harassment restraining order; stalking; interference with an emergency call; nonconsensual dissemination of private sexual images; and violation of domestic abuse no contact order; and similar laws of other states, the United States, the District of Columbia, tribal lands, and United States territories. If a person arrested for a domestic crime has a prior QDVRO, the new offense may be chargeable as a higher-level crime.

Domestic Call means a request for assistance to a law enforcement agency regarding domestic abuse or any other crime against a family or household member.

DISPATCHING THE CALLS

Receiving the Domestic Call:

Upon receiving a domestic call, the dispatcher will assign the call a high priority. The dispatcher should assign at least two officers to a domestic call. If only one officer is available, all reasonable attempts should be made to obtain another officer to assist the officer who is initially dispatched.

Information to be Obtained:

The dispatcher receiving a domestic call should attempt to elicit from the caller and should communicate to the responding peace officer as much of the following information as possible:

- The nature of the incident.
- The address of the incident, including apartment number, etc.
- The telephone number where the caller can be reached and all alternate telephone number.
- Whether weapons are involved or are present in the dwelling.
- Whether someone is injured and the nature of the injury.
- Information about the suspect including whether the suspect is present, description, direction of flight, mode of travel, etc.
- Relationship between the caller and the suspect.
- Whether there has been prior abuse or prior calls involving these individuals.
- Whether there is an order for protection.
- Whether children are present at the scene.
- Whether there are non-English speaking people or people with mobility impairments or hearing impairments at the scene.

If the caller is the victim, the dispatcher should attempt to keep the caller on the telephone as long as possible, should tell the caller that help is on the way, and inform the caller when the caller can expect the peace officers to arrive.

If the caller is a witness to an incident in progress, the dispatcher should attempt to keep the caller on the telephone and should relay ongoing information provided by the caller to the responding peace officer.

If the responding peace officers are some distance away, and the dispatcher cannot remain on the telephone with the caller/victim, the dispatcher should attempt to call back periodically to check on the progress of events and call again when the officers arrive at the scene. If the dispatcher finds that a caller/victim who was recently available suddenly cannot be reached by phone or there is a persistent busy signal, the dispatcher should relay that information to the responding officer.

RESPONDING TO THE CALLS

Driving to the Scene:

The peace officer should respond directly and without reasonable delay to the scene of a domestic call. The peace officer should take into consideration all information provided by dispatch in determining speed of travel.

Initial Contact with Occupants:

Upon arriving at the scene of a domestic call and being met, the responding peace officers should identify themselves as peace officers; explain their presence, and request entry into the home. The officers should ask to see the person who is the subject of the call. If the person who called the law enforcement agency is someone other than the subject of the call, the officers should not reveal the caller's name. The officers should check to make sure all of the occupants are safe.

Entry:

* Refused -- If refused entry, the officers should be persistent about seeing and speaking alone with the subject of the call. If access to the subject is refused, the officers should request the dispatcher to contact the caller.

* Forced Entry – If access is still refused and the officers have reason to believe that someone is in imminent danger, the officers are permitted to force entry.

* Search Warrant Entry -- If the officers are refused entry and have no legal grounds for forced entry and they have reasonable grounds to believe a crime has been committed, they should contact the supervisor and request permission to obtain a search warrant.

First Aid:

After securing the scene, the responding peace officers shall provide the necessary first aid.

ARREST DECISIONS

Making Arrests:

After securing the scene and providing any first aid, the peace officers will begin a criminal investigation to determine if there is evidence and probable cause to believe that a crime has been committed based on the evidence and not upon the victim's desire to make an arrest. The officers should collect relevant physical evidence, including weapons that may have been used, take photographs of the scene and any injuries, take damaged property into evidence if appropriate, and take statements from the involved parties and witnesses. Statements should be taken at the scene as close in time to the assault as possible. The victim's emotional state should be noted in the statement. Some of the evidence and statements include:

- Condition of clothing (if ripped take as evidence).
- Property damage (take photographs of any damage).

- Excited utterances of the victim and suspect.
- Demeanor of the victim and the suspect.
- Medical records including the victim's statement to paramedics, nurses and doctors and have the victim sign a medical release of information.
- Interviews of witnesses including the children who may have been present.
- Evidence of any prior domestic abuse – related convictions, including dates.
- Any existing orders for protection or no contact orders and the jurisdiction in which they were obtained.

Note: When determining probable cause, the peace officers should consider their observations and any statements by parties involved and any witnesses. Prior convictions may provide the basis for enhancement to a gross misdemeanor or even felony charges (see VI.B below).

Factors Not To Be Considered in Making the Arrest:

Arrests should be made without the consideration of:

- Marital status, sexual orientation, race, or cultural, social, political or professional position.
- Ownership, tenancy rights of either party, or the fact that the incident occurred in a private place.
- Belief that the victim will not cooperate with criminal prosecution or that the arrest may not lead to a conviction (assume the victim will not cooperate and gather as much evidence as possible).
- Verbal assurances that the abuse will stop.
- Disposition of previous police calls involving same victim or suspect.
- Denial by either party that the abuse occurred when there is evidence of domestic abuse.
- Lack of a court order restraining or restricting the suspect.
- Concern about reprisals against the victim.
- Adverse financial consequences that might result from the arrest.
- Chemical dependency or intoxication of the parties.

Primary Aggressor and Dual Arrests:

The agencies shall discourage dual arrest. Where there are allegations that each party assaulted the other, the peace officer shall determine whether there is sufficient evidence to conclude that one of the parties is the primary aggressor based on the following criteria and the officer's judgment:

- Comparative extent of any injuries inflicted.
- Fear of physical injury because of past or present threats.
- Actions take in self-defense or to protect oneself.
- The history of domestic abuse perpetrated by one party against the other.
- Existence or previous existence of orders for protection.

AUTHORITY AND TYPES OF ARREST

Warrantless Probable Cause Arrest for Fifth Degree Assault or Domestic Violence:

Although the general rule is that officers may not make probable cause arrests for misdemeanors unless the offense occurs in their presence (or a citizen who saw the crime so requests), domestic assault is an exception. M.S. 629.341 provides that " . . . a peace officer may arrest a person anywhere without a warrant, including at the person's residence, if the peace officer has probable cause to believe that the person within the preceding twelve hours has (committed the crime of domestic assault) . . ." However, the Minnesota Court of Appeals has ruled in State v. Anderson, 388 N.W.2d 784 (Minn. Ct. App. 1986) that absent consent, hot pursuit, medical or emergency aid, child welfare (M.S. 260.165) or exigent circumstances, a peace officer DOES NOT have a right under M.S. 629.341 to enter a suspect house for the sole purpose of effecting a domestic abuse arrest. As a general rule, any evidence obtained as a result of an unlawful house entry will be suppressed under the "fruit of the poisonous tree" doctrine.

Note: An arresting officer may not issue a citation in lieu of an arrest and detention to all individual charged with assaulting a spouse or other individual with whom the charged person resides. (M.S. 629.72)

Level of Arrest for Assault 5 and Domestic Assault: Misdemeanor. Gross Misdemeanor and Felony:

Assault in the Fifth Degree and Domestic Assault are typically misdemeanors. However, recent changes in the statute greatly increase the potential for arrests for these crimes at the gross misdemeanor and even felony level.

1. Gross Misdemeanors

   M.S. 609.224, subd. 2(a), Assault in the Fifth Degree, provides for an **enhancement to a gross misdemeanor** violation when the offense is against the **same victim** within five years of discharge from sentence for a previous conviction for assault, criminal sexual conduct in the first through fourth degree, or terroristic threats in Minnesota or any similar law of another state.

   If the charge is Domestic Assault (M.S. 609.2242), if the current victim is a family member or household member, and the crime occurs within five years of discharge from sentence for conviction of any of the above offenses against **any family or household member,** the same gross misdemeanor enhancement applies. The prior conviction need not be against a member of the **same** family or household.

   If there is a prior conviction for assault or terroristic threats against **any person** within two years, a gross misdemeanor may also be charged.

2. Felonies

As of August 1, 1993, if a person commits assault in the Fifth Degree within five years of discharge from sentence for the **first of two or more convictions** of assault, criminal sexual conduct in the first through fourth degree, or terroristic threats against the **same victim,** assault 5 becomes a felony. The same enhancement applies to assault 5 against any victim occurring within two years of the first of two or more of these convictions.

Domestic Assault (against a family or household member) is also enhanceable under the same circumstances except t11at the prior convictions may be against **any** family or household member.

The new language "within five years of discharge from sentence" in effect extends the reach back for predicate convictions to as much as 7 1/2 years. Example: Defendant arrested for assault 5 on 1/1/98, sentenced on 6/1/98 and placed on two years probation. This offense remains good for enhancement purposes until 6/1/05.

Harassment/Stalking (M.S. 609.749):

Effective July 1, 1993, Minnesota enacted a stalking statute that creates new crimes at both the felony and gross misdemeanor levels. The statute also supersedes and repeals certain misdemeanor offenses. M.S. 609.749 includes several provisions that are frequently applicable to domestic abuse situations even when no actual assault occurs.

The 1997 Legislature amended the stalking statute to clarify language that the Minnesota Supreme Court found ambiguous in the 1993 law but still maintained the basic structure of the 1993 law.

1. Gross Misdemeanors

Current law (effective. 5/7 /97) makes it a gross misdemeanor to harass another person by committing any of the following acts. A person who:

- Directly or indirectly manifests a purpose or intent to injure the person, property or rights of another by the commission of an unlawful act.
- Stalks, follows or pursues another.
- Returns to the property of another if the action is without claim of right to the property or consent of one with authority to consent.
- Repeatedly makes telephone calls or induces a victim to make telephone calls to the actor, whether or not conversation ensues.
- Makes or causes the telephone of another repeatedly or continuously to ring.
- Repeatedly uses the mail or delivers or causes the delivery of letters, telegrams, packages, or other objects.
- Engages in any other harassing conduct that interferes with another person or intrudes on the person's privacy or liberty.

M.S. 609.749, subd. 1 (as amended by the 1997 Legislature) defines "harass" as meaning, "To engage in intentional conduct which (1) the actor **knows or has reason to know** would cause the victim **under the circumstances** to feel frightened, threatened,

oppressed, persecuted, or intimidated; and (2) causes this reaction on the part of the victim."

The 1997 Legislature also specifically declared that in stalking/harassment prosecutions, the State does not have to prove the actor **intended** to cause the victim to feel frightened, threatened, oppressed, persecuted, or intimidated. M.S. 609.749, subd. 1 a.

2. Felony Enhancement

Any of the above gross misdemeanors is enhanceable to a felony if committed within 10 years of discharge from sentence for a prior conviction for harassment, assault (any degree), violation of an OFP, or harassment order or terroristic threats, OR if committed against a juvenile, OR if committed while possessing a dangerous weapon.

3. Pattern of Harassing Conduct

In addition, it is a felony to engage "in a pattern of harassing conduct with respect to a single victim or one or more members of a single household which the actor **knows or has reason to** know would cause a reasonable person under the circumstances to feel terrorized or to fear bodily harm and which does cause this reaction" in the victim. M.S. 609.749, subd. 5 (as amended by the 1997 Legislature). A "pattern of harassing conduct" means two or more acts (convictions are not necessary) within a five-year period that constitute any of the following offenses: harassment, terroristic threats, assault, violation of an order for protection or harassment order, trespass, harassing phone calls or mail or criminal defamation.

Note: The harassment statute makes it more important than ever to document not just the facts of the current police call but also the history of abuse or harassment.

4. Probable Cause Warrantless Arrest

The domestic abuse arrest statute (M.S. 629.72) has been amended to provide, as was already the case for domestic assault arrests, that the officer may **not** issue a citation in lieu of arrest in harassment/stalking cases. An officer may also make a warrantless probable cause arrest for harassment even if the offense did not occur in the officer's presence. M.S. 629.34, subd. 1(c)(5).

Probable Cause Felony Arrests for Other Crimes:

At a domestic call, peace officers shall consider whether other felonies have been committed including but not limited to: burglary, felony assault, terroristic threats, kidnapping, false imprisonment and witness tampering.

Note: An assault 5 may be chargeable as burglary in the first degree even if the home is also the offender's, if the entry is made without the consent of the victim and in violation of an OFP

barring the offender from the premises. Burglary can also be charged even if an assault does not occur. Specifically, if a defendant enters the victim's house without consent and violates the OFP, burglary may be charged.

Violation of Court Orders:

The peace officer shall verify whether any of the following orders exist before or during an arrest. Verification may be made by the peace officer or someone acting at the officer's direction. Methods of verification include personally seeing a copy of the order or reviewing an agency's file that indicates the existence of such an order. If the verification is made at the direction of the peace officer, the peace officer shall document the name of the person and the type of order verified. In a police report, the officer shall document actions taken to identify the specific court order (e.g. order for protection), the county of origin, the file number and the provision allegedly violated. The peace officer should make arrangements to get a copy of the order as part of the investigative process.

Note: Ex Parte Temporary Orders for Protection are valid for a fixed period of time, not to exceed 14 days from issuance unless extended by the court. Orders for protection (non-temporary) are valid for a fixed period of time, not to exceed one year except when the court determines a longer fixed period is appropriate.

1. Order for Protection

   A peace officer shall arrest and take into custody without a warrant a person who the peace officer has probable cause to believe has violated the restraint or exclusion provisions of an order for protection granted pursuant to M.S. 518B.0l, subds. 6, 7, or 9. Such an arrest shall be made even if the violation of the order did not take place in the presence of the peace officer, if the existence of the order can be verified by the officer.

Note: There are three key points related to the Order for Protection: 1) The law requires an arrest regardless of whether or not the excluded party was invited back to the residence. 2) There is no hour limitation for a warrantless arrest for a violation of an Order for Protection. 3) If there is evidence that an individual has violated another provision of an Order for Protection, other than the restraint or exclusion clauses, a police report should be submitted to the prosecutor indicating that the order was violated.

A violation of an Order for Protection is a misdemeanor but is enhanceable to a gross misdemeanor if the offense occurs within five years of discharge from sentence for conviction of violation of an OFP or (effective for crimes occurring on and after 8/1/94) for any conviction of assault, terroristic threats, violation of a harassment order or harassment/stalking. As of 8/1/97, it is enhanceable as a **felony.**

As of 1/5/98, a statewide law enforcement computer verification system for domestic abuse orders for protection will be on line including the phone number of the controlling agency (the law enforcement agency with a copy of the actual OFF). The new system will also make it possible to identify respondents against whom an OFP has been issued but not served and even, by obtaining a fax of the order, to make service of the order.

2. Harassment/Restraining Order

A peace officer shall arrest and take into custody a person who the peace officer has probable cause to believe has violated a harassment restraining order pursuant to M.S. 609.748, subds. 4 or 5, if the existence of the order can be verified by the officer.

Note: A person who violates a harassment restraining order is guilty of a misdemeanor if the violator knows of the order. This offense is enhanced to a **gross misdemeanor** if it occurs within five years of discharge from sentence for a previous conviction for violation of either a harassment order or an OFP or any assault, harassment/stalking, or terroristic threats conviction. As of 8/1/97, it is enhanced to a **felony** if it occurs within five years of discharge of the first of two or more such convictions.

3. No Contact Order

As of 8/1/93, an officer may arrest without a warrant any person who he has probable cause to believe has violated the provisions of a no contact or restraining order issued by a court. M.S. 629.34, subd. 1(6).

In many jurisdictions, pretrial no contact orders are routinely issued in crimes against person cases, including domestic assaults, and are valid until final disposition of the case (sentencing or dismissal).

The pre-trial order is frequently replaced at the time of sentencing with a new no contact order issued as a condition of probation. This no contact order may be valid for the full probationary period indicated in the order.

A no contact order can be rescinded by the court at any time. However, the production by the victim of a copy of an apparently valid court order, absent contrary evidence, provides prima facie basis for arrest whenever there is probable cause to believe a violation of the order has occurred.

Other Misdemeanors:

At a domestic call, the peace officer shall consider whether other crimes have been committed including but not limited to: trespassing, criminal damage to property, disorderly conduct, witness tampering, or assault.

ASSISTANCE, STAYING AT THE SCENE, VICTIM RIGHTS, AND SERVICES

Staying at the Scene:

If an arrest does not occur, peace officers should remain at the scene of the disturbance until they believe that the likelihood of further imminent abuse has been eliminated. If a domestic abuse intervention program is available, the peace officer should make contact for immediate intervention.

Note: M.S. 629.342 provides that when a peace officer does not make an arrest, the peace officer must provide immediate assistance to the victim, including obtaining necessary medical treatment and providing the victim with the notice of rights pursuant to M.S. 629.341, subd.3.

Assistance to Non-English Speaking Victims or Victims with Communication Disabilities:

The peace officer shall use the resource list established by the Isanti County Sheriffs Office, which includes International Language Services (number on file at Dispatch Center) and maintained in the Dispatch Center of the Sheriff's Office to contact a person to assist in those cases where the participants in the domestic call, including the witnesses, are non-English speaking, are hearing impaired, or have other communication disabilities. The officer should avoid the use of friends, family, or neighbors serving as the primary interpreter for the investigation.

Notice of Crime Victim Rights:

The peace officer shall supply the victim of a domestic call a copy of the agency's crime victim notification form.

Services:

The peace officer should contact the local domestic abuse program, The Refuge, if available, by phone or pager as soon as possible (preferably within one hour of the arrest) on all arrest situations. The peace officer will provide the name and address of the victims and a brief factual reconstruction of the events associated with the action.

If the victim requests, in writing, that their name not be released to victim services organizations, the peace officer will notify The Refuge that a Domestic Abuse arrest was made and will inform The Refuge that the victim has requested that their name not be released to victim services organizations. The peace officer will not release the victim's name under these circumstances.

This section shall not apply if prohibited by the Minnesota Government Data Practices Act (M.S. 13.82, subd. 10).

CHILDREN

Child Victims:

If a child is present at the scene of a domestic call or is the victim of domestic abuse, the peace officer should determine whether the child has been subjected to physical abuse, emotional abuse, sexual abuse, or neglect, and comply with the requirements of M.S. 626.556, Reporting of Maltreatment of Minor. The officer shall also attempt to verify whether there has been an Order for Protection (M.S. 260.133). If the child has been physical injured, the officer should escort the child to the nearest hospital for treatment.

Child Present and Care:

If the legal parent or guardian of a child can no longer provide care (for example, when the victim is hospitalized), the officer should consult with the legal guardian on determining the disposition of the child and should make a good faith attempt to follow the request of the legal guardian or parent.

If the peace officer reasonably believes that the child's immediate surroundings or conditions endanger the child's health and welfare, the officer may take the child into immediate custody pursuant to M.S. 260.165, subd. 1(c)(2).

REPORTS AND FORMS

Written Report:

Whether there is an arrest or not, peace officers shall make a report after responding to a domestic call. If the officer did not arrest or seek an arrest warrant even though arrest was authorized, a detailed explanation of the reasons for the officer's decision not to arrest must be documented. The report should include the following: detailed statements from the victim, suspect and witnesses; description of injuries; information about past abuse; description of the scene; primary aggressor; existence of language barriers; presence of elderly victims or those with disabilities; and documentation of evidence.

Department of Corrections, Domestic Abuse Case Law Enforcement Data Collection Form:

The law enforcement agency shall collect the data on the peace officer data collection form supplied by the Commission of Corrections when the victim is a woman. (6llA.36, subd. 2).

FURTHER INVESTIGATION

A domestic call shall be turned over to the appropriate investigator for further follow-up if appropriate. If there is an arrest, the investigator shall determine the defendant's criminal record, and if there is evidence of a previous conviction, the peace officer should advise the prosecutors of any enhanced criminal sanctions which may be available. Follow-up may also include taking photographs of the victim's injuries 2-3 days after the incident. Bruises that were not visible immediately following the incident may appear within a couple of days. In addition to pictures, all officers should document the extent of injuries on a body diagram. (See attachment.)

Notwithstanding the fact that the officer has decided not to arrest one of the participants in the domestic call, the peace officer shall thoroughly document all relevant information in the report and shall refer the report to the appropriate prosecutor for review and consideration of criminal charges.

K.9.

Memo

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

From: Katie Everett, Parks, Recreation and Culture Manager

Date: December 4, 2018

Subject: **Resolution Approving 2019 Farmers' Market Rules and Regulations and 2019 Vendor Application**

Background:
After two seasons in its new location, changes were needed to the Farmers' Market rules and regulations to improve safety, especially during market day set up, and to ensure market success into the future. The updated Rules and Regulations and 2019 vendor form are attached for Council review.

At its November 27, 2018 meeting, the Parks, Recreation, and Culture Board discussed the rule changes and recommends Council approval.

Staff Request:
Staff requests City Council approval of the 2019 Isanti Family Farmers' Market Rules and Regulations and Vendor Application.

Attachment:
- Resolution 2018- XXX
  - Farmers' Market Rules and Regulations
  - Farmers' Market Vendor Application

RESOLUTION 2018 - XXX

RESOLUTION APPROVING 2019 FARMERS' MARKET RULES AND REGULATIONS AND 2019 VENDOR APPLICATION

WHEREAS, the Isanti Family Farmers Market Rules and Regulations are subject to review by the Parks, Recreation, and Culture Board; and,

WHEREAS, at its November 27, 2018 meeting the Parks, Recreation, and Culture Board discussed updates to the existing rules; and,

WHEREAS, the updated Isanti Family Farmers Market Rules and Regulations are attached to this resolution as "Exhibit A";

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the updated Isanti Family Farmers Market Rules and Regulations as attached as "Exhibit A" and the 2019 Vendor Application as attached as "Exhibit B."

This Resolution is hereby approved by the Isanti City Council this 4th day of December, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

Exhibit A

2019 Rules & Regulations

City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
Market Manager – Katie Everett
Office: 763-444-5512 Cell: 763-772-5856 Email: isantiparks@cityofisanti.us

1. **Name: Isanti Family Farmer's Market (The "IFFM")**

   A. Shall be open to producers and vendors that live within a 50 mile radius of Isanti, MN or as approved by the Market Manager.
   B. A Farmers' Market consists of two or more producers, selling produce or food that they raised or created directly to individual customers at a defined location on a periodic basis.
   C. Definitions:
      i. A ***vendor*** is the retail seller at a stall, booth or tent. Both farmers and non-farmers selling at a farmers' market are vendors.
      ii. A ***producer*** refers to the farmer, grower, baker, maker of homemade foods, arranger of flowers, etc. selling at a farmers' market.
      iii. A ***member*** is a vendor who is an official market participant (member of the market's association of vendors).

2. **Mission Statement**

   The Isanti Family Farmers' Market serves as a community gathering place for consumers to purchase locally grown and handmade products that promote healthy lifestyles while sustaining local agriculture; to stimulate public interest and knowledge; to increase local consumption of local products; and to educate the next generation about food production. It is a market in which farmers, growers and producers sell their own products direct to the consumer, thereby creating a direct relationship. This market will emphasize quality, freshness, wholesomeness and creative marketing.

3. **Supporting Structure**

   A. Funding is provided by the City of Isanti Parks, Recreation, and Culture Department.

4. **Governance**

   A. IFFM is governed by the City of Isanti Parks, Recreation, and Culture Board and/or Market Manager.
   B. The City of Isanti Parks, Recreation, and Culture Board and/or Market Manager monitors the effectiveness, quality, efficiency, and financial stability of the farmer's market as a means of ensuring accountability to vendors, the community, and the vendor association.
   C. The City of Isanti Parks, Recreation, and Culture Board and/or Market Manager enforces the rules and regulations of the farmers' market.
   D. The IFFM will not discriminate against any person based on race, color, creed, national origin, sex, age, disability or sexual orientation.

5. **Purpose**

   A. This Vendor Rules & Regulation handout is intended to describe the organization and administration of the Isanti Family Farmer's Market. It details rules and regulations to be followed by the Market Manager, vendors and management of the IFFM. The City of Isanti Parks, Recreation, and Culture Board and/or Market Manager shall deal with any issue not covered in this handbook.

6. Use

A. The use of the IFFM is restricted to the sale of local products from within a 50 mile radius of Isanti, MN. Special exceptions may be allowed from time to time, upon the approval of the IFFM Market Manager in response to local supply and productivity.

7. Market Location & Season

A. Located at 400 West Dual Blvd, Isanti, MN 55040 – next to Isanti Liquor off Heritage Blvd.
B. Dates: Every Friday, beginning May 25, 2018 through September 28, 2018
C. Time: 2:00 – 6:00 pm
D. Mailing Address: 110 1st Avenue NW, PO Box 428, Isanti, MN 55040
Attn: Katie Everett OR Market Manager
E. Phone inquiries can be made: 763.444.5512 (Office) or 763-772-5856 (Manager's Cell)
F. Email: isantiparks@cityofisanti.us
G. Website: www.isantifamilyfarmersmarket.org

8. Membership

A. **Eligibility:** All Producers and Vendors are welcome upon receipt of approved application. The Market Manager has the right to refuse admittance if a Producer or Vendor does not follow market rules:
   i. Grower, Producer, Crafter, Local Business or Artisan residing within 50 mile radius of Isanti, MN or has permission from Market Manager.
   ii. Member has completed application and paid applicable fees at least seven (7) days prior to market day. Exceptions for pre-payment of booth fees may be made for vendors with demonstrated commitment to the market, through at least four attended markets, or as determined by the market manager.
      1. An application will not be considered complete until copies of all necessary state permits, licenses, and tax forms are acquired by the vendor and submitted to the Market Manager, as well as the annual member fee and booth fees. All application materials are required annually for new and returning members.
   iii. Full Season vendors attending each of the first four (4) consecutive Fridays of the market season will be given priority booth space for the remainder of the season.
   iv.
   v. Membership fees will not be refunded if expelled from the IFFM.
   vi. Vendors under 18 years of age are welcome but must have a responsible adult (18 years or older) present during market hours.

B. **Member Expectations:** The supporting members, as a whole, should feel free to comment to the City of Isanti Parks, Recreation, and Culture Board and/or IFFM Market Manager with respect to:

   i. The overall management, operation and administration of the market.
   ii. The improvement of the market, site, vendor layout, and other physical improvements.
   iii. The regulation of the market, including the hours of operation, designation of stall space, charging of market fees, sanitation, posting of signs and other matters of interest to the public or vendors.
   iv. The advocacy and support of the market and development of continuing advertising and promotional programs for the market.

9. Fee Structure

A. All applications will need to be reviewed prior to acceptance to the IFFM. Notification given for acceptance can be done the day of market, at Market Manager discretion, if all information is provided.
B. Payment of fees required with application submission.
C. Fees will be refunded if not accepted by Parks, Recreation, and Culture Board or Market Manager of IFFM.
D. Annual Membership Fee: $10, Annual Booth Fee $100, Half Season Booth Fee $60, Daily Booth Fee $10.
E. Vendor fees are NON-REFUNDABLE after May 24.

10. Vendor Agreement

A. **Application Process:** All applicants for membership must complete a signed Vendor Application. The Vendor Agreement also lists all the products (by category and sub-category) that are approved for sale at the market.
B. **Applicant:** The Applicant Vendor is the grower, producer, crafter, local business or artisan resident seeking admission to the membership. Vendors should list ALL other family members or production employees who are to participate in the booth/stall during the current season.
C. **Review & Jurying**: All applications will be evaluated for their potential to contribute to the IFFM Market Mission: *The Isanti Family Farmers' Market serves as a community gathering place for consumers to purchase locally grown and handmade products that promote healthy lifestyles while sustaining local agriculture; to stimulate public interest and knowledge; to increase local consumption of local products; and to educate the next generation about food production. It is a market in which farmers, growers and producers sell their own products direct to the consumer, thereby creating a direct relationship. This market will emphasize quality, freshness, wholesomeness and creative marketing.* Because space is limited, the IFFM Market Manager must evaluate applications according to value added to the market mission by providing high quality, in-demand products; and, the Market Manager reserves the right to refuse the acceptance of any applicant vendor or vendor product that is not in keeping with the rules, regulations, or standards of the market.
D. **Authority**: The IFFM Market Manager reserves the right to cancel any Vendor Application. Failure to comply with the aforementioned documents is grounds for termination of vendor membership and termination of the Vendor Application.
E. **Warnings**: The Market Manager will issue warnings to vendors not in compliance with these responsibilities. After a total of 3 such warnings have been recorded, the vendor will be asked to explain to the IFFM Market Manager and/or City of Isanti Parks, Recreation, and Culture Board why the Vendor Application should not be terminated.

11. Product Categories

A. Vendors who wish to participate in the IFFM must submit a Vendor Application packet including a product list by category to the best of their ability. It is the vendor's responsibility to ensure that all products in each category comply with current MDA and USDA regulations and are properly identified and labeled. This market is being established as an outlet for local agriculture, produce and craft products to help promote sustainable farming, rural enterprise and local commerce.

12. Booth/Stall Allocation & Requirements

A. Space is allocated by the market manager to paid-up, full-season vendors first. The priority for remaining space is given by preference to paid-up, half-season vendors secondly and then to new members thereafter.
B. Vendor space is limited to 10'x10' stalls. As space allows, vendors may request additional stall space; additional booth fees will be required.
C. Disputes over stall spaces will be settled by the Market Manager. All such decisions are subject to appeal to the City of Isanti Parks, Recreation, and Culture Board.
D. Customer parking will be clearly designated by conspicuous signs and arranged to ensure safety and market visibility.
E. Market vendors are encouraged to display their name or farm name at the front of the booth that identifies their farm or business.
F. Vendors are responsible for providing all display materials for their respective booth/stall, including but not limited to tables, racks, awnings, chairs, etc.
G. Vendors are responsible for setting up and tearing down all display materials.
H. The market manager may require that unsafe or unsightly materials be removed from the booth/stall area.
I. The IFFM accepts no responsibility for damage or loss to display materials.
J. All tent-type stalls/booths are required to be staked or weighted down with at least 40 pounds in case of wind or storms.
K. Vendors are required to keep their booth open for the entire market day and should not begin teardown before the designated market closing time unless approved by Market Manager.

13. Vendor Expectations

A. At least one vendor (under definitions above) as listed on the Vendor Application must be present to sell at a market day unless approved otherwise by Market Manager.
B. Vendors shall be open and ready for business at start of market and no later. Vendors arriving late will be assigned a stall by the market manager from the available vacant space, if any remains. The market manager may reassign any stall not occupied 30 min prior to opening of market. A vendor shall make every effort to notify the market manager as soon as possible if they are not going to be in attendance that week.
C. No vehicles will be allowed inside defined Farmers Market vendor area between **1:45 pm and 6:00 pm**. Vendors and vehicles will be allowed in the Market Area before and after the market is open for set-up and tear down of vendors. Any vendors arriving late to the market will be designated a booth space closest to the vehicle entrance, and may be denied drive up access for customer and vendor safety.
D. Vendors should load and unload in such a way as to avoid obstructing the flow of traffic and the work of other vendors. Booth items should be unloaded quickly and vehicles parked prior to set up.
E. Vendors (under definitions above) may employ or provide a salesperson that is hired solely for market sales in a booth/stall. All salespersons in a booth/stall must be accompanied by a vendor who is listed on the Vendor Application or approved by Market Manager.
F. Vendors are responsible for their own booths/stalls and will leave their site clean and in a condition suitable to the City and the property owners.
G. Hawking and false advertising is forbidden.
H. Sales must be conducted in an orderly and businesslike way. Each vendor is responsible for handling and safely keeping their cash box or other monetary container.
I. Vendors will not start selling products before the designated time of the market start. No presales or pre-bagging are allowed, as this is unfair practice for those customers that cannot come prior to Market start.
J. All items offered for sale must have pricing displayed clearly for each item or group of items. Pricing should be clear and legible.
K. Vendors are encouraged NOT to practice "distress pricing" for the express purpose of undercutting other vendors with same or similar products. When the market manager perceives "distress pricing" is occurring, the IFFM Board reserves the right to impose pricing ranges or to cancel any Vendor Application.
L. Each vendor is responsible for his/her sales tax collection, where applicable.
M. The City of Isanti, City of Isanti Parks, Recreation, and Culture Board and the IFFM Market Manager are not liable for any injury, illness, theft, loss, or damage of any kind to either the buyer,seller, seller's party, or their property, arising out of or pertaining to preparation for, participation in, or use or consumption of products bought, sold, or provided at the IFFM. By participating in the IFFM, seller further agrees to indemnify and hold the City of Isanti, City of Isanti Parks, Recreation, and Culture Board and the Market Manager harmless for and against any claims for such injury, illness, theft, loss or damage. Insurance coverage is the responsibility of the individual vendor. The IFFM bears no responsibility for any vendor's property at the market.
N. All vendors are strongly encouraged to carry their own general liability and product liability insurance, as the City of Isanti, City of Isanti Parks, Recreation, and Culture Board and Market Manager does not provide coverage.
O. IFFM Rules are subject to change. Changes to IFFM rules will be communicated to vendors in writing.

14. Market Miscellaneous

A. Walkways between vendor spaces must be kept open.
B. Selling is allowed only in designated areas.
C. No part of the market may be used for overnight storage.
D. No alcoholic beverages or unauthorized weapons are allowed in the market or on the market grounds.
E. No smoking in vendor booth areas per City Ordinance. Smoking areas off-site include the public parking areas. Please ask for other nearby locations. Vendors do reserve the right to ask customers to not smoke around their booth/stall.
F. At the end of the market day, all refuse must be placed in the bins provided. Garbage and recycling bins will be provided by the market manager and removed at the end of each market day. For produce and food vendors, it is especially critical to clean up scraps of any such refuse material from the ground due to the risk of encouraging vermin.
G. The only animals allowed in the farmer's market area of operation are police dogs or service animals, such as patrol or disability service dogs – per MN Department of Health.

15. Food Safety and Sales

A. All processed foods offered for sale must be protected from contamination.
B. Containers, wrappings and gloves must be single-use only where applicable.
C. It is the responsibility of vendors to be familiar with and adhere to state food safety and product sampling regulations. Portable handwashing stations are available for vendor use upon request to the market manager.
D. Review MDA, FDA, DHS and USDA requirements frequently if any questions remain.
E. The Minnesota Department of Health (MDH) contacts for Isanti County is Alex Hintz (alex.hintz@state.mn.us or 651-201-4259)

16. Community Booths

A. A community booth/stall is available to charity and non-profit organizations at no cost for promotional or educational purposes. Any group interested in using that stall shall contact the Market Manager at least one (1) week prior to the assigned day.
B. A Local Business of the Week Booth will be provided at no cost to a local business. Interested businesses should contact the Market Manager for scheduling. This booth will give a local business an opportunity to educate the public as to what products and services this business provides.
C. All IFFM rules and regulations apply to the vendor and persons residing in that stall.
D. Community Booths shall not be used for sales of any kind – groups wishing to hold a fundraiser must pay vendor fees, and will be subject to all applicable licensing requirements for IFFM vendors.

Exhibit B

Isanti Family Farmers Market (IFFM)

2019 Vendor Application

Fridays ▶ May 31 – September 27 ▶ 2:00pm - 6:00pm
400 West Dual Blvd, Isanti, MN

Market Manager - Katie Everett
Office: 763-444-5512 Cell: 763-772-5856 Email: isantiparks@cityofisanti.us

CONTACT INFORMATION: **DATE**_____

NAME of primary seller_____ **FARM NAME**_____

NAME of additional sellers_____

ADDRESS_____ **CITY**_____ **ZIP**_____

EMAIL_____

HOME PHONE_____ ____ **CELL PHONE** _____ ____

check preferred number for market day contact

WEBSITE_____

You are being asked to supply personal information about yourself and business. The requested information may be used by the IFFM staff, administration department and other City staff as reasonably necessary. The purpose of this requested information is to compile a list to allow the City to contact you with information regarding your status as a vendor, market related updates and questions, weather related closures, etc.

☐ Please check if you **give permission** to release the above information for customer inquiries and marketing purposes.
If exclusions, please list: _____

VENDOR INFORMATION (please circle and give details):

Address where crops are grown or items produced if other than above_____

_____

Do you grow or produce all items offered for sale? _____ If not, please explain _____

Are you selling any canned/ processed food items? _____

Are you selling any meat products? _____ If yes, where is the meat processed_____

Are you planning on giving samples? _____ If yes, please explain_____

Are you a member of Minnesota Grown? _____ If yes, #_____

Are your items certified organic? _____

If yes, please provide a copy of your National Organic Standard certificate as provided by a USDA accredited agent.

Do you currently hold food related licenses? _____ If yes, please provide copies with this application.

Vehicle / trailer (including length) description_____

ATTENDANCE (please check all dates you plan to attend during the 2019 season):

☐ **ALL DATES**	☐ May 31	☐ June 28	☐ July 26	☐ August 23	☐ Sept 20
	☐ June 7	*July 5 No Market*	☐ August 2	☐ August 30	☐ Sept 27
	☐ June 14	☐ July 12	☐ August 9	☐ Sept 6	
	☐ June 21	☐ July 19	☐ August 16	☐ Sept 13	

Please indicate all the products you would like to sell at the farmers market during the 2019 season:

VEGETABLES

☐asparagus ☐beans ☐broccoli ☐cabbage ☐carrots ☐cauliflower ☐corn
☐cucumbers ☐eggplants ☐garlic ☐kohlrabi ☐lettuce ☐onions ☐peas
☐peppers ☐potatoes ☐pumpkins ☐spinach ☐squash ☐tomatoes ☐zucchini
☐other_____

FRUITS

☐apples ☐apricots ☐blueberries ☐currants ☐elderberries
☐gooseberries ☐grapes ☐melons ☐pears ☐plums
☐other_____

SPECIALTY PRODUCTS

☐baked goods ☐cheesecakes ☐dairy ☐dry mixes ☐GF bread ☐honey
☐ice cream ☐jams, jellies ☐maple syrup ☐pickles ☐pies ☐salsa
☐Meat_____
☐other_____

NON-FOOD PRODUCTS

☐annual plants ☐berry/grape plants ☐cut, dried flowers ☐cut, fresh flowers ☐gourds
☐jewelry ☐lotion ☐perennial plants ☐pottery ☐soap/candles
☐vegetable starts ☐woolch
☐crafts/other:_____

2019 FEE SCHEDULE:

Annual Membership Fee – annual fee to become a market member… $10

Stall Fee - Fee for space in the market. There are a number of options for stall space in the market; full season, half season, and daily rates. The full season rate covers all seventeen (17) market days, a half season covers eight (8) market days which can be any market days you choose, the daily rate can be any days you choose.

Full Season (17 days)… $100
Half Season (8 days)… $60
Daily (each day)… $10

For those vendors interested in single days but do not have dates selected, please submit only the application fee with your application. Check with the market manager to verify the space is available prior to the dates you wish to attend. Fee will be due before the market commences for that day.

For vendors interested in more than one stall please multiply the stall fee by the number of stalls desired. Every attempt will be made to accommodate additional stall requests. You will be contacted if we cannot offer all the stalls requested.

No refunds for market days cancelled due to inclement weather. Vendor fees are non-refundable after May 24.

Fee Calculation

Application Fee	$ 0
Annual Membership Fee	$ 10
Stall Fee	$ _____
Full Season (# of stalls x $100)	
Half Season (# of stalls x $60)	
Single Days (# of days x $10)	
Total Fees	$_____

Please make check out to City of Isanti.
Credit cards may be accepted, fees will apply. Call for details.

ACKNOWLEDGEMENTS

Please initial each item below to signify your understanding and acceptance of the terms of becoming a market member.

☐ I have reviewed a copy of and agree to abide by the Isanti Family Farmers' Market Rules and Regulations in force for the 2019 season.

☐ I understand that I am responsible for complying with any and all local, state, or federal regulations governing the products that I sell.

☐ I agree that the City of Isanti, City of Isanti Parks, Recreation, and Culture Board and the IFFM Market Manager are not liable for any injury, illness, theft, loss, or damage of any kind to either the buyer, or seller, seller's party, or their property, arising out of or pertaining to preparation for, participation in, or use or consumption of products bought, sold, or provided at the IFFM. By participating in the IFFM, seller further agrees to indemnify and hold the City of Isanti, City of Isanti Parks, Recreation, and Culture Board and the Market Manager harmless for and against any claims for such injury, illness, theft, loss or damage. Insurance coverage is the responsibility of the individual vendor. The IFFM bears no responsibility for any vendor's property at the market.

☐ I understand that it is recommended to carry my own general liability and product liability insurance as the City of Isanti does not provide this coverage.

ATTACHMENTS

Please attach the following items to this application:

☐ Copies of organic certifications, if any.

☐ Copies of Cottage Food producer registration/license

☐ Copies of any food related licenses, if any.

☐ Completed Minnesota Department of Revenue Form ST19.

☐ Completed application with fee calculation worksheet and check **(made out to City of Isanti)** for fees.

☐ Photo of your booth/product/display to be promoted. Can be emailed to isantiparks@cityofisanti.us

Signature of Primary Seller(s_____ Date _____

Application is not considered complete until all forms are submitted. Incomplete application may be returned in its entirety to the vendor. Applications received by March 29, 2019 will get first priority in the market. Applicants will be notified of their application status by April 30, 2019.

Mail this application and required attachments to:

City of Isanti
c/o IFFM Market Manager
PO Box 428
Isanti, MN 55040

Office Use Only

Application Received _____

Application ☐ Accepted ☐Rejected _____

☐ Check/MO #_____☐ Credit Card ☐ Cash

Amount paid $_____

Member # _____

CITY OF ISANTI
PLANNING COMMISSION MINUTES
NOVEMBER 20, 2018

L.1.

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:40 p.m.

B. Pledge of Allegiance.

The Pledge of Allegiance was recited.

C. Roll Call.

Members Present: George Wimmer, Ross Lorinser, Paul Bergley, Dan Collison, Steve Lundeen, Arissa Simon.

Members Absent: Joey Lemay (excused).

Staff Present: Ryan Kernosky, Community Development Director.

1D. Agenda Modifications.

Director Kernosky stated that there were no agenda modifications

2. Approval of the Agenda

Motion by Lundeen, seconded by Bergley to adopted the agenda, approved unanimously.

3. Approval of the Minutes from the November 7, 2018 Special Planning Commission

Motion by Collison, seconded by Lundeen to approve the minutes from the November 7, 2018 Special Planning Commission meeting, approved unanimously.

4. Public Hearings

A. Request from Knife River for I-1 Tier-1 Conditional Use Permit & Site Plan Approval of a Medium Manufacturing Facility for a Septic Tank Casting Facility on PID 050201803.

Director Kernosky stated that Knife River has submitted a complete application for a conditional use permit and site plan approval of a medium manufacturing facility that will be utilized as a septic tank casting facility. Kernosky stated that the property is not within the City's immediate municipal jurisdiction, however it is zoned I-1 Tier 1, and as such we have the land use zoning authority over this project and the development of that site. Kernosky went over the staff conditions within the resolution.

Mayor Wimmer opened the public hearing at 7:44 pm.

No one spoke during the public hearing.

Mayor Wimmer closed the public hearing at 7:44 pm.

Commissioner Lundeen asked what Junction Bowl thought about the development.

County Commissioner Mike Warring and owner of Junction Bowl stated that he did not see any problems with the proposed development.

Commissioner Lorinser asked whether or not this property was within the TH-65 Overlay Zoning District. Director Kernosky stated that industrial-zoned properties are not subject to the TH-65 Overlay Zoning District. Lorinser continued to ask about possible annexation of this property instead of allowing the development without annexation. Kernosky stated that if the industrial park was to ever extend north into the future, the property would be annexed. Kernosky also stated that there are currently special assessments against the property due to the Cajima St NE reconstruction project and that those special assessments would be due at that time.

Commissioner Bergley inquired about the landbank parking agreement. Kernosky stated that part of the conditions is that Knife River enters into a landbank parking agreement with the City.

Commissioner Collison stated that he would like to see Knife River do a better job of sweeping the street to remove debris. Kernosky stated that because the City is now an MS4 community, we can require them to clean up the street and that we have the authority to issue fines if needed.

Motion by Lorinser, second by Bergley to approve the Conditional Use Permit and Site Plan Review for Knife River with Staff Conditions. Motion passed unanimously.

5. Discussion Items

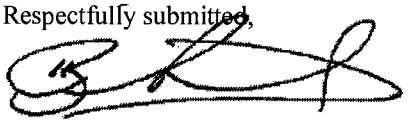
None

6. Adjournment

Motion by Lorinser, second by to Bergley to adjourn the November 7, 2018 meeting of the Planning Commission. Motion was unanimously approved. The meeting adjourned at 7:50 p.m.

Dated at Isanti, Minnesota this 28th day of November, 2018.

Respectfully submitted,



Ryan Kernosky
Community Development Director

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
November 27, 2018
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, Aaron Zdon, and Mayor Wimmer
Staff Present: Katie Everett, Parks, Recreation, and Culture Manager

D. Agenda Modifications.
Zdon asked if there were any agenda modifications; there were none. Motion by Johnson, second by Witte to approve the agenda for the November 27, 2018 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from October 23, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Witte; second by Johnson. Minutes were unanimously approved.

3. Pleasure Rink Location Discussion (Jennifer Garvey)

Garvey said she wanted to bring up an idea for future years since it's too late for this year to think about moving the pleasure rink from the grass onto the south side of where the skate park is now. It will probably be about the same size as what it is now. Zdon asked if to clarify if she meant moving it to the concrete, and if that makes it easier to make ice. Garvey said she thinks it does. That we wouldn't have to worry about the ground freezing first and it's flatter. If it was on the concrete it would need some pieces of wood to contain the water. It is a little bit closer to the warming house too. Zdon said we had talked previously about moving it to where the wake park used to be, but there's not lighting there, and it would still be on dirt. Garvey agreed, and the concrete does have the lighting already because the rink used to be there. As a pleasure rink, she thinks it would be a sufficient size. Zdon said we can bring it back and look at it next year in the spring.

4. Unity Park Tree Planting Proposal

Everett reminded the board that there had been discussion about taking the wooden bollards out that have been falling down, and the board expressed interest in replacing them with something. She did some brief research on replacement permanent bollards, and because the parking lot is so long getting bollards for every four feet or so looked like it was going to be a pretty expensive venture. She also added that the aesthetics of what that would look like with Unity Park didn't make a lot of sense. Instead she looked into some landscaping options. She included a mock up in the packet of what it might look like with trees. She stated she doesn't think a whole lot of trees will be needed to make that distinction of park versus parking lot. Staff really hasn't noticed any damage from people parking where they shouldn't be, so it's not like we're combatting a serious issue over there. Trees are a reasonable solution. There are already two or three varieties of trees behind the ballfield already, so we might want to match those or maybe plant something different that will do well in that area. If the board is okay with it, staff will move forward with it. We'd want to get some substantial trees to make sure they survive. Witte asked what is the proposed spacing between the trees. Everett said 45 feet from trunk to trunk. Zdon added that it looked like about 30 foot trees once they're fully grown. Everett added she looked at a listing of trees that do well in Minnesota and most were 20 to 30 foot canopies, with some that are bigger. We'll also want to find something that isn't really messy. Zdon stated that it would look a lot better than the old bollards. Witte asked if there's any concern for people parking between trees. Zdon said that typically when people see that natural barrier they don't. There may be some that creep up a little bit though. Everett added that as it is, people could be parked there and

we haven't noticed them doing that. Garvey asked if this was the first summer that we've had the bollards out. Everett said they have been falling down for years and there hasn't been any real barrier there for a long time. Johnson asked if it was feasible within the budget. Everett stated that for the sake of time she put a placeholder in the budget for the project, and if the board decides not to spend that money that's okay too. Johnson asked if putting six or seven trees will be good enough. Everett said she thinks so. Johnson stated that he likes it. Zdon said he thinks it's way better than the bollards and will provide some shade. Johnson made a motion to approve the trees, Garvey approved. Motion to replace the bollards with trees as per the design in item four was unanimously approved.

5. Farmers' Market Rules Updates

Everett stated that she reviewed the rules after the season with having more vendors coming. One of the biggest issues with more vendors is during setting to make sure that everyone can get in and out on time and that it is safe. Everett highlighted the changes. The second point under Eligibility, she added that they need to have their applications in a week ahead of time so we know that people are coming ahead of time. If someone comes the day of, there is room in there to allow them in if there's space. There was also some redundancy in that section with the information about vendors finding their own licensing so that has been reordered. What is now number three in that section used to say that full season vendors have to attend the first four days. There's really no way to enforce that, and we're really not in a position to kick people out if they don't do that. Everett switched it out so there is an incentive instead; those who do come for the first four days will get a priority spot. The reason we have that rule at all is to establish the market early in the season, but some people just don't have anything to sell early on and aren't willing to sit there with nothing. Under number 10 vendor agreements, review and jurying, staff added language. Because we have vendors who have duplicate products and we have a limited space, we need to be able to say that we already have enough of something for sale and need to have room for something else. She checked with other markets and found that to be common practice. The rule now states that vendors need to be contributing to the mission as stated, and because the space is limited, the market manager has to evaluate applications according to value added to the market mission by providing high quality, in-demand products. That gives us some space to make sure the market is offering the best that we can for the community. That section was really brief before, and if people technically weren't breaking and rules they were in, so this helps to ensure the market's success. Another change is to 12B; some vendors want to have two booths. Again, as we get more vendors, eventually it might not make sense to allow people to have double booths, but this rule allows it as long as there is space and states that the full booth fee still applies.

The next change is under 13 – Vendor Expectations, which is where the safety piece really comes in. For 13B, the rule used to be that we could reassign their spot ten minutes before the market, but at point all of the vendors are already set up and wouldn't want to have to move. It now states that if they aren't there thirty minutes ahead of time, their booth will be reassigned. That helps the vendor look fuller so we don't end up with holes, but it also makes sure that people aren't coming in and out of the middle when customers are showing up. Most market days, there are people there by 1:45, and often by 1:30. We really need to control when cars are moving around in that tight space. The next point is it enforce when cars are arriving. If they're not there by 1:45, they won't be allowed to drive up at all. Vendor parking is still very close, so they'll just have to unload from their cars. It is a safety issue and is kind of non-negotiable. Johnson asked for clarification if that would pertain to the ice cream truck. Everett said they'll still be allowed because they're parked. Garvey asked if most booths are set up between 1:00 and 1:30. Everett said that about half of the booths probably are, but there have been a handful of vendors that are always late that are just going to have to adjust. Garvey wondered if 30 minutes was really a sufficient time. Everett stated that she thinks it is. The next rule is that what people really should be doing is driving up, dropping their stuff off, and then parking – in which case, half an hour is plenty of time. Most of vendors do several markets a week and set up very quickly. Everett did consider making the set up time longer, but for many vendors getting there earlier than 1:00 is really difficult. That said, there are a couple of vendors who set up early so they're out of the way, and she lets them do that. Garvey stated that the biggest point really is the safety with cars coming in and out with people walking around or waiting, so wanted to make sure there's ample time. Everett stated that customer traffic before 1:30 is pretty light, and those people are more aware that everyone is still setting up. Everett will plan to send out a letter to returning vendors informing them of this change, and will really take some enforcement the first couple of weeks.

Everett stated that there were a couple of other minor changes. Under 15 – Food Safety, she added that we have a hand washing station that people can request to use. There are people who give samples, and the state is very strict on how that should go. The market doesn't get shut down if someone is doing that wrong, their booth does. For us, we don't want that to happen, but it's ultimately their responsibility. Under Community Booths, Everett explained that there were groups that were doing fundraisers this year, but to her it makes sense that anyone selling anything should be paying the booth fee that everyone else. If they're just giving information, they fit under the community booth we already have. Zdon and Witte stated that they agreed. Garvey asked if vendors get information that the handwashing stations are available for them. Everett stated that they do, and she has done demonstrations for them at the preseason meeting as well. Garvey asked if there was a fee to do that. Everett said there is not, but she believes we got all of the equipment through a grant because there are labels on it. Zdon asked if a motion was needed. Everett said she didn't think so, but the rules and application will get approved by Council.

6. 2018 Parks Project Review

Everett stated that she provided the list that was created following the park visits in the spring. Public Works has done most of those things. She added that GameTime finally sent a little can of spray paint, but now it will have to wait. Everett also reviewed a list of the budgeted projects for 2018. Zdon stated that he'd like to discuss pet waste receptacles next year, especially with access to Legacy getting easier with the development, and maybe along the Bike/Walk Trail. Everett asked for clarification about where Zdon was thinking for the Bike/Walk Trail. Wimmer added that anything on the trail has to go through the Bike/Walk Trail Committee, and Everett added that they meet once a year in January. Zdon said that in that case, there may be not any on the trail in the next year, but we could discuss getting them in our parks. He said it would be a nice thing to have, and a lot of cities have them on their trails and in the parks. Garvey said the biggest things will be the cost and the upkeep. Zdon agreed, and said the upkeep will probably be even more than initial cost.

7. Parks Updates

Everett said that movie nights have been going really well, there were 64 people for November. The Boy Scouts came back to host. The December movie night is still open, and the Girl Scouts are looking into helping. If there are other groups interested, whoever gets their application in first will get to do it. She also included a note that the budget gets approved in December, and after that she'll start getting things moving for next year.

Everett added a quick reminder that there is no December meeting.

8. Adjournment

Motion by Johnson, second by Witte to adjourn the November 27, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:25 p.m.

Dated at Isanti, Minnesota this 27th day of November, 2018.

Respectfully submitted,

Katie Everett

Katie Everett
Parks, Recreation, and Culture Manager

A Community For Generations.

Isanti

To: Mayor Wimmer and City Council Members

From: John Jacobi, Liquor Store Manager
Mike Betker, Finance Director

Date: November 27th 2018

Subject: Liquor Store Heartland Credit Card Processing Analysis

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Update:

We switched credit card processing companies from Elavon to Heartland on Monday August 13th due to inconsistencies between recorded software totals and batch totals. At the time we switched to Heartland Payment Services without going thru a formal RFP process with the understanding that after 3 months staff would report to the Finance Committee about the fees and functionality of the new service provider. Thus far fees appear to be at or below that of our prior provider and functionality/service has met or exceeded the expectations of city staff.

Staff recommends continuing with Heartland Payments Services indefinitely. The Finance Committee considered this item at its November 21st 2018 meeting. Since the City has an approved contract with Heartland in place, the Committee recommended an informational update to the City Council. No further action is necessary.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, DECEMBER 18, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards
Friends of Youth Leadership Award- Hall of Fame- Officer Adam Gau
Employee Recognition – Years of Service

F. Approve City Council Minutes
1. December 4th, 2018 – Regular Meeting of the City Council

G. Announcements

1.	**CITY OFFICES CLOSED**	Monday, December 24, 2018 *(12p.m.-4:30 p.m.)* Tuesday, December 25, 2018 (All day) *(In observance of the Christmas holiday)* Tuesday, January 1, 2018 *(In observance of New Year's Day)*
2.	City Council Meeting	Monday, January 7th, 2019 at 7:00 p.m.
3.	EDA Meeting	Monday, January 7th, 2019 *(Immediately following City Council Meeting)*

H. Council Committee Reports

I. Public Hearings

J. Business Items
1. Resolution 2018- XXX Approving Partnership Agreements Between the City of Isanti and the East Central Regional Library and the Isanti Area Friends of the Library *(Carla Lydon)*

2. Approval to Establish an Eligibility List for Hiring Police Officers *(Ross Lorinser)- Discussion Only*

3. **City Administrator Don Lorsung**
Ordinance- XXX City Code Change to Committee of the Whole

4. **Finance Director Mike Betker**
a. Ordinance-XXX Amending the Code of the City of Isanti Chapter 160 Fees
b. Resolution 2018- XXX Adopting Fees within the City of Isanti

5. **Community Development Director Ryan Kernosky**
Resolution 2018-XXX Planned Unit Development for Heritage Estates Subdivision

6. **Parks, Recreation and Culture Manager Katie Everett**
   a. Resolution 2018-XXX Extending Site Use Agreement Between the City of Isanti and Catholic Charities
   b. Resolution 2018-XXX Accepting Quote for Publication of the City of Isanti Newsletter for Years 2019-2020.

7. **Chief of Police Gene Hill**
   Resolution 2018-XXX Authorizing Staff to Purchase a New Squad Vehicle and to Outfit that Vehicle by Transferring Existing Unspent 2018 Police Department Funds

K. Approve Consent Agenda

1. Consider Accounts Payable in the amount of $303,084.88 and Payroll in the amount of $128,866.64
2. Final Meeting Minutes for the November 7th, 2018 Economic Development Authority Meeting
3. Resolution 2018-XXX, A Resolution Designating Polling Places in City of Isanti
4. Resolution 2018-XXX Approving a Check be Written to Girl Scout Troop 16607 for Volunteering at the Community Movie Night
5. Resolution 2018-XXX Approving Permanent Hire of Maintenance Technician I Jordan Rapp
6. Resolution 2018- XXX Closing Construction Funds
7. Resolution 2018-XXX Approving Amendments to the 2018 Budget

L. Other Communications

1. Draft Minutes of the December 4th, 2018 Economic Development Authority Meeting
2. Draft Minutes of the December 4th, 2018 Special Planning Commission Meeting
3. November Police Department Report
4. November Code Enforcement Report
5. November Building Inspector Report
6. December Engineering Report

Adjournment

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, DECEMBER 4, 2018 – 7:00 P.M.
CITY HALL

F.1.

I. Citizens Input
None.

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

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Councilors: Paul Bergley, Steve Lundeen, and Ross Lorinser

Members Absent: Dan Collison

Staff Present: City Administrator Don Lorsung, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin, Finance Director Mike Betker, Public Services Director/ Assistant City Administrator Josi Wood, Police Chief Gene Hill, Community Development Director Ryan Kernosky, and Assistant City Engineer Jason Cook

Others Present: Mayor-Elect Jeff Johnson, Lisa Johnson, Rick Dassinger, Rebecca Waller, Jared Charles, Elizabeth Anderson, and George Hemen

D. Adopt Agenda
Addendum:
Add J.1 Resolution 2018-266 Approval for Boxes of Coats for Kids-Donation to Police Department
Add K.10 Resolution 2018-279 Resignation of Liquor Store Clerk Nicholas Hovik
Add K.11 Resolution 2018-280 Resignation of Community Development Director Ryan Kernosky
Motion by Lorinser, second by Lundeen to approve the agenda with modifications listed above. Motion Carried.

E. Proclamations/Commendations/Certificate Awards
1. City of Isanti - Recipient of MDH 2017 Water Fluoridation Quality Award
Mayor Wimmer shared that this is the second year in a row that the City of Isanti has been recognized for this award with anticipation recognition again in the future.

F. Approve City Council Minutes
1. November 20th, 2018 – Regular Meeting of the City Council
Motion by Lundeen, second by Lorinser to approve minutes as presented. Motion carried.

G. Announcements
1. City Council Meeting — Tuesday, December 18, 2018 at 7:00 p.m.
2. Planning Commission Meeting — Tuesday, December 18, 2018 at 7:00 p.m. *(Immediately following City Council Meeting)*

H. Council Committee Reports
None.

I. Public Hearings

None.

J. Business Items

1. Resolution 2018-266 Approval for Boxes of Coats for Kids-Donation to Police Department
Police Chief Gene Hill shared that with the help of Rick Dassinger and the Knights of Columbus from St. Elizabeth Seton church they were able to donate jackets to the school district for children in need of winter jackets. Rick Dassinger also shared that the program is worldwide and the coats are at discount prices from the manufacturer.
Motion by Lorinser, second by Lundeen to approve coat donation as presented. Motion carried.

Community Development Director Ryan Kernosky

2. Resolution No. 2018-267 Conditional Use Permit and Site Plan Approval for Knife River on PID 050201803
Community Development Director Ryan Kernosky shared that this property is just outside the City limits; however, the City has zoning jurisdiction. Ryan continued to share that staff concerns and conditions have been addressed.
Motion by Bergley, second by Lundeen to approve resolution with conditions as presented. Motion carried.
3. Resolution No. 2018-268 Extending Sac and Wac Deferral Program to December 31, 2019
Council discussed whether the program should be renewed for 2019. The use of the incentive program was down from previous years and was used by a limited number of builders. Concern over the need for the program as an incentive, as well as merit of keeping it in place was discussed.
Motion by Bergley, seconded by Lundeen to approve resolution extending the SAC and WAC Deferral Program for 2019. The motion passed, 3-1, with Lorinser voting nay.

Finance Director Mike Betker

4. Consider Resolutions Relating to the 2019 Budget
    a. Resolution No. 2018-269 Adopting the 2019 Final Budget
    b. Resolution No. 2018-270 Adopting the Final 2018 Tax Levy, Collectible 2019
    c. Resolution No. 2018-271 Adopting the Final 2019 Enterprise Fund Budgets
    d. Resolution No. 2018-272 Approving a Cost of Living Adjustment (COLA) for Non-Union Employees

Finance Director Mike Betker shared that there is a general decrease in Public Works and debt. He further shared there has been increases in Public Safety and Parks and Recreation. Mayor Wimmer added that in 2009 the City was not in charge of the Community Center resulting in a significant portion of the increase. Mike Betker continued to share notable expenditures for 2019 proposed budget such as a 3% Cost of Living Adjustment as well as a 15.8% increase to health insurance premiums, nearly $45,000 of funding to replace the 2006 Silverado squad car that was a forfeiture vehicle, nearly $138,000 for special projects to be completed by current City Administrator Don Lorsung such as a 10-year comprehensive plan. Finance Director Mike Betker continued to share that hiring an outside consultant can potentially exceed $100,000 and City staff doing a large share of work. Mayor Wimmer added that when the comprehensive plan was done in 2006 and finalized in 2009 it was almost $100,000 alone just for hiring outside support. Mike Betker continued to further share notable expenditures for 2019 including $30,000 for a new City website, and $30,000 for a new hot patch trailer. Mike also shared change in 2019 Revenues compared to 2018 is the use of excess fund balance, making up 6% of budgeted revenues. The City's Fund Balance policy states that excess cash above 50% of the next years budgeted expenditures must be used to reduce taxes. Mike continued to share that this is compliant with that policy. Mike Betker continued to share that the proposed tax levy totaled $2,649,852 a decrease of nearly $110,000 or 4% from the prior year. As a result, Mike shared that the City's property tax rate is projected to decrease by 13.24% and the Taxable Market Value increased by nearly 11% after increasing more than 14% for the

2018 budgeted year and the proposed Levy and budget will reduce the General Fund balance to 50% as prescribed by City policy.
Motion by Lorinser, second by Bergley to approve the resolutions relating to the 2019 Final Budget as presented. Motion carried.

Assistant City Engineer Jason Cook

5. Resolution No. 2018-273 2019 Storm System Maintenance Proposal
Assistant City Engineer Jason Cook shared that this is the storm system maintenance program that was put into place 2 years ago. Mayor Wimmer added that this is what was discussed previously with Councilmember Collison questioning if the work could be done in house. However, it was determined that it could not be done by Public Works because the cost for equipment did not save significant funds and would cut into Public Works' other duties.
Motion by Lundeen, second by Lorinser to approve resolution as presented. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the amount of $185,266.81 and Payroll in the amount of $94,074.50
2. Final Minutes of the October 16th, 2018 Planning Commission Meeting
3. Final Minutes of the October 23rd Park, Recreation and Culture Board Meeting
4. Contractor's Pay Request No. 3 for the 2018 Street and Utility Improvements Project in the Amount of $29,892.11
5. Resolution No. 2018-274 Resignation of Liquor Store Clerk Ryan VanderVenter
6. Resolution No. 2018-275 Declare Certain Property as Surplus and Authorize its Sale by Public Auction
7. Resolution No. 2018-276 Approving a Check Be Written to Isanti Scouts BSA Troop 523 for Volunteering at the Community Movie Night
8. Resolution No. 2018-277 Authorizing the Written Policy Language Change as it Relates to the Domestic Abuse Policy within its Police Department
9. Resolution No. 2018-278 Approving 2019 Farmer's Market Rules and Regulations and 2019 Vendor Form
10. Resolution No. 2018-279 Resignation of Liquor Store Clerk Nicholas Hovik
11. Resolution No. 2018-280 Resignation of Community Development Director Ryan Kernosky

Motion by Lorinser, second by Bergley to approve Consent Agenda as presented. Motion carried.

L. Other Communications

1. Draft Minutes of the November 20th, 2018 Planning Commission Meeting
2. Draft Minutes of the November 27th, 2018 Meeting of the Park, Recreation and Culture Board
3. Liquor Store Heartland Credit Card Processing Analysis Discussion

Adjournment

Motion to adjourn by Lundeen, second by Lorinser. Motion carried. The meeting was adjourned at 7:18 p.m.

Respectfully Submitted,

Jaden Moore

Deputy City Clerk/Human Resources

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: December 3, 2018

Subject: Library Outreach Stop Agreements Renewal

ECRL Director Carla Lydon will be present to provide an update on the City of Isanti Outreach Stop site, and is requesting renewal of 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 2019.

RESOLUTION NO. 2018-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 2019.

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 2019; that are hereby attached as 'Exhibit A' and 'Exhibit B' and made a part of this resolution.

This resolution was duly adopted by the Isanti City Council this 18th day of December 2018.

_____
Mayor George A. Wimmer

Attest:

_____
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 Carla Rydon Date 12/3/18
Regional Library Director
For East Central Regional Library

Signed _____ Date _____
Mayor or City Council Designee
For the Community of _____

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

* *

J.3.

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer and City Council**

From: Don Lorsung, City Administrator

Date: December 12, 2018

Subject: Ordinance to Amend City Code Chapter 8, Adding Committee of the Whole

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As per City Council direction, staff has prepared and posted a draft ordinance to amend City Code Chapter 8 to establish a City Council Committee of the Whole. It is envisioned that Committee of the Whole meetings will serve as an informal discussion between Council members, City staff, City consultants and invited guests on specific agenda items. Items to be discussed will be placed on an agenda that will be posted and distributed prior to the meeting. No official votes will be taken at this meeting and items moving forward will be placed on the agenda of an upcoming City Council meeting. The Committee of the Whole shall also review any items that formerly were to be reviewed by a Council Committee (per City Resolution, Code or Ordinance). The City Administrator or their designee will convene the meetings and introduce Committee agenda items. A Committee meeting schedule shall be adopted annually by the City Council. The draft ordinance has also been updated to remove the C-I Arena Board and TH 65 Board representatives, which are no longer applicable. The City Attorney has reviewed the proposed ordinance.

Attached for your consideration is the draft ordinance.

ORDINANCE NO. ____

AN ORDINANCE TO AMEND THE CODE FOR THE CITY OF ISANTI, CHAPTER 8 CITY COUNCIL, ARTICLE III, SECTION 8-18 COMMITTEES, ADDING COMMITTEE OF THE WHOLE AND ARTICLE II, SECTION 8-10 PER DIEM

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Chapter 8, Article III, Section 8-18. Committees is hereby amended to read and include the following:

A. Committees designated.

~~(1) Council members shall be appointed to the following committees of the Council at the first regular Council meeting in January of each year:~~

~~(a) Development Advisory Committee~~
~~(b) Finance Committee~~
~~(c) Municipal Buildings Committee~~
~~(d) Personnel Committee~~
~~(e) Liquor Committee~~
~~(f) Police Committee~~
~~(g) Public Works Committee~~
~~(h) Public Works Labor Management Committee~~

(1) Committee of the Whole. All Councilmembers are appointed annually to the Committee of the Whole. Committee of the Whole meetings are a dialogue on matters placed on a meeting agenda, between Council members, City staff, City consultants and invited guests. No official action shall be taken at these meetings. Committee Agendas shall be prepared by the City Administrator or their designee and distributed in advance of Committee meetings and posted. The City Administrator or their designee shall convene and introduce Committee agenda items. Matters which pursuant to City Code or Resolution that reference a former Council Committee shall be brought to the Committee of the Whole. A Committee meeting schedule shall be adopted annually by the City Council.

(2) Other City and community boards and committees:

~~(a) City of Isanti Economic Development Authority~~
~~(b) City of Isanti Parks, Recreation and Culture Board~~
~~(c) City of Isanti Planning Commission~~
(a) ~~(d)~~ Rum River BMX Association Board
(b) ~~(e)~~ Community Education
~~(f) C-I Arena Board~~
(c) ~~(g)~~ Cable TV Liaison
(d) ~~(h)~~ Chamber of Commerce Liaison
(e) ~~(i)~~ Bike Isanti County Committee
(f) ~~(j)~~ Fire District
~~(k) North TH 65 Corridor Coalition~~
(g) ~~(l)~~ School Liaison
(h) ~~(m)~~ (Reserved)
(*i*) ~~(n)~~ ECRDC Transportation Advisory Committee

(j) (o) ICICLE
(k) (p) C-I Bike Walk Trail Committee
(l) (q) Public Works Labor Management Committee

Chapter 8, Article II, Section 8-10. Per diem fee for service on boards is hereby amended read and include the following:

Starting in 2015 and in successive years, in addition to their annual salaries, the Mayor and Council members shall receive a per diem of $50.00 for each City Council meeting, Council workshop and Canvass Board attended. Council members annually appointed to Committees listed below shall be authorized to receive a per diem for each meeting attended in the amount of $50.00 when serving on the following boards or committees:

~~A. Development Advisory Committee~~

~~B. Finance Committee~~

~~C. Municipal Buildings & Grounds Committee~~

~~D. Personnel Committee~~

~~E. Liquor Committee~~

~~F. Police Committee~~

~~G. Public Works Committee~~

A. Committee of the Whole

B. ~~H.~~ City of Isanti Economic Development Authority

C. ~~I.~~ City of Isanti Parks, Recreation and Culture Board

D. ~~J.~~ City of Isanti Planning Commission

E. ~~K.~~ Community Education

~~L. C-I Arena Board~~

F. ~~M.~~ Cable TV Liaison

G. ~~N.~~ Chamber of Commerce Liaison

H. ~~O.~~ Fire District

I. ~~P.~~ C-I Bike Walk Trail Committee

~~Q. North TH 65 Corridor Coalition~~

J. ~~R.~~ School Liaison

K. ~~S.~~ Public Works Labor Management Committee

L. ~~T.~~ ICICLE

M. ~~U~~. Rum River BMX Association Board

N. ~~V~~. Bike Isanti County Committee

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 18th day of December, 2018.

Mayor George A. Wimmer

Attest:

Katie Brooks
Human Resources/City Clerk

(SEAL)

Posting Date: 12-07-2018
Reading Date: 12-18-2018
Publication Date: 12-27-2018
Effective Date: 12-27-2018

A Community For Generations.

Isanti

To: Mayor Wimmer & City Council

From: Finance Director Betker

MEMO

Date: December 11, 2018

Subject: Consider Amendments to City Code and 2019 Fee Schedule

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The Finance Committee has reviewed the City Fee Schedule for additions/changes in terminology or fee amounts, as proposed by staff. Attached is the recommended updates in a draft Ordinance Amendment for City Code Chapter 160, Fees, and a proposed Resolution with the terminology additions/changes in fee amounts.

Changes are proposed in the following areas:

Building Inspections

- Demolition Permit – Replaced "greater of" with "minimum of"
- Fence Permit (Fences > 7') – Currently $80.00, Proposed "Per Valuation Fee Schedule"
- Add - Gas Line (with mechanical permit) - $12.50 per gas line, $25.00 minimum
- Add - Gas Line (without mechanical permit) - $50.00
- Add - Inspections Outside of Normal Business Hours - $75.00 (2 hr minimum plus mileage)
- Add - Inspections, Hourly Rates – Building Official - $125/hour
- Add - Inspections, Hourly Rates – Senior Building Official - $95/hour
- Add - Inspections, Hourly Rates – Fire Inspector - $90/hour
- Add - Inspections, Hourly Rates – Building Inspector - $75/hour
- Add - Inspections, Hourly Rates – Other Staff - $75/hour
- Add - Permit Renewal After 6 Months Expiration – 50% of original permit fee

- Add - Plan Review (Additional) - $75.00 (1/2 hour minimum)
- Add - Pre-Final Inspection Fee (Residential) - $60.00
- Additional Inspections – Currently $50.00, Proposed "Per Inspections Hourly Rate"
- Add - SEC – Residential - $20.00
- Add - SEC - Commercial/Industrial - $50.00
- Add - SAC/WAC Inspection Fee - $37.50

Community Center

- Update Non-Profit Monthly Rental Rate Table
- Update Private / For-Profit Monthly Rental Rate Table
- Strike language specific to aforementioned rate tables

Sewer and Water Department

- New Construction Meter (larger, > 3/4 inch, diameter)
    - Currently "Cost minus $285.00", Proposed "Cost minus $304.00"
- Replacement or additional: Meter (5/8 & 3/4 inch)
    - Full Meter – Currently $369.00, Proposed $329.00
    - Orion Radio – Currently $208.00, Proposed $178.00
    - HRE Body – Currently $73.00, Proposed $64.00
    - Copper Horn – Currently $88.00, Proposed $87.00

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

Building Inspections

Gas Line (w/mechanical permit)
Gas Line (w/out mechanical permit)
Inspections Outside of Normal Business Hours
Inspections, Hourly Rates – Building Official
Inspections, Hourly Rates – Senior Building Official
Inspections, Hourly Rates – Fire Inspector
Inspections, Hourly Rates – Building Inspector
Inspections, Hourly Rates – Other Staff
Permit Renewal After 6 Months Expiration
Plan Review (Additional)
Pre-Final Inspection Fee (Residential)
SEC – Residential
SEC - Commercial/Industrial
SAC/WAC Inspection Fee

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 18th day of December, 2018.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Posted On: 12-7-2018
Reading Date: 12-18-18
Publication Date: 12-20-18
Effective Date: 12-20-18

RESOLUTION 2018-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, 2019;

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 230, Park and Recreation Areas	$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 295, Tobacco, et al	$75.00
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
Small Wireless Facility Collocation Rental and Maintenance Fee	
Annual Rent per Supplement	$150.00
Annual Maintenance Fee per Supplement	$25.00
Small Wireless Facility Electrical Service Fee	
Per radio node less than or equal to 100 watts	$73.00 annually
Per radio node over 100 max watts: or	$182.00 annually
Actual cost of electricity annually, if costs exceed either of the above amounts	
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%

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~~ Minimum 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~~ Per Valuation Fee Schedule
Fire Suppressant Permit – Commercial/Multi-Family	1.5% of project value
Gas Line (with mechanical permit)	$12.50 per gas line, $25.00 minimum
Gas Line (without mechanical permit)	$50.00
Grade Survey Check	
a. Commercial	$50.00
b. Residential	$50.00
Grading Permit	$150.00
Inspections outside of normal business hours	$75.00 (2 hr minimum plus mileage)
Inspections, hourly rates	Building Official $125/hour Senior Building Official $95/hour Fire Inspector $90/hour Building Inspector $75/hour Other Staff $75/hour
Investigative Fee	100% of permit fee
Lawn Irrigation Permit	$80.00
License Verification Fee	$5.00
Mechanical Permit	$75.00 per unit
Mechanical Permit –	1.5% of project value

Commercial/Multi-Family	
Minimum Permit Fee	$50.00
Permit Renewal after 6 mos. Of expiration	50% of original permit fee
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
Plan Review (Additional)	$75.00 (1/2 hr minimum)
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
Pre-Final Inspection Fee (Residential)	$60.00
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 Inspections Hourly Rate
S.E.C. - Residential	$20.00
S.E.C. – Commercial/Industrial	$50.00
SAC/WAC Inspection Fee	$37.50
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~~

Non-Profit**

Reservations per month	Monthly Fee	Fee Per Reservation
1	$25.00	$25.00
2	$48.80	$24.40
3	$71.70	$23.90
4	$93.20	$23.30
5	$113.50	$22.70
6	$133.20	$22.20
7	$151.20	$21.60
8	$168.00	$21.00
9	$184.50	$20.50
10	$199.00	$19.90
11	$212.30	$19.30
12	$225.60	$18.80
13	$236.60	$18.20
14	$246.40	$17.60
15	$255.00	$17.00
16	$264.00	$16.50
17	$270.30	$15.90
18	$275.40	$15.30
19	$281.20	$14.80
20	$284.00	$14.20

21	$285.60	$13.60
22	$288.20	$13.10
23	$287.50	$12.50

~~** 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 and Private Monthly Rental Rates (less than 4 hour rentals)

Private/For-Profit**

Reservations per month	Monthly Fee	Fee Per Reservation
1	$50.00	$50.00
2	$97.80	$48.90
3	$143.10	$47.70
4	$186.40	$46.60
5	$227.50	$45.50
6	$265.80	$44.30
7	$302.40	$43.20
8	$336.00	$42.00
9	$368.10	$40.90
10	$398.00	$39.80
11	$424.60	$38.60
12	$450.00	$37.50
13	$473.20	$36.40
14	$492.80	$35.20
15	$511.50	$34.10
16	$528.00	$33.00
17	$540.60	$31.80
18	$552.60	$30.70
19	$560.50	$29.50
20	$568.00	$28.40
21	$573.30	$27.30
22	$574.20	$26.10
23	$575.00	$25.00

~~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 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	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~~ $304.00
Replacement or additional:	
Meter (5/8 & 3/4 inch)	
Full Meter	~~$369.00~~ $329.00
Orion Radio	~~$208.00~~ $178.00
HRE Body	~~$73.00~~ $64.00
Copper Horn	~~$88.00~~ $87.00
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)	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)	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
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
Air Compressor with Accessories and Pickup, Pickup, One Ton Trucks, Tractors	$90.00	$110.00
Vactor with Pickup (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,	$125.00	$145.00
Six Inch Pumps with Engine	$75.00	$95.00
Skidsteer, Self-propelled Mower/Snow Blower/	$90.00	$105.00

V Plow/Broom/Brush Hog/Grapple Bucket Attachment		
All Other Equipment Such As Chain Saw, Push Mower and Weed Whips	$75.00	$95.00

Fire

Fire Extinguisher Service Deposit Fee	$25.00 (refundable)
Fire Extinguisher – Administrative Fee	$3.00

This Resolution is hereby approved by the Isanti City Council this 18th day of December, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

J.5.

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: December 18, 2018

SUBJECT: **CONSIDERATION OF: PLANNED UNIT DEVELOPMENT FOR HERITAGE ESTATES SUBDIVISION**

Request:
City Council review the recommended approval of the proposed Planned Unit Development (PUD) for Heritage Estates subdivision submitted by Level Contracting, LLC.

What's a PUD?
In the most basic way, a PUD is a creative zoning district adopted just for specific projects and developments. PUDs allow the City and the developer greater freedoms, imagination, and flexibility of development by circumventing our traditional zoning code, which may cause undue hardships on development of parcels.

Often, when considering a PUD, the City Council should consider the following:

1) Density of Housing
2) Design & Layout of Development
3) Housing Styles
4) Preservation of Natural Resources
5) Reduction in Utility Costs
6) Consistency with the Comprehensive Plan

This list is not all inclusive, but rather a guiding point for the Planning Commission.

Background:
Heritage Estates was originally part of the Sun Prairie First Addition, this development included 60 units of attached townhomes in several buildings (3-4 units per building). Currently, the property is zoned R-3B "Medium Density Multiple-Family Residential". The developer has proposed 50 single-family homes (a mixture of detached townhomes and split-level homes).

The R-3B underlying district allows up to 10.89 units/acre the overall density of this project is 5.43 units/acre. Detached townhomes and single-family homes are not permitted uses in the R-3B zoning district; however, the City Council may allow them as part of the PUD. The other option may include rezoning the property to R-3A, which would be more restrictive in density and lot sizes.

Planning Commission Review:
The Planning Commission reviewed this conceptual plan during a Special meeting on November 7, 2018. They were supportive of the 50-unit development and recommended approval.

Planning Commission has held a public hearing on the proposed PUD and has recommended approval with conditions set forth in the Resolution.

City Council Action:
City Council reviewed the conceptual plan and authorized staff to being the public hearing process during the regular meeting on November 20, 2018. Tonight the Council is being asked to provided final approval.

Public Hearing Notice:
The Public Hearing notice was published in the November 22, 2018 issue of the *Isanti County News*. Property owners within 350' of the property were notified via USPS.

At the time of this staff report, no public comment has been provided to my office.

Staff Recommendation:
Approve the attached Resolution.

Attachments:
Resolution No. 2018-XXX

RESOLUTION NO. 2018-XXX

A RESOLUTION APPROVING THE PLANNED UNIT DEVELOPMENT FOR HERITAGE ESTATES

WHEREAS, Level Contracting, LLC, developer, has applied for a Planned Unit Development for Heritage Estates, a residential development located on Outlots A, B, & D, Sun Prairie First Addition, Isanti County, Minnesota; and,

WHEREAS, the City Planning Commission of the City of Isanti has reviewed and held a public hearing on the Preliminary Plat and reviewed the conceptual Planned Unit Development and has recommended approval to the City of Isanti City Council during a Special Meeting of the Planning Commission on November 7, 2018; and,

WHEREAS, the City Council of the City of Isanti reviewed and approved the Preliminary Plat and conceptual Planned Unit Development per City Council Resolution No. 2018-257 and 2018-258; and,

WHEREAS, the City Planning Commission of the City of Isanti held a public hearing on the Planned Unit Development during a Special Meeting of the Planning Commission on December 4, 2018 and has recommended approval with the conditions set forth in this Resolution; and,

WHEREAS, the City Council of the City of Isanti has reviewed the Planned Unit Development during the December 18, 2018 Regular Meeting of the City Council.

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 Planned Unit Development for Heritage Estates and **BE IT FURTHER RESOLVED** that the requested Planned Unit Development of Heritage Estates be approved with the following conditions:

1. Planned Unit Development approval is for 50 single-family lots abutting Cherrywood Ln NE, 8th Avenue NE, and 9th Avenue NE.
2. Density of this Planned Unit Development shall not exceed 5.43 units/acre.
3. Direct driveway access to Heritage Blvd NE (CSAH 5) shall be prohibited, all driveway access shall be along said streets in condition #1.
4. Development Regulations:
    a. Single-family homes are a permitted use within this Planned Unit Development.
    b. Lots abutting Heritage Blvd NE (CSAH 5) shall have a minimum setback of 50' from the Heritage Blvd NE (CSAH 5) Right of Way.
    c. Block 1: Lots 1-14
        i. Street Yard Setbacks: 30'
        ii. Side Yard Setbacks: 5'
        iii. Rear Yard Setbacks: 50'

d. Block 1: Lots 15-18
    i. Street Yard Setbacks: 30'
    ii. Side Street Setbacks: 20'
    iii. Side Yard Setbacks: 5'
    iv. Rear Yard Setbacks: 30'

e. Block 2: Lots 3-8
    i. Street Yard Setbacks: 30'
    ii. Side Yard Setbacks: 5'
    iii. Rear Yard Setbacks: 15'

f. Block 2: Lots 1-2, 9-12
    i. Street Yard Setbacks: 30'
    ii. Side Street Setbacks: 20'
    iii. Side Yard Setbacks: 5'
    iv. Rear Yard Setbacks: 30'

g. Block 3: Lots 1-3
    i. Street Yard Setbacks: 30'
    ii. Side Yard Setbacks: 5'
    iii. Rear Yard Setbacks: 10'

h. Block 3: Lots 4-20
    i. Street Yard Setbacks: 30'
    ii. Side Yard Setbacks: 5'
    iii. Rear Yard Setbacks: 30'

5. Any other zoning regulations must be compliant with the underlying zoning district at the time of this adoption – R-3B "Medium Density Multiple-Family Residential"
6. This Planned Unit Development shall only be implemented after the Final Plat of Heritage Estates subdivision has been properly filed with the Isanti County Recorder and Auditor's office.
7. This Planned Unit Development shall only be implemented after the Developer and City have entered into a Development Agreement for the development of this subdivision.

Adopted this 18th Day of December, 2018.

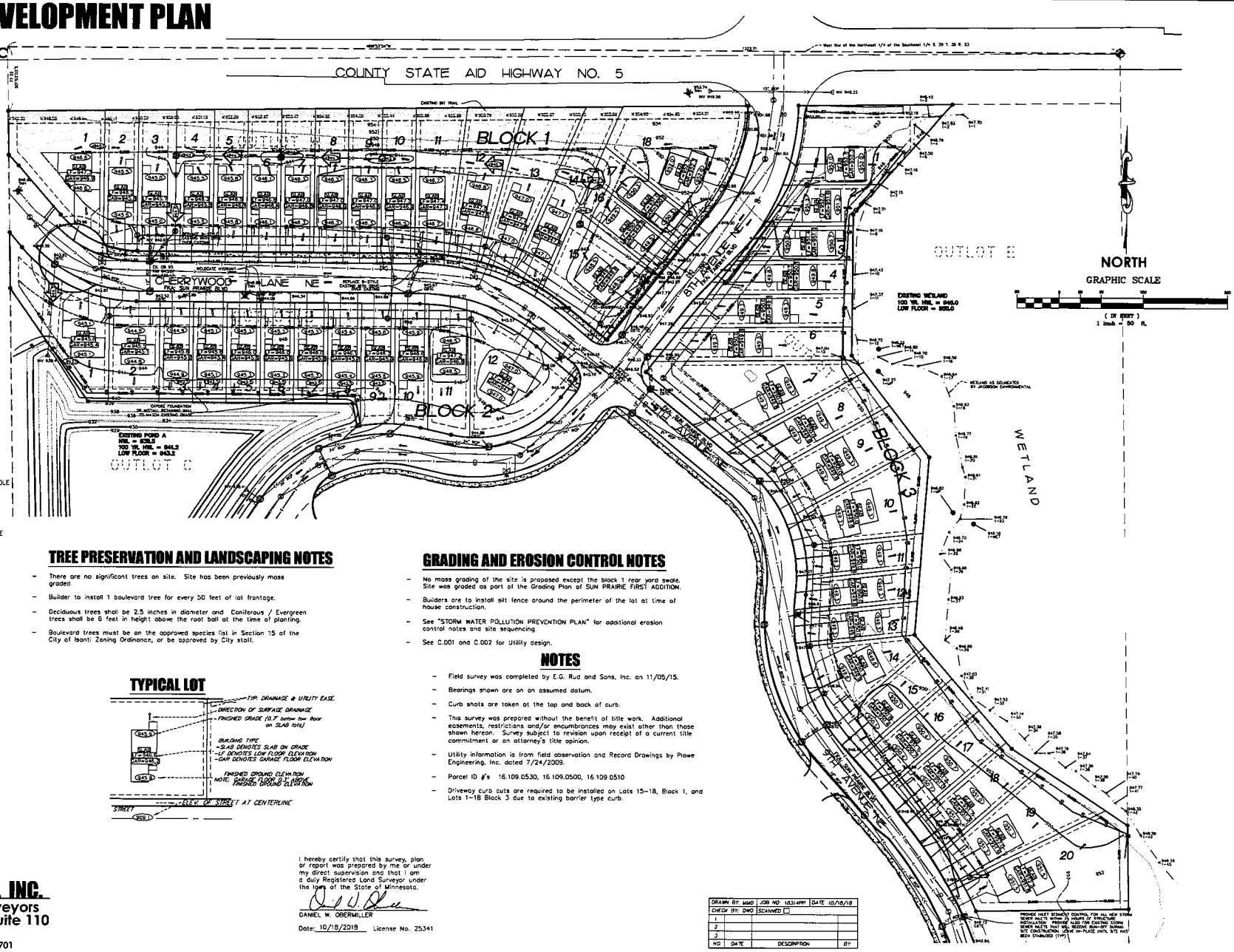
_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
City Clerk/Human Resources

PRELIMINARY DEVELOPMENT PLAN

~of~ HERITAGE ESTATES
~for~ LEVEL CONTRACTING, LLC
20891 145TH STREET NW
ELK RIVER, MN 53330
MONTY JENSEN
(218) 838-5608



LEGEND

- DENOTES PROPOSED CATCH BASIN
- DENOTES PROPOSED STORM SEWER MANHOLE
- DENOTES PROPOSED SANITARY SEWER MANHOLE
- DENOTES PROPOSED SANITARY SEWER
- DENOTES PROPOSED STORM SEWER
- DENOTES PROPOSED WATER MAIN
- DENOTES EXISTING CATCH BASIN
- DENOTES EXISTING STORM SEWER MANHOLE
- DENOTES EXISTING SANITARY SEWER MANHOLE
- DENOTES EXISTING SANITARY SEWER
- DENOTES EXISTING STORM SEWER
- DENOTES EXISTING WATER MAIN
- DENOTES BUILDING SETBACK LINE
- DENOTES EXISTING 2 FOOT CONTOURS
- DENOTES PROPOSED 2 FOOT CONTOURS
- DENOTES PROPOSED SILT FENCE
- DENOTES EMERGENCY OVERFLOW ELEVATION (MINIMUM 1.0' SEPARATION TO LOW FLOOR)
- DENOTES DIRECTION OF DRAINAGE
- DENOTES PROPOSED SPOT ELEVATION

TREE PRESERVATION AND LANDSCAPING NOTES

- There are no significant trees on site. Site has been previously mass graded.
- Builder to install 1 boulevard tree for every 50 feet of lot frontage.
- Deciduous trees shall be 2.5 inches in diameter and Coniferous / Evergreen trees shall be 6 feet in height above the root ball at the time of planting.
- Boulevard trees must be on the approved species list in Section 15 of the City of Isanti Zoning Ordinance, or be approved by City staff.

GRADING AND EROSION CONTROL NOTES

- No mass grading of the site is proposed except the block 1 rear yard swale. Site was graded as part of the Grading Plan of SUN PRAIRIE FIRST ADDITION.
- Builders are to install silt fence around the perimeter of the lot at time of house construction.
- See "STORM WATER POLLUTION PREVENTION PLAN" for additional erosion control notes and site sequencing.
- See C.001 and C.002 for Utility design.

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 11/05/15.
- Bearings shown are on an assumed datum.
- Curb shots are taken at the top and back of curb.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- Utility information is from field observation and Record Drawings by Plowe Engineering, Inc. dated 7/24/2009.
- Parcel ID #'s 16.109.0530, 16.109.0500, 16.109.0510
- Driveway curb cuts are required to be installed on Lots 15–18, Block 1, and Lots 1–18 Block 3 due to existing barrier type curb.

TYPICAL LOT

PONDING CALCULATIONS AND STORM SEWER DESIGN BY PLOWE ENGINEERING, INC.

PLOWE ENGINEERING, INC.
6776 LAKE DRIVE SUITE 110
LINO LAKES, MN 55014
SITE PLANNING & ENGINEERING
PHONE: (651) 361-8210
FAX: (651) 361-8701

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.

ADAM GINKEL
DATE: 10.18.2018 LIC. NO. 43963

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 Land Surveyor under the laws of the State of Minnesota.

DANIEL W. OBERMILLER
Date: 10/18/2018 License No. 25341

DRAWN BY: MMD	JOB NO: 18341PP	DATE: 10/18/18
CHECK BY: DWO	SCANNED ☐	

NO.	DATE	DESCRIPTION	BY
1			
2			
3			

PROVIDE INLET SEDIMENT CONTROL FOR ALL NEW STORM SEWER INLETS WITHIN 24 HOURS OF STRUCTURE INSTALLATION. PROVIDE ALSO FOR EXISTING STORM SEWER INLETS THAT WILL RECEIVE RUNOFF DURING CONSTRUCTION. REMOVE IN-PLACE UNTIL SITE HAS BEEN STABILIZED (TYP.)

E. G. RUD & SONS, INC.
EST. 1977
www.egrud.com
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701

18341PP

J.6.a.

Memo

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

From: Katie Everett, Parks, Recreation and Culture Manager

Date: December 18, 2018

Subject: **A Resolution to Extend Site Use Agreement Between the City of Isanti and Catholic Charities**

Background:
Catholic Charities wishes to continue operating Senior Dining out of the Isanti Community Center in 2019. Per Resolution 2017-318, there is to be a 3% annual increase to the monthly fee for this use. Therefore, the 2019 rate will be $111.39 per month. Item II. in the contract will need to be amended.

Staff recommends approving all other terms of the contract as presented.

Staff Request:
Staff requests City Council approval of the Site Use Agreement with Catholic Charities with the amendment to the monthly rate.

Attachment:
- Resolution 2018- XXX
    - Catholic Charities Senior Dining Program Site Use Agreement

RESOLUTION 2018 - XXX

A RESOLUTION TO EXTEND SITE USE AGREEMENT BETWEEN THE CITY OF ISANTI AND CATHOLIC CHARITIES

WHEREAS, Catholic Charities requests the City enter into a 2019 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 increased 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 2019 monthly rate will be $111.39,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to approve entering into the 2019 Site Use Agreement with Catholic Charities, attached to this resolution as 'Exhibit A.'

This Resolution is hereby approved by the Isanti City Council this 18th day of December, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

Exhibit A

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, 2019 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, 2019 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 $111.39 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 21st, Blood Drive, **March 20th**, April 24th Blood Drive, June 18th Mayor's Employers Celebration Day, June 27th Blood Drive, August 22nd Blood Drive, October 24th Blood Drive, December 26th Blood Drive and December 16-20th 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

Program Director

Date ____ . _____

OWNER/OPERATOR

_____

Date _____

J.6.b.

Memo

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

From: Katie Everett, Parks, Recreation and Culture Manager

Date: December 18, 2018

Subject: **A Resolution Accepting Quote for Publication of the City of Isanti Newsletter for Years 2019-2020**

Background:
At its November 20, 2018 meeting, the City Council approved the quote sheet for the upcoming quarterly newsletter contract period. Staff received the following quotes:

Vendor	Quarterly Publication	Special Edition Insert	Pocket Calendar
Minuteman Press	$1,865.00	$1,313.00	$599.00
ECM/APG	$2,796.40	$1,408.45	$1,260.00
Smartpress	Received after deadline, incomplete (calendar project not quoted)		

Completed quote sheets are attached to this memo.

Staff recommends accepting the quote from Minuteman Press for publication of the quarterly newsletter and production of the Parks pocket calendar.

Staff Request:
Staff requests Council approval of a quote for the publication of the quarterly newsletter. Additionally, staff requests authorization to enter into an agreement with the vendor for the period of January 1, 2019 – December 31, 2020.

Attachments:
- Quote Sheets:
  - Minuteman Press
  - ECM/APG
  - Smartpress
- Resolution 2018- XXX – Resolution Accepting Quote for Publication of the City of Isanti Newsletter for Years 2019-2020
  - Exhibit A – Agreement for Publishing Services Minuteman Press and the City of Isanti

CITY OF ISANTI
ISANTI, MINNESOTA
NEWSLETTER QUOTE SHEET

I (we) submit the following quote for the publication of the City newsletter per quarter. 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 January 1, 2019 to December 31, 2020.

Isantian newsletter publication project specifications (4 parts):

A. <u>Quarterly publication (March, June, September, December)</u>
BID REQUIRED

- 2,700 – 12 page, full color, 8.5"x11" finished size (11"x17" folded and saddle stitched) $ 1625.00
- Direct mail labeling $ 315.00
- Additional mail processing, as publisher deems necessary (folding, tabbing, etc.)
  List all applicable services and pricing:

$ _____

- Additional copies (remaining after mailing list) to be delivered to Isanti City Hall $ FREE Deliv
- Publisher to handle all mailing responsibilities; City of Isanti will pay applicable current postage fees to Publisher and Publisher will provide proof of current per-piece postage costs for each mailing.
  - Publisher to provide current per-piece postage rates for 2,200 pieces with quote $ 440 .20/ea

Total quarterly newsletter mailing price **$ 2380**

The City of Isanti may also consider including a 2.75"x1.5" publisher ad for credit. List credit amount $ 75 per NL

*NOTE: All publication copy designed and provided by the City of Isanti. Publisher will provide proof of all projects prior to print. Publication dates to be set by City of Isanti – copy deadline schedule to be negotiated with publisher as needed.

B. Special insert edition (March)
BID REQUIRED

- 2,200 – 9"x12" white envelopes – custom print, 1 color print $399.00
- Direct Mail Service $315.00
- Inserting & Sealing (pocket Calendar) $599.00
- Additional services required by publisher
  List individually with pricing:

$_____

Total insert price **$1313.00**

C. Parks pocket calendar*
(optional, but preference given to vendors with capability to produce both projects)

- 4,000 – 8.5" x 11" custom fold, 2.75" x 4.25" finished size, full color
  - Accordion fold to four panels (2.75" x 8.5" then half fold to 2.75" x 4.25" finished size $599.00
- Additional calendars not inserted to be delivered to Isanti City Hall $FREE Deliv

Total pocket calendar price **$599.00**

*NOTE: All publication copy designed and provided by the City of Isanti. Publisher will provide proof of all projects prior to print.

D. The City of Isanti reserves the right to choose a separate vendor for the production of the Parks pocket calendar. Vendors may offer a discount of the overall project total if all three projects (parts A, B, and C above) are awarded:

$_____ or _____ %

Katie Lawrence
Name

764-422-1059
Phone Number

Minuteman Press
Company Name

hamlake@minutemanpress.com
Email Address

1321 Andover Blvd. #103
Address

Katie Lawrence Digitally signed by Katie Lawrence Date: 2018.11.29 11:40:24 -06'00'
Authorized Signature

CITY OF ISANTI
ISANTI, MINNESOTA
NEWSLETTER QUOTE SHEET

I (we) submit the following quote for the publication of the City newsletter per quarter. 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 January 1, 2019 to December 31, 2020.

Isantian newsletter publication project specifications (4 parts):

A. <u>Quarterly publication (March, June, September, December)</u>
BID REQUIRED

- 2,700 – 12 page, full color, 8.5"x11" finished size (11"x17" folded and saddle stitched) $ 2560.00
- Direct mail labeling $ 236.40
- Additional mail processing, as publisher deems necessary (folding, tabbing, etc.)
  List all applicable services and pricing:

  $ _____
- Additional copies (remaining after mailing list) to be delivered to Isanti City Hall $ included
- Publisher to handle all mailing responsibilities; City of Isanti will pay applicable current postage fees to Publisher and Publisher will provide proof of current per-piece postage costs for each mailing.
  - Publisher to provide current per-piece postage rates for 2,200 pieces with quote $ approx .21

Total quarterly newsletter mailing price **$ 3258.40**

The City of Isanti may also consider including a 2.75"x1.5" publisher ad for credit. List credit amount $ _____

*NOTE: All publication copy designed and provided by the City of Isanti. Publisher will provide proof of all projects prior to print. Publication dates to be set by City of Isanti – copy deadline schedule to be negotiated with publisher as needed.

B. Special insert edition (March)

BID REQUIRED

- 2,200 – 9"x12" white envelopes – custom print, 1 color print with direct mail labeling $ 371.25
- Insert 2 pieces (quarterly newsletter and pre-folded pocket calendar) $ 800.80
- Sealing $ 236.40
- Additional services required by publisher
  List individually with pricing:

$ _____

Total insert price **$ 1408.45**

C. Parks pocket calendar*

***(optional, but preference given to vendors with capability to produce both projects)**

- 4,000 – 8.5" x 11" custom fold, 2.75" x 4.25" finished size, full color
  - Accordion fold to four panels (2.75" x 8.5" then half fold to 2.75" x 4.25" finished size $ 1260.00
- Additional calendars not inserted to be delivered to Isanti City Hall $ included

Total pocket calendar price **$ 1260.00**

*NOTE: All publication copy designed and provided by the City of Isanti. Publisher will provide proof of all projects prior to print.

D. The City of Isanti reserves the right to choose a separate vendor for the production of the Parks pocket calendar. Vendors may offer a discount of the overall project total if all three projects (parts A, B, and C above) are awarded:

$ _____ **or** _____ **%**

Sue Beckman Name	612-390-9676 Phone Number
ECM/APG Company Name	sue.beckman@ecm-inc.com Email Address
234 Main St. S. Cambridge, MN 55008 Address	Sue Beckman Authorized Signature

STATUS: *Open*
EXPIRES: *2/1/19*

CUSTOM QUOTE #10257

Newsletter

SELECTED	ITEM	QTY	UNIT PRICE	SUBTOTAL
○	**Quarterly Publication** 8.5 x 11 (W x H) in Inches Booklet: Qty: 2700 Size: 8.5" x 11" Page count: 12 total pages including cover Cover stock: coated matte, 100# text, (self cover) Interior stock: coated matte, 100# text Printing: 4/4 Bindery: saddle-stitched Includes two wafer seals Turn time: 7 business days upon proof approval add *files*	2700	$1.09	$2,940.35
○	**ESTIMATED standard class postage for quarterly publication** Cost per piece: $0.60	2700	$0.60	$1,620.00
○	**Outer Envelope** 1 x 1 (W x H) in Inches Size: 9" x 12" 4/0 insert booklet into outer envelope qty: 2200 add *files*	2200	$0.27	$599.17
○	**Inserting fee's**	2200	$0.37	$821.48

SELECT ITEMS TO VIEW SUBTOTAL

$0.00

hello, I'm **Sophia Barghini**. If you have any questions let me know.

**please note: shipping and sales tax will be calculated during checkout*

E sophia.barghini@thebernardgroup.com

NOTES

Pricing is based on supplied specifications as listed above. Any changes to components will require a new quotation. Postage and shipping charges are additional unless noted.

TERMS & CONDITIONS

This quotation (Quote) is valid for 30 days and cannot be amended by Purchaser's verbal proposals or counter-offers. Smartpress has the right to correct any typographical errors at any time. Smartpress is not obligated to perform the work in the Quote if factors beyond Smartpress' control, including but not limited to strikes, accidents, fires, and availability of materials, make performance at the price and terms impossible. Purchaser assumes all liability for patent and copyright infringement when goods are made to Purchaser's specifications. Purchaser is subject to all Terms and Conditions listed on Smartpress.com at time of purchase.

Cancellation: If Purchaser cancels an approved Quote or a PO, Purchaser is responsible for all time and materials used on order at the time of cancellation.

Taxes not included. Taxes applicable for Minnesota, California and New York businesses only. Direct Mail Projects: Full payment of postage is required prior to mailing and is non-refundable. Smartpress does not guarantee the accuracy of third party lists purchased and is not liable for damages of any kind arising from inaccuracies. Allow 7 to 14 business days for delivery of Standard Class mailings. First-Class mailings are generally delivered within 3 business days. Undeliverable First-Class mailings are returned to address printed on mail piece. There is no return service on Standard Class Postage. Smartpress does not guarantee USPS delivery times.

RESOLUTION 2018 - XXX

A RESOLUTION ACCEPTING QUOTE FOR PUBLICATION OF THE CITY OF ISANTI NEWSLETTER FOR YEARS 2019-2020

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, the following estimates were received:

Vendor	**Quarterly Publication**	**Special Edition Insert**	**Pocket Calendar**
Minuteman Press	$1,865.00	$1,313.00	$599.00
ECM/APG	$2,796.40	$1,408.45	$1,260.00
SmartPress	Received after deadline, incomplete (calendar project not quoted)		

WHEREAS, Minuteman Press provided the lowest responsible quote, staff recommends Council acceptance of Minuteman Press services for the quarterly publication and annual parks calendar; 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 $1,865.00, plus direct mail service estimated at $315.00, from January 1, 2019 through December 31, 2020;

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 18th day of December 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

EXHIBIT A

AGREEMENT FOR PUBLISHING SERVICES BY MINUTEMAN 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, 2019 for provision of publication of the City newsletter, the 'Isantian'. This agreement will be effective through December 31, 2020.

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, 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 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. The City of Isanti will provide the full newsletter copy to Minuteman Press for all newsletters. Minuteman Press will proof the provided newsletters to ensure print quality.

The Spring Isantian will include an insert of the annual Parks pocket calendar. The City of Isanti will provide all calendar design; Minuteman Press will provide a proof prior to printing and folding. The Spring Isantian and calendar will be inserted into a 9"x12" custom-printed envelope for direct mailing.

The quoted printing bid per quarterly publication is $1,625.00, the direct mail service is estimated at $315.00 (exact cost to be determined by number of items labeled), and Minuteman Press agrees to give a $75.00 credit per issue for advertising. The annual pocket calendar bid is $599.00, and the special edition newsletter inserting fee is $1,313.00.

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 18th day of December, 2018.

CITY OF ISANTI

Mayor George A. Wimmer

Donald C. Lorsung
City Administrator

MINUTEMAN PRESS

Authorized Representative

J.7.

A Community For Generations.

Isanti

Request for City Council Action

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

From: Chief Gene C. Hill **MEMO**

Date: December 12, 2018

Subject: **Replacement - 2011 Dodge Charger / Repairs**

Background:

The 2011 Dodge Charger is in need of some expensive repairs, the camshaft is out and needs replacement at a cost of approximately $4800.00. The vehicle currently has 140,000 miles on it and is on its second engine for the same reason. This car is not scheduled to be taken out of service until spring 2020. Since 2011 when the car was purchased, the cost of repairs in the last two years to keep this vehicle in the fleet has sky rocket. Since 2011, we have spent almost $20,000.00 to keep this car running. It is not advisable to put another $4800.00 into this car. I am advising to sell this vehicle at auction now while it is still running.

There was not a squad car purchased in 2018. Currently, there is a large amount of unspent money within the existing 2018 budget because of reduce staffing levels. I have spoken to Finance Director Betker and he has confirmed that there are sufficient funds to cover the cost of a new squad car plus the outfitting costs of that new vehicle. Some of the equipment in the charger will transfer to the new squad. I would like to purchase with 2018 funds a new squad not to exceed $49,000.00

Action:

I am requesting that the City Council review, consider and approve to allow its Chief of Police to purchase and outfit a new squad car using existing 2018 funds that remain within budget.

RESOLUTION NO. 2018-XXXX

RESOLUTION AUTHORIZING STAFF TO PURCHASE A NEW SQUAD VEHICLE AND TO OUTFIT THAT VEHICLE BY TRANSFERRING EXISTING UPSENT 2018 POLICE DEPARTMENT FUNDS

WHEREAS, the Isanti Police Department is in dire need to replace one of its existing marked squad cars that is in need of extensive repairs; and

WHEREAS, the Isanti Police Department budget has significant unspent funds within the 2018 budget that can be used to cover this expense; and

WHEREAS, the Chief of Police is authorized to purchase and equip the new squad car not to exceed $49,000.00; and

WHEREAS, the funding will be provided by budget amendment, decreasing budgeted expenditures to 101-42110-100 (Police; Wages and Salaries) and increasing budgeted expenditures to 101-42110-500 (Police; Capital Outlay) in offsetting amounts; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota to approve the purchase and equipping of a new squad car not to exceed $49,000.00 and authorize the Finance Director to make the necessary budget adjustments based on actual final cost.

This resolution was duly adopted by the Isanti City Council this 18th day of December, 2018.

Attest: Mayor George A. Wimmer

Katie Brooks
City Clerk / Human Resources

(SEAL)

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 12/6/2018 - 12/6/2018 | Dec 06, 2018 01:36PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

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12/18	12/06/2018	50185	2335	BCBSM	101-20200	20.46
12/18	12/06/2018	50186	53	BELLBOY CORPORATION	609-20200	5,301.30
12/18	12/06/2018	50187	9	BERNICKS PEPSI-COLA	609-20200	1,445.06
12/18	12/06/2018	50188	1241	CENTRAL WOOD PRODUCTS	101-20200	420.00
12/18	12/06/2018	50189	1937	CHILSON JEWELERS	101-20200	50.00
12/18	12/06/2018	50190	1108	CITY OF BRAHAM	101-20200	3,529.59
12/18	12/06/2018	50191	309	CITY OF CAMBRIDGE	101-20200	5,342.38
12/18	12/06/2018	50192	1629	CITY OF ISANTI	108-20200	6,879.20
12/18	12/06/2018	50193	918	CRYSTAL SPRINGS ICE	609-20200	376.38
12/18	12/06/2018	50194	187	CRYSTEEL TRUCK EQUIPMENT	101-20200	828.70
12/18	12/06/2018	50195	1941	DELTA DENTAL	861-20200	2,650.55
12/18	12/06/2018	50196	912	FASTENAL COMPANY	601-20200	5.26
12/18	12/06/2018	50197	2028	FURTHER	861-20200	1,162.61
12/18	12/06/2018	50198	739	HACH COMPANY	601-20200	234.92
12/18	12/06/2018	50199	188	ISANTI COUNTY SHERIFF	101-20200	3,957.80
12/18	12/06/2018	50200	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,108.53
12/18	12/06/2018	50201	5	KAWALEK TRUCKING	609-20200	173.60
12/18	12/06/2018	50202	17	MCDONALD DISTRIBUTING CO	609-20200	20,867.50
12/18	12/06/2018	50203	616	MENARDS - CAMBRIDGE	101-20200	107.99
12/18	12/06/2018	50204	1044	MINNEAPOLIS FINANCE	101-20200	144.90
12/18	12/06/2018	50205	33	MN CHIEFS OF POLICE	101-20200	278.00
12/18	12/06/2018	50206	2080	MVTL LABORATORIES INC	602-20200	159.58
12/18	12/06/2018	50207	2450	NORTHERN HOLLOW WINERY	609-20200	514.56
12/18	12/06/2018	50208	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,697.95
12/18	12/06/2018	50209	2684	PLC RECOVERY CENTRAL OFFICE	101-20200	125.00
12/18	12/06/2018	50210	2551	POLLARD WATER	101-20200	47.98
12/18	12/06/2018	50211	2488	RANGER CHEVROLET	602-20200	27,563.06
12/18	12/06/2018	50212	1113	RJM DISTRIBUTING INC	609-20200	54.95
12/18	12/06/2018	50213	2554	SPECIALTY SOLUTIONS	101-20200	1,420.00
12/18	12/06/2018	50214	1354	TAPES PLUS ADVERTISING	609-20200	295.00
12/18	12/06/2018	50215	1290	THE AMBLE GROUP	601-20200	438.72
12/18	12/06/2018	50216	626	THE WINE COMPANY	609-20200	234.00
12/18	12/06/2018	50217	1820	URBANS HARDWARE	101-20200	450.87
12/18	12/06/2018	50218	686	VERIZON WIRELESS	101-20200	452.89
12/18	12/06/2018	50219	686	VERIZON WIRELESS	609-20200	861.74
12/18	12/06/2018	50220	427	VESSCO INC	601-20200	582.52
12/18	12/06/2018	50221	1286	VINOCOPIA INC	609-20200	1,801.04
12/18	12/06/2018	50222	4	WATSON CO INC	609-20200	2,092.78
12/18	12/06/2018	50223	1922	WEX BANK	101-20200	2,625.20
12/18	12/06/2018	50224	2475	White Bear IT Solutions, LLC	101-20200	2,302.00
12/18	12/06/2018	50225	1129	ZARNOTH BRUSH WORKS INC	603-20200	1,024.00
Grand Totals:						106,734.37

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 12/13/2018 - 12/13/2018 | Dec 14, 2018 09:25AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

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12/18	12/13/2018	50227	9	BERNICKS PEPSI-COLA	609-20200	204.70
12/18	12/13/2018	50228	2609	BETKER, MIKE	101-20200	82.25
12/18	12/13/2018	50229	368	BILLS QUALITY CLEANING	101-20200	446.00
12/18	12/13/2018	50230	2487	CAPITOL BEVERAGE SALES	609-20200	423.25
12/18	12/13/2018	50231	421	CARGILL INC	101-20200	6,880.74
12/18	12/13/2018	50232	1241	CENTRAL WOOD PRODUCTS	101-20200	180.00
12/18	12/13/2018	50233	1822	CENTURYLINK BUSINESS SERVICES	101-20200	29.40
12/18	12/13/2018	50234	2610	CINTAS	101-20200	437.23
12/18	12/13/2018	50235	2685	COX, BRENNAN	101-20200	452.33
12/18	12/13/2018	50236	8	DAHLHEIMER DISTRIBUTING CO	609-20200	14,986.72
12/18	12/13/2018	50237	55	ECM PUBLISHERS INC	101-20200	37.50
12/18	12/13/2018	50238	912	FASTENAL COMPANY	101-20200	54.23
12/18	12/13/2018	50239	385	FEDERATED CO-OPS INC	101-20200	5.00
12/18	12/13/2018	50240	2002	FERGUSON ENTERPRISES	601-20200	70.73
12/18	12/13/2018	50241	2017	FORCE AMERICA	101-20200	414.21
12/18	12/13/2018	50242	2028	FURTHER	861-20200	43.10
12/18	12/13/2018	50243	2490	GIRL SCOUTS	101-20200	11.33
12/18	12/13/2018	50244	134	GOPHER STATE ONE-CALL INC	601-20200	79.65
12/18	12/13/2018	50245	739	HACH COMPANY	601-20200	142.77
12/18	12/13/2018	50246	160	HAWKINS INC	602-20200	10,081.50
12/18	12/13/2018	50247	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	425.43
12/18	12/13/2018	50248	114	ISANTI COUNTY RECORDER	101-20200	46.00
12/18	12/13/2018	50249	1563	ISANTI ELECTRIC INC	101-20200	2,339.38
12/18	12/13/2018	50250	162	ISANTI RENTAL	101-20200	34.95
12/18	12/13/2018	50251	113	ISANTI TIRE & AUTO CARE	101-20200	70.19
12/18	12/13/2018	50252	1534	J. J. TAYLOR	609-20200	572.30
12/18	12/13/2018	50253	496	JOHN HIRSCHS	101-20200	136.37
12/18	12/13/2018	50254	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,256.51
12/18	12/13/2018	50255	1857	JOSLIN & MOORE	101-20200	5,231.40
12/18	12/13/2018	50256	5	KAWALEK TRUCKING	609-20200	244.60
12/18	12/13/2018	50257	1773	KLERSY,SCOT	603-20200	159.98
12/18	12/13/2018	50258	2648	LEPAGE & SONS	101-20200	521.01
12/18	12/13/2018	50259	17	MCDONALD DISTRIBUTING CO	609-20200	2,993.55
12/18	12/13/2018	50260	616	MENARDS - CAMBRIDGE	601-20200	164.54
12/18	12/13/2018	50261	2364	METERING & TECHNOLOGY	601-20200	5,115.16
12/18	12/13/2018	50262	2472	MIOX	601-20200	63,313.52
12/18	12/13/2018	50263	176	MN DEPT OF REVENUE	101-20200	21,809.00
12/18	12/13/2018	50264	2597	MNSPECT, LLC.	101-20200	19,103.39
12/18	12/13/2018	50265	617	PAUSTIS & SONS	609-20200	1,717.85
12/18	12/13/2018	50266	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,075.40
12/18	12/13/2018	50267	2406	QUALITY FLOW SYSTEMS INC	602-20200	746.00
12/18	12/13/2018	50268	1113	RJM DISTRIBUTING INC	609-20200	109.90
12/18	12/13/2018	50269	2001	SHRED-N-GO INC	101-20200	77.23
12/18	12/13/2018	50270	2396	SOUTHERN GLAZERS OF MN	609-20200	11,975.43
12/18	12/13/2018	50271	1361	STAPLES ADVANTAGE	603-20200	44.38
12/18	12/13/2018	50272	2156	SUMMIT COMPANIES	101-20200	51.00
12/18	12/13/2018	50273	1290	THE AMBLE GROUP	101-20200	249.93
12/18	12/13/2018	50274	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
12/18	12/13/2018	50275	2027	US INTERNET	603-20200	57.80
12/18	12/13/2018	50276	427	VESSCO INC	601-20200	823.98
12/18	12/13/2018	50277	42	VIKING COCA-COLA BOTTLING CO	609-20200	550.71
12/18	12/13/2018	50278	4	WATSON CO INC	609-20200	1,207.98

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						196,350.51

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	112,291.40
Social Security & Medicare	5,136.60
Public Employees Retirement	11,438.64
Total City Expense	128,866.64

Pay Date 12/14/2018

Pay Period 25 (11/25-12/08/18)

City of Isanti, MN
Economic Development Authority
Regular Meeting Minutes
November 7, 2018
Isanti City Hall

1. **Call to Order**
   The meeting was called to order at 7:06 p.m. by President George Wimmer.

   a. **Pledge of Allegiance**
   b. **Roll Call**

      Present: Ross Lorinser, Dan Collison, Jill Reller, Paul Bergley, George Wimmer, Steve Lundeen

      Absent: Tara Hallberg

      Staff Present: Community Development Director/EDA Secretary Ryan Kernosky

   c. **Agenda Modifications**
      Secretary Kernosky stated that there were no agenda modifications

2. **Approval of the Agenda**
   Motion by Lorinser, seconded by Lundeen to approve the November 7, 2018 EDA Agenda. Motion passed unanimously.

3. **Approve Minutes of the October 2, 2018 Regular Economic Development Authority Meeting**
   Motion by Lorinser, seconded by Bergley to approve the Minutes of the October 2, 2018 Regular EDA Minutes. Motion passed unanimously.

At 7:07 p.m. Authority Member Tara Hallburg was seated for the meeting.

4. **Other Business/Updates/Communication**
   Director Kernosky recited portions of the staff memo provided. Kwik Trip and Best Western Plus are well underway. Staff has continued to reach out on Senior and Multi-family housing. Kernosky noted that there's been a lot of interest in the Economic Development District since the hotel has begun construction and the extension of Richard and 5th Avenues has commenced.

5. **Adjournment**
   Motion by Bergley, seconded by Lundeen to adjourn. Motion passed unanimously.

   The October 2, 2018 meeting of the EDA adjourned at 7:08 p.m.

Dated this 15th day of November, 2018.

Ryan Kernosky
Community Development Director

K.3.

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer and City Council**

From: Don Lorsung, City Administrator

Date: December 10, 2018

Subject: Resolution Designating Polling Places in City of Isanti

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The 2017 Minnesota Legislature amended State Law to require that Cities designate their election polling places each year (whether there are scheduled elections or not). Therefore, the City needs to designate the polling places for 2019.

Attached is a Resolution for your consideration that designates our polling places, as previously established by the City Council.

RESOLUTION NO. 2018-xxx

A RESOLUTION DESIGNATING POLLING PLACES IN CITY OF ISANTI

WHEREAS, Minnesota Statues 204B.16 was amended in 2017 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, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to designate election polling places for each precinct for 2019 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 is hereby approved by the Isanti City Council this 18th day of December, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2018-

RESOLUTION APPROVING A CHECK BE WRITTEN TO GIRL SCOUT TROOP 16607 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 Scout Troop #16607 to volunteer at the December 7, 2018 movie; and,

WHEREAS, the profit from the December 7, 2018 movie night was $11.33; 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 Scout Troop 16607 in the amount of $11.33 .

This resolution was duly adopted by the Isanti City Council this December 18, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/ City Clerk

K.5.

RESOLUTION 2018-

RESOLUTION ENDING PROBATIONARY PERIOD AND PROMOTION TO FULL TIME PERMANENT EMPLOYEE STATUS FOR PUBLIC WORKS MAINTENANCE TECHNICIAN JORDAN RAPP

WHEREAS, the City offered employment to Mr. Jordan Rapp as a Public Works Maintenance Technician I for the City of Isanti with a start date of June 13th, 2018; and,

WHEREAS, the City of Isanti's Personnel Policy requires a six-month probationary period for new employees of the City; and,

WHEREAS, Mr. Rapp has successfully completed his probationary period and is recommended by her Supervisor, Public Services Director/ Asst. City Administrator Josi Wood, 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. Jordan Rapp, effective from December 13th, 2018 obtains permanent status as a full-time employee of the City of Isanti 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 18th day of December, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks

A Community For Generations.

Isanti

Request for City Council Action

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

From: Finance Director Betker

Date: December 12th 2018

Subject: Consider Resolution Closing Construction Funds

Background:
Below is listing of construction funds that did not have any activity in 2018 or are expected to have no further activity in 2019 and hence can be closed effective year-end 2018. Construction Funds with a negative cash balance would receive a transfer in. Construction Funds with a positive cash balance would transfer money out. Once cash in each of listed construction funds is at zero the accounts would be made inactive.

CONSTRUCTION FUND			TRANSFER FUND			
FUND	TITLE	CURRENT CASH	FUND	TITLE	CURRENT CASH	ACTION
432	RAILROAD AVE IMP.	$ 49,573.73	920	CAPITAL REPLACEMENT	$ 466,199.88	TRANSFER FUNDS IN 432 TO FUND 920
436	2014 PUBLIC WORKS SITE IMP.	$ (5,824.51)	932	2014B GO IMP BONDS	$ 30,895.75	TRANSFER FUNDS IN 932 TO FUND 436
437	2015 PAVEMENT MANAGEMENT	$ 31,290.14	920	CAPITAL REPLACEMENT	$ 466,199.88	TRANSFER FUNDS IN 437 TO FUND 920
439	2015 WWTP IMP.	$ (209,282.46)	602	SEWER	$ 2,840,319.95	TRANSFER FUNDS IN 602 TO FUND 439

The above listed actions were recommended and reviewed by the City's auditors.

Fund 432 would close to the capital fund associated with the General Fund.
Fund 436 would close by way of a transfer from its corresponding debt service fund, Fund 932.
Fund 437 would close to fund 920 as it was the source of the original transfer in funding Fund 437.
Fund 439 would close by way of a transfer in from the Sewer fund, Fund 602.

Request:
Consider resolution approving the closing of listed funds effective 12/31/2018

Attachment:
- Resolution 2018-XXX – Authorizing the Closing of Construction Funds for 2018

RESOLUTION NO. 2018-XXX

AUTHORIZING THE CLOSING OF CONSTRUCTION FUNDS FOR 2018

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 City Council of Isanti finds that it is in the best interests of the community to make the following transfers for budget year ending 2018

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of Isanti, Minnesota, to:

1. Close Fund 432 – Railroad Avenue Improvement to Fund 920 – Capital Replacement Fund.
2. Close Fund 436 – 2014 Public Works Site Improvements & Equipment, with transfer from Fund 932 – 2014B GO Improvement Bonds.
3. Close Fund 437 – 2015 Pavement Management Improvement to Fund 920 – Capital Replacement (original source of funding transfer).
4. Close Fund 439 – 2015 WWTP Improvement, with transfer from Fund 602 – Sewer fund.

Adopted by the Isanti City Council this 18th day of December 2018.

ATTEST: _____
Mayor George A Wimmer

_____
Katie Brooks
Assistant City Administrator/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: December 12th 2018

Subject: Consider Resolution Amending 2018 Budget

Background:
After the 2018 budget was adopted, December 5th 2017, the Council accepted the resignation of Building Official Nick Henly. Resolution 2017-309 approved a contract with MNSpect LLC to provide building inspection services for the coming years.

Resolution 2018-091 approved the creation of a new full time Planner position.

Additionally a variety of uncontrollable circumstances have lead Police Chief Hill to heavily utilize part time officers well beyond the 2018 budgeted amounts as well as more overtime hours for full time officers than had been budgeted.

The 2018 budget should be amended to recognize these actions/circumstances so as to avoid the potential for a negative audit finding for fiscal year 2018.

Attached is a summary of the proposed changes that Finance Director Betker is recommending the Council consider. The net effect on General Fund cash is an improvement of $64,470.

Request:
Consider resolution approving 2018 budget amendments

Attachment:
- Resolution 2018-XXX – Authorizing the Closing of Construction Funds for 2018

RESOLUTION 2018-XXX

RESOLUTION APPROVING AMENDMENTS TO THE 2018 BUDGET

WHEREAS, on December 5, 2017 the City Council approved the City of Isanti 2018 Budget; and,

WHEREAS, the Isanti City Council approved a 5 year contract with MNSpect LLC by Resolution 2017-309; and,

WHEREAS, the Isanti City Council approved the creation of a full time planner position by Resolution 2018-091; and,

WHEREAS, the Isanti City Council acknowledges Police staffing configurations utilized in 2018 are not reflected in the budget adopted by Resolution 2017-289; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to amend the 2018 budget as detailed in attached Exhibit A.

This Resolution is hereby approved by the Isanti City Council this 18th day of December, 2018.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

Exhibit A

ADJUSTMENT	DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	BUDGET CURRENT	PROPOSED	CHANGE
MNSPECT	REVENUE	Non-Business Licenses/Permits	101-32200	$ 200,000.00	$ 325,000.00	$ 125,000.00
MNSPECT	BUILDING INSPECTION	Wages & Salaries General	101-42401-100	$ 84,372.00	$ 23,596.00	$ (60,776.00)
MNSPECT	BUILDING INSPECTION	Employer Contrib Ret General	101-42401-120	$ 12,966.00	$ 3,758.00	$ (9,208.00)
MNSPECT	BUILDING INSPECTION	Employer Paid Ins General	101-42401-130	$ 26,778.00	$ 5,365.00	$ (21,413.00)
MNSPECT	BUILDING INSPECTION	Worker s Comp Insurance	101-42401-151	$ 700.00	$ 200.00	$ (500.00)
MNSPECT	BUILDING INSPECTION	Contracted Services	101-42401-112	$ 9,750.00	$ 291,000.00	$ 281,250.00
PLANNER	BUILDING INSPECTION	Wages & Salaries General	101-42401-100	$ 84,372.00	$ 103,314.00	$ 18,942.00
PLANNER	BUILDING INSPECTION	Employer Contrib Ret General	101-42401-120	$ 12,966.00	$ 15,836.00	$ 2,870.00
PLANNER	BUILDING INSPECTION	Employer Paid Ins General	101-42401-130	$ 26,778.00	$ 28,740.00	$ 1,962.00
PLANNER	BUILDING INSPECTION	Worker s Comp Insurance	101-42401-151	$ 700.00	$ 856.00	$ 156.00
PLANNER	CODE ENFORCEMENT	Wages & Salaries General	101-42402-100	$ 7,446.00	$ 26,388.00	$ 18,942.00
PLANNER	CODE ENFORCEMENT	Part Time Salaries and Wages	101-42402-101	$ 17,982.00	$ 7,046.00	$ (10,936.00)
PLANNER	CODE ENFORCEMENT	Employer Contrib Ret General	101-42402-120	$ 3,852.00	$ 5,065.00	$ 1,213.00
PLANNER	CODE ENFORCEMENT	Employer Paid Ins General	101-42402-130	$ 980.00	$ 2,942.00	$ 1,962.00
PLANNER	CODE ENFORCEMENT	Worker s Comp Insurance	101-42402-151	$ 209.00	$ 275.00	$ 66.00
PD FT/PT	POLICE	Wages & Salaries General	101-42110-100	$ 784,377.00	$ 584,377.00	$ (200,000.00)
PD FT/PT	POLICE	Part Time Salaries and Wages	101-42110-101	$ 35,000.00	$ 87,000.00	$ 52,000.00
PD FT/PT	POLICE	Full-Time Employees OT	101-42110-102	$ 24,000.00	$ 41,000.00	$ 17,000.00
PD FT/PT	POLICE	Employer Contrib Ret General	101-42110-120	$ 147,154.00	$ 127,154.00	$ (20,000.00)
PD FT/PT	POLICE	Employer Paid Ins General	101-42110-130	$ 159,537.00	$ 146,537.00	$ (13,000.00)

City of Isanti, MN
Economic Development Authority
Regular Meeting Minutes
December 4, 2018
Isanti City Hall

1. **Call to Order**
   The meeting was called to order at 7:20 p.m. by President George Wimmer.

   a. **Pledge of Allegiance**
   b. **Roll Call**

      Present: Ross Lorinser, Jill Reller, Paul Bergley, George Wimmer, Steve Lundeen

      Absent: Tara Hallberg, Dan Collison.

      Staff Present: Community Development Director/EDA Secretary Ryan Kernosky

   c. **Agenda Modifications**
      Secretary Kernosky stated that there were no agenda modifications

2. **Approval of the Agenda**
   Motion by Lundeen, seconded by Lorinser to approve the December 4, 2018 EDA Agenda. Motion passed unanimously.

3. **Approve Minutes of the November 7, 2018 Regular Economic Development Authority Meeting**
   Motion by Bergley, seconded by Lorinser to approve the Minutes of the November 7,2018 Regular EDA Minutes. Motion passed unanimously.

4. **Economic Development Authority 2019 Meeting Schedule**
   Motion by Bergley, seconded by Lorinser to approve. Motion passed unanimously.

5. **Other Business/Updates/Communication**
   Director Kernosky recited portions of the staff memo provided. Kwik Trip and Best Western Plus are well underway. Staff has continued to reach out on Senior and Multi-family housing.

6. **Adjournment**
   Motion by Lundeen, seconded by Bergley to adjourn. Motion passed unanimously.

   The December 4, 2018 meeting of the EDA adjourned at 7:22 p.m.

Dated this 6th day of December, 2018.

Ryan Kernosky
Community Development Director

CITY OF ISANTI
SPECIAL PLANNING COMMISSION MINUTES
DECEMBER 4, 2018

L.2.

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:24 p.m.

B. Pledge of Allegiance.

The Pledge of Allegiance was recited.

C. Roll Call.

Members Present: George Wimmer, Ross Lorinser, Paul Bergley, Steve Lundeen, Arissa Simon.

Members Absent: Joey Lemay (excused), Dan Collison.

Staff Present: Ryan Kernosky, Community Development Director.

1D. Agenda Modifications.

Director Kernosky stated that there were no agenda modifications

2. Approval of the Agenda

Motion by Lundeen, seconded by Bergley to adopted the agenda, approved unanimously.

3. Approval of the Minutes from the November 20, 2018 Planning Commission

Motion by Lundeen, seconded by Bergley to approve the minutes from the November 20, 2018 Planning Commission meeting, approved unanimously.

4. Public Hearings

A. Request from Level Contracting, LLC for a Planned Unit Development of "Heritage Estates" subdivision for the properties legally described as Outlots A, B, & D, Sun Prairie First Addition, Isanti County, Minnesota.

Director Kernosky stated that during the last Planning Commission meeting the Commission reviewed the conceptual plan for a Planned Unit Development for Heritage Estates, a proposed 50-lot subdivision near the Intermediate School. Kernosky stated the attached Resolution is consistent with comments made during the conceptual review of the PUD.

Mayor Wimmer opened the public hearing at 7:26 pm.

No one spoke during the public hearing.

Mayor Wimmer closed the public hearing at 7:26 pm.

Motion by Lundeen, second by Lorinser to approve the Planned Unit Development of "Heritage Estates." Motion passed unanimously.

5. 2019 Planning Commission Tentative Schedule

Motioned by Bergley, second by Lundeen to approve the 2019 tentative schedule for Planning Commission. Motion passed unanimously.

6. Adjournment

Motion by Bergley, second by to Lundeen to adjourn the December 4, 2018 special meeting of the Planning Commission. Motion was unanimously approved. The meeting adjourned at 7:27 p.m.

Dated at Isanti, Minnesota this 6h day of December, 2018.

Respectfully submitted,

Ryan Kernosky
Community Development Director

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

November 2018

Reported Crime	Month to Date	Year to Date
Theft	11	156
Assault	2	41
Vandalism/Damage to Property	5	53
Narcotics	20	50
Burglary	0	12
Domestics	5	84
Crim Sex	1	10
Robbery	0	1
Loud Party/Disturbance	5	118
Medical	28	330
Permit to Purchase (Eff 3/1/2016)	6	67
Extra Patrol	15	229
Security Check	142	1,729

Traffic Offenses	Month to Date	Year to Date
No Insurance	12	180
DUI	3	21
Accidents	14	100
Hit & Run	3	14
Warrant P/U	1	37
Speed	22	277
DAR/DAS	2	73
Administrative Citations (Including Speed)	14	278

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	68,373	1,381	13,771
Dodge 222	139,463	1,098	10,411
Ford Explorer 224	51,054	1,336	17,612
Ford F150 225	14,900	872	10,000
Chevy Silverado 220	107,682	147	850
Chevy Impala 223	89,447	248	3,766

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**668**	**648**	**599**	**539**	**458**	**378**	**289**
TOTAL OPEN CASES	**15**	**24**	**75**	**79**	**106**	**81**	**115**
VIOLATIONS CLOSED THIS PERIOD	**9**	**51**	**78**	**70**	**74**	**128**	**37**
NEW ISSUES THIS PERIOD	**20**	**49**	**60**	**81**	**80**	**89**	**138**
CAN-Proh Animals	0	0	0	0	13	0	
CCV-Comm Vehicle Storage	0	0	0	0	0	0	
CDO--Dogs	0	37	0	0	0	0	
CPA-Park & Store	15	7	3	7	8	4	16
CSN-Snow Removal	1	0	0	0	0	0	
CSP-Admin Permits/Solicitors/Peddlers	0	0	0	0	0	0	
CST--Fish Houses, PODS, Rolloffs	0	0	0	0	0	0	
GAR - Garage Sales	0	0	0	0	0	0	
H2O-Water restrictions	0	0	0	0	0	0	
NEX-Exterior Structure, Paint/Repair	0	0	0	0	0	0	5
NGA-Garbage Service & Storage	0	0	0	0	0	0	
NGR--Grass Length	0	0	49	58	31	72	94
NJU--Junk/Brush	2	1	0	6	5	2	12
NOX-Noxious Weeds	0	0	0	0	0	0	
NUV-Unlicensed vehicle or missing plates	2	0	0	0	0	0	
RNT-Unlicensed rental	0	1	0	0	1	1	13
SGN-Signs	0	2	3	1	2	2	1
UNP-Unpermitted work	0	1	5	8	20	6	2
ZAC-Accessory Building	0	0	0	0	0	0	
ZFE-Fence	0	0	0	0	0	2	5
ZTD--Temporary Dwelling	0	0	0	0	0	0	
Compliance Letters Mailed this period	24	50	103	87	85	94	146
Administrative Citations Issues/period	2	0	0	1	1	0	2
Criminal Citations Issued/period	0	0	0	0	0	0	0
Abated Properties/Period	0	0	9	7	10	28	0
Admin Hearings Requested	0	0	0	0	1	0	0
Admin Hearings Held w positive judgement	0	0	0	1	0	0	0
Criminal trials w positive judgement	0	0	0	0	0	0	0
AVERAGE TIME TO COMPLIANCE		**20**	**12**	**17**	**20**	**15**	**11**

CITY OF ISANTI MONTHLY REPORT

November 2018

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	46	$0.00	$0.00	$2.00	$0.00	$160.00	$3,680.00		
Decks	0	24	$0.00	$166,910.51	$0.00	$0.00	$0.00	$6,170.55		
Basement Finish	1	15	$15,000.00	$221,139.32	$7.50	$0.00	$450.45	$6,697.85		
Addtns. Remodel	0	1	$0.00	$5,047.78	$0.00	$0.00	$0.00	$227.70		
Garages	0	3	$0.00	$44,248.00	$0.00	$0.00	$0.00	$1,409.10		
Miscellaneous	11	155	$0.00	$159,357.00	$11.00	$0.00	$1,170.00	$21,332.62		
Single dwellings	0	77	$0.00	$14,289,425.82	$0.00	$246.36	$0.00	$195,491.31		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	8	120			$8.00	$2.00	$600.00	$8,979.00		
Plumbing	2	129			$2.00	$4.00	$148.00	$10,879.00		
									$0.00	
Resid. Totals	**24**	**570**	**$15,000.00**	**$14,886,128.43**	**$30.50**	**$252.36**	**$2,528.45**	**$254,867.13**	**$0.00**	**$ 403,040.00**
Commercial										
New Buildings	0	2	$0.00	$2,844,666.00	$0.00	$500.00	$0.00	$25,377.00		
Addtns./Remodel	0	1	$0.00	$4,800.00	$0.00	$0.00	$0.00	$202.95		
Plumbing	1	4	$8,000.00	$346,700.00	$4.00	$0.00	$198.40	$3,641.90		
Mechanical	0	4	$0.00	$246,479.00	$0.00	$2.80	$0.00	$5,470.95		
Roofing	1	2	$31,326.00	$97,544.00	$15.66	$0.00	$828.30	$2,207.70		
Miscellaneous	4	28	$0.00	$1,728,127.00	$4.00	$0.00	$348.00	$25,186.60		
Comm. Totals	**6**	**41**	**$39,326.00**	**$5,268,316.00**	**$23.66**	**$502.80**	**$1,374.70**	**$62,087.10**	**$0.00**	**$40,054.00**
Resid. Plus Comm. Totals	**30**	**611**	**$54,326.00**	**$20,154,444.43**	**$54.16**	**$755.16**	**$3,903.15**	**$316,954.23**	**$0.00**	**$ 443,094.00**

YEARLY BUILDING PERMIT COMPARISONS

YTD November 2018

L.5.

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	$275,708.68	$686,976.80
2018	611	77	0	2	$20,154,444.43	$316,954.23	$443,094.00

Total permit fees do not include Sac / Wac or State Surcharge fees

MONTH TO MONTH COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	33	$510,011.00	$10,341.45
February	39	$230,639.00	$6,461.95
March	59	$2,126,225.00	$34,115.97
April	51	$2,102,087.00	$33,616.93
May	80	$2,296,921.45	$38,856.98
June	79	$3,633,463.85	$51,690.90
July	72	$4,356,768.49	$52,054.50
August	79	$2,238,257.07	$41,980.40
September	49	$1,505,943.85	$24,051.75
October	40	$1,099,801.72	$19,880.25
November	30	$54,326.00	$3,903.15
December	0	$0.00	$0.00
Totals	611	$20,154,444.43	$316,954.23

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MEMORANDUM

Date: December 12, 2018

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.115547

Please find listed below a status report of the current projects in the City of Isanti:

1) 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.

2) Cajima Street/TH 65 Signal Study

We will complete the 60% Plan Set this month for submittal to MnDOT for review.

3) 2018 Street & Utility Improvements

This project is complete. The final pay request is anticipated to be processed this month.

4) 2019 Storm System Maintenance Project

This month we will notify residents impacted by this project.

5) 2019 Pavement Management Project

We will begin creating the plan set this month.

6) Legacy Pines Subdivision

The Contractor has installed the sanitary sewer and watermain. All other work has been suspended for the winter.

7) Clarifier Rehab Project

This project is scheduled to be completed in a 3-week period this month.

In addition to the current projects listed above we have completed and accepted 48 private developments and 61 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.